GUIDANCE FOR THE DORMITORY APPLICATION ON THE GLS

SKKU DORMITORY

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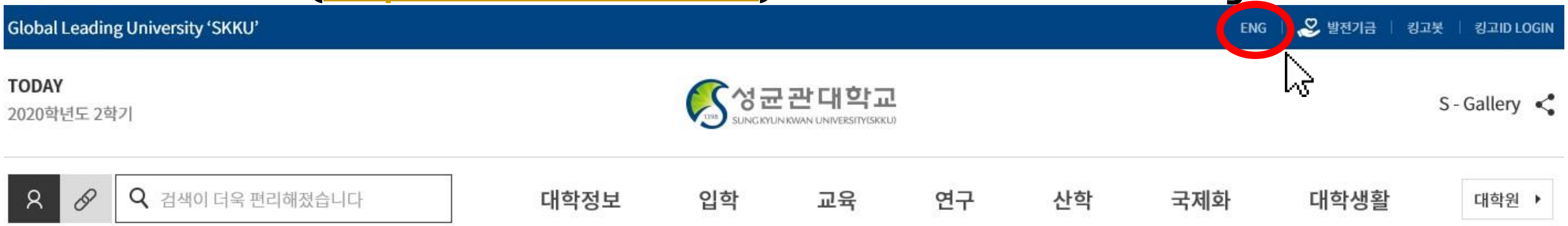
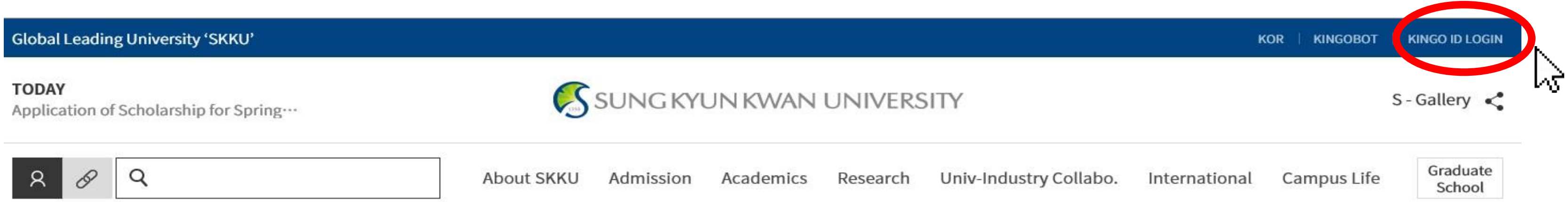
HOW TO CONTACT GLS

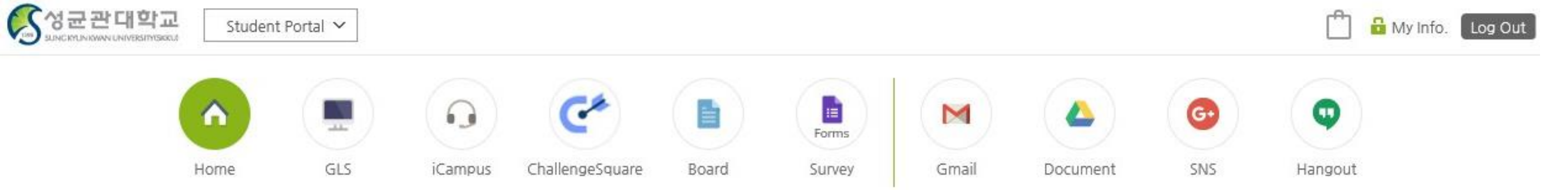
1. SKKU Website(http://www.skku.edu) ▶ Click "ENG" for English mode


Global Leading University 'SKKU'
ENG
발전기금
킹고봇
킹고ID LOGIN
TODAY
2020학년도 2학기
성균관대학교
SUNG KYUN KWAN UNIVERSITY(SKKU)
S - Gallery
검색이 더욱 편리해졌습니다
대학정보
입학
교육
연구
산학
국제화
대학생활
대학원

