

GLS APPLICATION INSTRUCTION

DORMITORY EXTENSION

(2020-WINTER VACATION DIRECT DORM RESIDENTS)

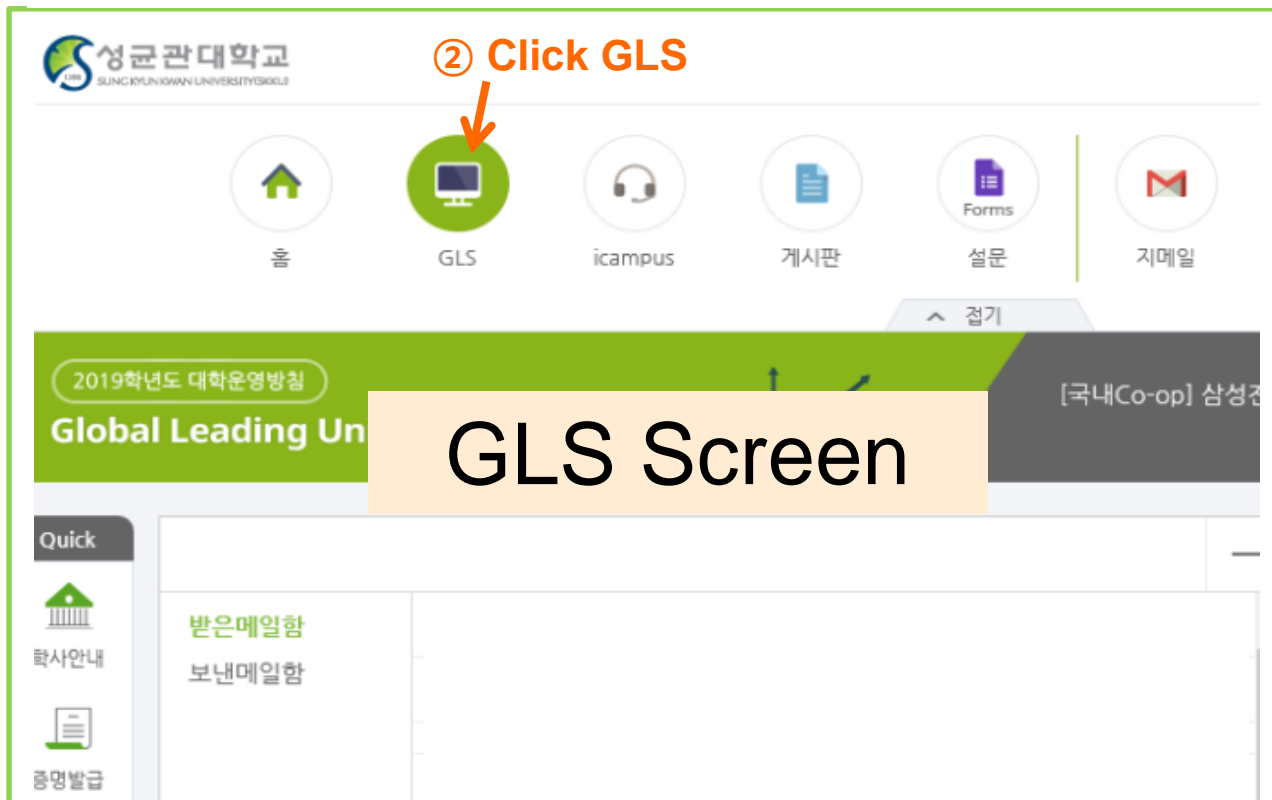
SKKU DORMITORY

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1. Access to GLS(KINGO ID LOGIN)

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



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 Sunchon National University GLS portal. At the top, there is a search bar and a navigation menu. The 'Application/Graduation..' link is highlighted with an orange box and labeled '① CLICK'. Below this, there are three main service categories: '개인별 졸업요건' (Individual Graduation Requirements), '나의신청현황조회' (Check My Application Status), and '학적변동처리상태' (Check Academic Status Change). To the right, a sidebar menu lists various services, with 'Dormitory' highlighted in green and 'Dorm info.' highlighted with an orange box and labeled '② CLICK'.

① **CLICK**

Academic Calendar | **Application/Graduation..** | Academic Status/Personnel | Courses

개인별 졸업요건
개인별 졸업요건 충족현황(학부)

나의신청현황조회
나의신청현황조회

학적변동처리상태
학적변동처리상태조회

Dormitory ② **CLICK**

Dorm info.

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
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**

Dom info. X

Application/Graduation Requirements Management > 기숙사 > Dorm info.

Invoice Cancel(refund) **Extension app**

Name HONG SUNG HUN 2016711357 일반대학원-국어국문학과 SEARCH

② Click

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	

① Click

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

① Click

Schedule

Campus HSSC(Seoul) Semester Winter Vacation Degree 3

Preferring dormitories Total 0

Preference	Dormitory
The search turned up no data.	

Preferred Date for Joining Company 2020-12-19 ~ 2021-02-14 57 Days

Check-out date - - Check-out reason

State residence Dormitory E-house(Single Room)

Room type E-house(Single Room)-A Room No. A2 2021

■ 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

① Click **② Click** **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 for dormitory extension. The main form is titled '퇴사일연기신청' (Dormitory Extension Application). It has sections for 'Schedule', 'Dormitory info.', 'Invoice', and a disclaimer. The 'Schedule' section includes fields for 'Campus' (HSSC[Seoul]), 'Semester' (2020), and 'Winter Vacation'. The 'Dormitory info.' section includes 'Dormitory' (E-하우스/1011), 'Residence period' (Before 2021-02-20), and 'Room No.' (2021-02-20). The 'Invoice' section includes 'Payment period' (2021), 'Amount Paid' (unpaid), and 'Fee/Iday' (120,000). 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 points to the 'Confirm' button with the label '② Click'. Another orange arrow points to the 'Winter Vacation' field with the label '① CLICK'. 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 a green 'Apply' button.

퇴사일연기신청

Schedule

Campus HSSC[Seoul] Semester 2020 Winter Vacation Degree

Dormitory info.

Dormitory E-하우스/1011 Room No. 2021-02-20

Residence period Before 2021-02-20

※Virtual account is issued
※Then please make a payment
※After due date, application is not accepted

Invoice

Payment period 2021 Amount Paid unpaid Fee/Iday 120,000

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

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

Confirm

Apply

■ Notice

2. Apply for dormitory extension : Step 4_Final checking

The screenshot shows a web application for dormitory extension. A 'Notice' dialog box is overlaid on the form, containing the following text:

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

Below the notice, there is a green 'Confirm' button. An orange arrow points to this button with the label '① Click'. The background form includes sections for 'Schedule', 'Dormitory info.', and 'Invoice'. At the bottom, 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 E-하오나 (HANA) Room No. E-하오나 (HANA) Room No.

Residence period Before After 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 it.

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

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

Apply

3. Dormitory Information: Payment info. for dorm extension

Dorm info.

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
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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	퇴사일연가신청
								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