

GLS APPLICATION INSTRUCTION

DORMITORY EXTENSION

(2020-WINTER VACATION DIRECT DORM RESIDENTS)

SKKU DORMITORY

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1. Access to GLS(KINGO ID LOGIN)

① Click “KINGO ID LOGIN”
on SKKU website(<http://www.skku.edu>)

Truly, Global Leading University 'SKKU'

KOR | KINGOBOT

KINGO ID LOGIN

TODAY

Application of Return to School for 20...

SUNGKYUNKWAN UNIVERSITY

S - Gallery

성균관대학교
SUNGKYUNKWAN UNIVERSITY

② Click GLS



홈



GLS



icampus



게시판



Forms

설문



지메일

접기

2019학년도 대학운영방침

Global Leading Un

GLS Screen

[국내Co-op] 삼성전

Quick



학사안내



증명발급

받은메일함

보낸메일함

① KINGO ID LOGIN

- You can access Your GLS after you login with KINGO ID on SKKU website (<http://www.skku.edu>)
- You can login with kingo ID after you sign up on SKKU website.
- New students can sign up Kingo Portal after tuition(deposit fee) payment.

② Click GLS

1. Access to GLS(KINGO ID LOGIN)

The screenshot shows the GLS portal interface. At the top, there is a search bar with the text '메뉴검색' and a home icon. The university logo '성균관대학교 SUNCHEON NATIONAL UNIVERSITY' is visible. A red arrow labeled '① CLICK' points to the 'Application/Graduation..' menu item, which is highlighted with a red box. Below the navigation bar, there are three main service tiles: '개인별 졸업요건' (Individual Graduation Requirements), '나의신청현황조회' (Check My Application Status), and '학적변동처리상태' (Check Academic Change Status). On the right side, a vertical menu is shown with 'Dormitory' highlighted in a light green bar. A red arrow labeled '② CLICK' points to the 'Dorm info.' item in this menu, which is also highlighted with a red box. Other items in the menu include 'Dorm application', 'Reserve (waiting list)', 'Submit the Check-in list', 'check-out list', 'Refund Account Info.', 'Register Sleep Out', 'Application of facility usage', 'Change of Meal Plan', '비사생식수신청', 'Application of Hobby Class', 'Hobby Class Application Result', 'GYM(Shin-gwan) registration', and 'Certification of Resident'.

■ Dorm application

- Click “GLS” and then click “Application/Graduation requirements Management”
- You can find “[Dorm info.](#)”. Click it.

2. Apply for dormitory extension: Step1_Select Application

- ❖ KINGO ID LOGIN-> GLS -> Application/Graduation Requirements Management -> **Dormitory Information**
- ❖ When you click on “Dorm information”, you can see the dormitory application info. as below. Then, select your **2020-Winter Vacation dormitory application**

The screenshot shows the 'Dorm info.' page in the KINGS system. At the top, there are buttons for 'Invoice', 'Cancel(refund)', and 'Extension app'. Below is a search bar with fields for Name (HONG SUNG HUN), ID (2016711357), and Department (일반대학원-국어국문학과). A table lists dormitory applications, with the first row (No. 1) highlighted in green and circled in orange. This row corresponds to a 'Winter Vacation' application. Below the table, there are tabs for 'Check My Info.', 'Dormitory Info.', 'Dormate', 'Payment/refund', 'Black marks', and 'Survey'. The 'Dormitory Info.' tab is active, showing a 'Schedule' section with 'Campus' set to 'HSSC(Seoul)' and 'Semester' set to 'Winter Vacation'. Below the schedule, there is a 'Preferring dormitories' section with a table that is currently empty, displaying 'The search turned up no data.' To the right of this section, there are input fields for 'Preferred Date for Joining Company' (2020-12-19 to 2021-02-14), 'Check-out date', 'State' (residence), 'Room type' (E-house(Single Room)-A), and 'Room No.' (A2 2021).

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Dormitory	Room type	Full Payment (Y/N)	Scheduled Date of Check-in	Scheduled Date of Check-out	Meal option	Remarks
1	HSSC(Seoul)	2020	Winter Vacation	3	residence	E-house(Single Room)	E-house(Single Room)-A	Y	2020-12-19	2021-02-14	None	
2	HSSC(Seoul)	2020	Fall Semester	3	termination	E-house(Single Room)	E-house(Single Room)-A	Y	2020-08-22	2020-12-19	None	
3	HSSC(Seoul)	2020	Summer Vacation	3	termination	E-house(Single)	E-house(Single)	Y	2020-06-20	2020-08-22	None	

Apply for dormitory residence extension

- CLICK on “**Extension app**” button after checking 2020 “Winter Vacation”
- You should submit this application within application periods; **2021.01.25.(Mon)~2021.02.08.(Mon)**
- You can NOT modify the contents of application after application submission.

2. Apply for dormitory extension : Step 2_Check Personal Info.

퇴사일연기신청

Schedule

Campus: HSSC(Seoul) Semester: 2020 Winter Vacation Degree: []

Dormitory info.

Dormitory: E-하우스(1인실) Roomtype: E-하우스(1인실)-A Room No. []

Residence period: Before Change | 2020-12-19 ~ 2021-02-14 → After Change | 2020-12-19 ~ 2021-02-20

※Virtual account is issued after applying.
 ※Then please make a payment with in due date.
 ※After due date,application will be canceled automatically.