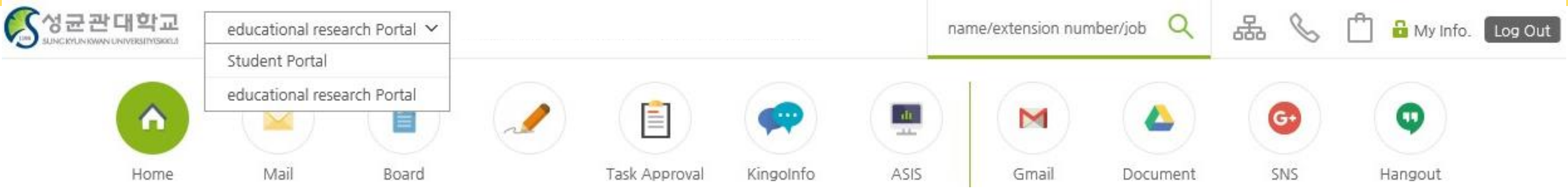
2. Click "KINGO ID LOGIN"


Global Leading University 'SKKU'
KOR
KINGOBOT
KINGO ID LOGIN
TODAY
Application of Scholarship for Spring…
SUNG KYUN KWAN UNIVERSITY
S - Gallery
About SKKU
Admission
Academics
Research
Univ-Industry Collabo.
International
Campus Life
Graduate School

3. Click "GLS"


성균관대학교
Student Portal
My Info.
Log Out
Home
GLS
iCampus
ChallengeSquare
Board
Forms
Survey
Gmail
Document
SNS
Hangout

FAQ (Graduate students) I cannot find "GLS". There is only "ASIS".

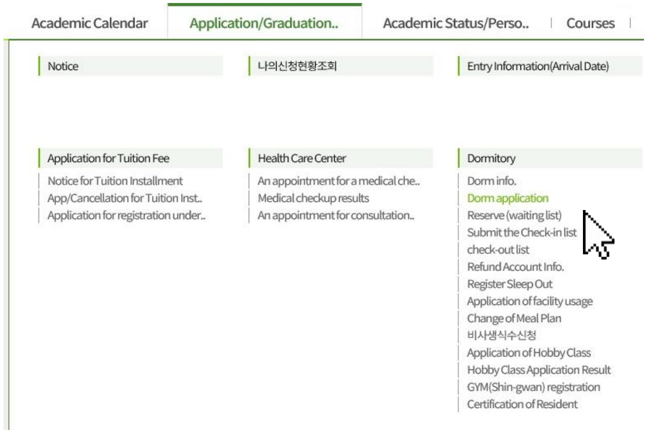

성균관대학교
educational research Portal
Student Portal
educational research Portal
name/extension number/job
My Info.
Log Out
Home
Mail
Board
Task Approval
KingoInfo
ASIS
Gmail
Document
SNS
Hangout

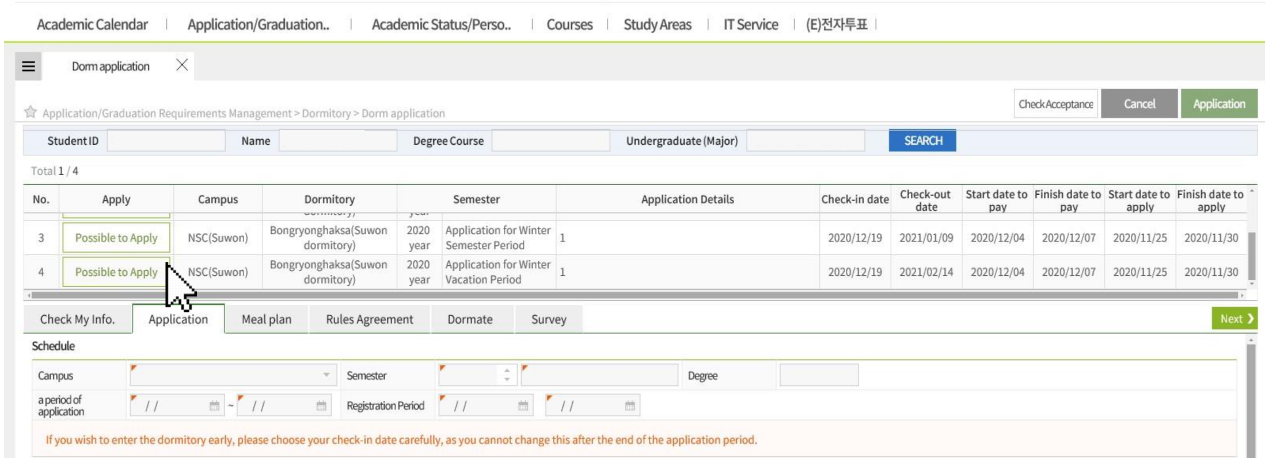
Click "Graduate portal)" ▶ Select "Students' portal"

APPLICATION PROCESS

STEP 1: SELECT CAMPUS & DORM TYPE

- Left Menu: Application/Graduation Requirements Management – **Dormitory** – **Dorm application**
- **Check campus, dormitory, application details from Year/Semester List**
  Choose one year/semester marked "Possible to Apply".
- You can only make one application for each year/semester.


Academic Calendar
Application/Graduation..
Academic Status/Perso..
Courses
Notice
나의신청현황조회
Entry Information(Arrival Date)
Application for Tuition Fee
Notice for Tuition Installment
App/Cancellation for Tuition Inst..
Application for registration under..
Health Care Center
An appointment for a medical che..
Medical checkup results
An appointment for consultation..
Dormitory
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


Academic Calendar
Application/Graduation..
Academic Status/Perso..
Courses
Study Areas
IT Service
(E)전자투표
Dorm application
Check Acceptance
Cancel
Application
Application/Graduation Requirements Management > Dormitory > Dorm application
Student ID
Name
Degree Course
Undergraduate (Major)
SEARCH
Total 1 / 4

No.	Apply	Campus	Dormitory	Semester	Application Details	Check-in date	Check-out date	Start date to pay	Finish date to pay	Start date to apply	Finish date to apply
3	Possible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2020 year	Application for Winter Semester Period	1	2020/12/19	2021/01/09	2020/12/04	2020/12/07	2020/11/25	2020/11/30
4	Possible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2020 year	Application for Winter Vacation Period	1	2020/12/19	2021/02/14	2020/12/04	2020/12/07	2020/11/25	2020/11/30

Check My Info.
Application
Meal plan
Rules Agreement
Dormate
Survey
Next ❯
Schedule
Campus
Semester
Degree
a period of application
Registration Period

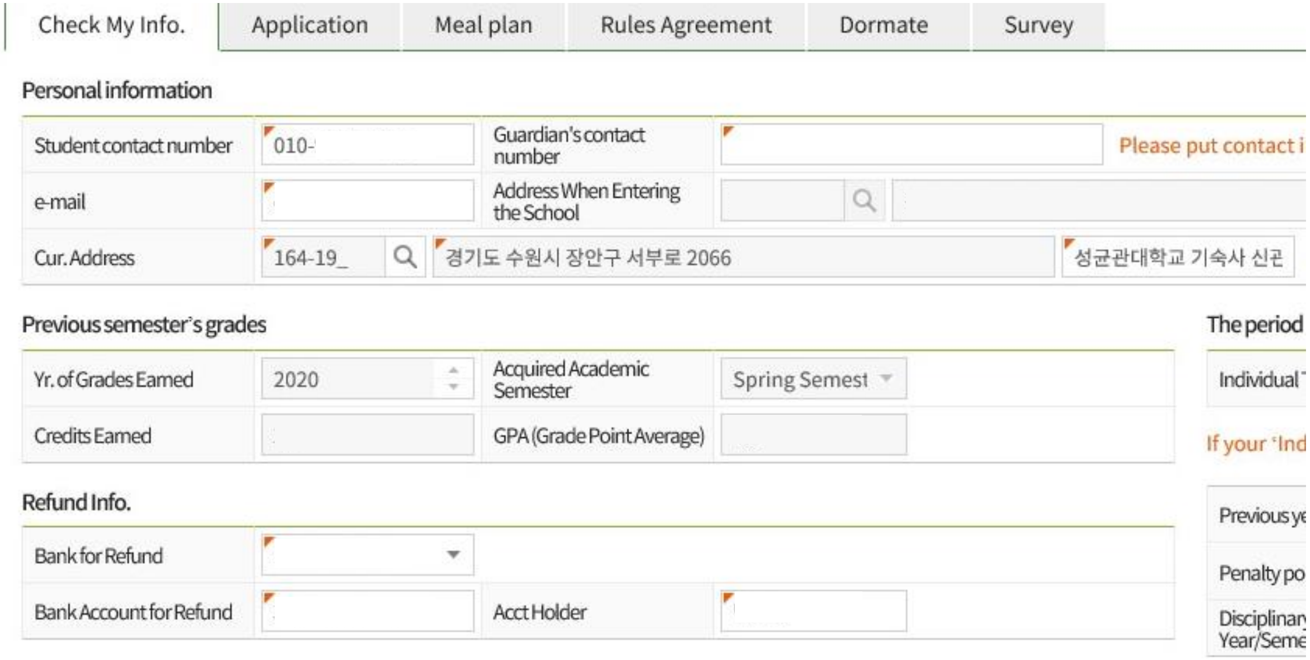
If you wish to enter the dormitory early, please choose your check-in date carefully, as you cannot change this after the end of the application period.