Invoice

Payment period: 2021-01-13 ~ 2021-02-08 Statement: unpaid

Amount Paid: [] Bank for Payment: [] Account No.: []

Fee/1day: 20,000 × Period: 6 Days = Amount Requested: 120,000

Please decide carefully as no cancel or refund is available after the payment.
 ※ 호실배정이 시작된 6월 20일 이후에는 퇴사일연기신청을 하더라도 다른 호실로 배정됩니다.

I am aware of information on the website thoroughly and now applying with []

Apply

Extension app

- Please click on "Apply" button after marking

2. Apply for dormitory extension : Step 3_ Check A Notice

The screenshot shows a web application interface for applying for a dormitory extension. The main form is titled "퇴사일연기신청" (Move-out date extension application). It includes sections for "Schedule", "Dormitory info.", and "Invoice". A "Notice" dialog box is overlaid on the form, containing the text: "Please agree to the guideline for the application of move-out date extension." and a green "Confirm" button. An orange arrow labeled "① CLICK" points to the "Winter Vacation" dropdown menu in the "Schedule" section. Another orange arrow labeled "② Click" points to the "Confirm" button in the "Notice" dialog box. The background form shows fields for "Campus" (HSSC(Seoul)), "Semester" (2020), "Degree", "Dormitory", "Residence period", "Payment period" (2021), "Amount Paid", and "Fee/1day" (120,000). There is also a checkbox at the bottom: "I am aware of information on the website thoroughly and now applying with".

■ Notice

2. Apply for dormitory extension : Step 4_Final checking

The screenshot shows a web form for '퇴사일연기신청' (Resignation Extension Application). The form includes sections for 'Schedule', 'Dormitory info.', and 'Invoice'. A 'Notice' dialog box is overlaid on the form, containing the following text:

※ 호실배정이 시작된 월 일이후에는 퇴사일 연기신청을 하더라도 다른 호실로 배정됩니다.

① Click

Confirm

At the bottom of the form, there is a checkbox labeled 'I am aware of information on the website thoroughly and now applying with' and an 'Apply' button.

■ Final checking

- Your room will be able to change other room after the official announcement of successful dorm applicant.

2. Apply for dormitory extension: Step 5_Notice for Payment

퇴사일연기신청

Schedule

Campus HSSC(Seoul) Semester 2020 Winter Vacation Degree

Dormitory info.

Dormitory

Residence period

2021-02-20

Virtual account is issued.
Then please make a payment.
After due date, application will be cancelled.

Invoice

Payment period 2021

Amount Paid

Fee/1day 120,000

Please decide carefully as no cancel or refund is available after the payment.
호실배정이 시작된 6월 20일 이후에는 퇴사일연기신청을 하더라도 환불은 불가능합니다.

I am aware of information on the website thoroughly and now applying with

Apply

Notice

Your application is completed. Without making fee payment within payment period, the application will be automatically cancelled. Please reconsider your application before making the payment because the cancellation or refund will not be possible. (Please make a payment after 10mins after issue of virtual account to avoid errors.)

① Click

Confirm

2. Apply for dormitory extension: Step 6_Bank info.& Room charge

✕
퇴사일연기신청

Schedule

Campus	HSSC(Seoul)	Semester	2020	Winter Vacation	Degree	
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Dormitory info.

Dormitory	E-하우스(1인실)	Room type	E-하우스(1인실)-A	Room No.				
Residence period	Before Change	2020-12-19	~	2021-02-14	After Change	2020-12-19	~	2021-02-20

※Virtual account is issued after applying.
 ※Then please make a payment with in due date.
 ※After due date,application will be canceled automatically.

Invoice

Payment period	2021-01-13	~	2021-02-08	Statement	unpaid
Amount Paid		Bank for Payment	우리은행	Account No.	27024522518755
Fee/1day	20,000	Period	6 Days	Amount Requested	120,000

Please decide carefully as no cancel or refund is available after the payment.
 ※ 호실배정이 시작된 6월 20일 이후에는 퇴사일연기신청을 하더라도 다른 호실로 배정됩니다.

I am aware of information on the website thoroughly and now applying with

① Check your Payment Bank info. & Virtual Account No.

② Click

Apply

3. Dormitory Information: Payment info. for dorm extension

Application/Graduation Requirements Management > 기숙사 > Dorm info.

Invoice Cancel(refund) Extension app

Name SEARCH

Total 1 / 20

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Dormitory	Room type	Full Payment (Y/N)	Scheduled Date of Check-in	Scheduled Date of Check-out	Meal option	Remarks
1	HSSC(Seoul)	2020	Winter Vacation	3	residence	E-house(Single Room)	E-house(Single Room)-A	Y	2020-12-19	2021-02-14	None	
2	HSSC(Seoul)	2020	Fall Semester	3	termination	E-house(Single Room)	E-house(Single Room)-A	Y	2020-08-22	2020-12-19	None	
3	HSSC(Seoul)	2020	Summer Vacation	3	termination	E-house(Single Room)	E-house(Single Room)-A	Y	2020-06-20	2020-08-22	None	

Check My Info. Dormitory Info. Dormate **Payment/refund** Black marks Survey

Invoice Total 1 / 1

No.	Entry	Statement	Bank for Payment	Account No.	Payment start date	Payment due date	Paid date	Amount Requested	Amount Paid	Remarks
1	연장신청	아니오	우리은행	21-98	2021-01-08	2021-02-02		120,000	0	퇴사일연기신청
								905,000	905,000	

Details Total 0

No.	Type	Date of Application	Refund (Y/N)	Refund date	Refund amount	Bank for Refund	Bank Account for Refund
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① Pay for it right after checking payment information
- Payment Info., Virtual Account No., Amount Requested