FAQ

I cannot find "Dorm application".
Are you a graduated student or Ph. Doctor course?
If you can see 2 menus in dormitory (certification of resident and check-out list), **you cannot apply to dormitory.** If this is wrong, please ask to the office of your department.

STEP 2: CHECK & MODIFY PERSONAL INFO.

1st Tab [Check My Info.]



Personal information

Student contact number	010-	Guardian's contact number		Please put contact i
e-mail		Address When Entering the School		
Cur. Address	164-19_	경기도 수원시 장안구 서부로 2066	성균관대학교 기숙사 신곤	

Previous semester's grades

Yr. of Grades Earned	2020	Acquired Academic Semester	Spring Semest
Credits Earned		GPA (Grade Point Average)	

The period

Individual

If your 'Ind

Previous ye

Penalty po

Disciplinar Year/Seme

Refund Info.

Bank for Refund			
Bank Account for Refund		Acct Holder	

★ Check and Modify Personal Info.

Check your phone number, email address, and current registered (Korean) address. If there are any errors, please update this.

- If your phone number or email address are wrong, you will not receive urgent notifications.
- You will receive the dormitory newsletter at your current registered (Korean) address. It is recommended that this is your parents' registered address.
- Your home address cannot be changed.

★Check and Modify Refund Info.

Refund information will be needed if you leave midway through your residence period, and/or to return the deposit at the end of your stay.

Choose the refund bank account. Please ensure that you input the correct bank name and account number.

- You will be responsible for money being sent to the wrong account if you input the wrong account number.
- The account holder does not have to be the applicant.

❖ Check the previous semester's grades

The previous semester's grades are your most recent semester's grades. Grades of F will be regarded in the applicant selection procedure.

If you only took courses with grades of P/F in the previous semester, your grades from the next most recent semester will be used. However, if you received F in all subjects, so your grade points are 0, you will be excluded from selection.

❖ Check Dormitory Penalty Points

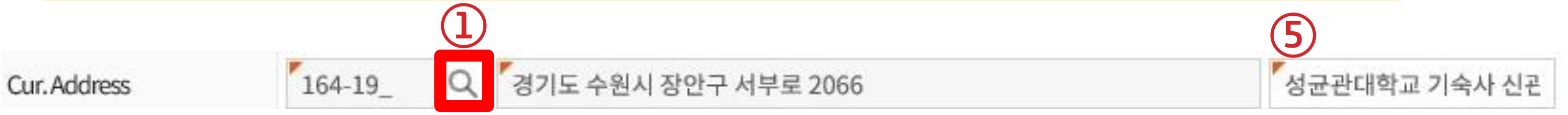
Dormitory penalty points from the semester/vacation prior to this application's selected year/semester will be regarded in the applicant selection process.

Dormitory penalty points will be considered in applications to choose "Dormates". During the applicant selection procedure, if two applicants have the same score, the one with fewer penalty points will be chosen. Even if you did not receive any penalty points in the previous semester, if you received disciplinary action affecting future applications, you will be excluded from selection.

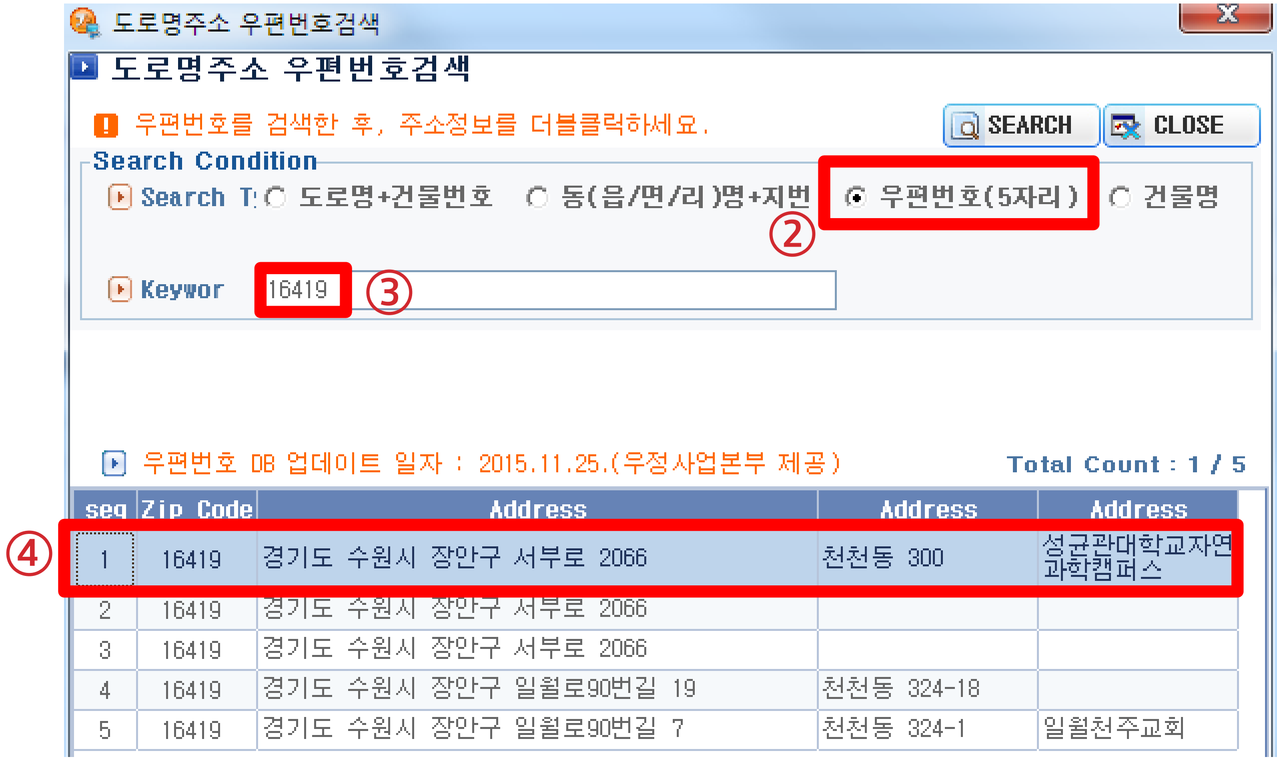
How to write “Current address”?

If you have not Korean address, follow below method.

1. Clic🔍 (magnifying glass) button
2. Click “우편번호(5자리)”
3. Insert “**16419**” in Keyword ▶Click [SEARCH]
4. Double click first address (성균관대학교 자연과학캠퍼스)
5. Write “Dormitory” in second blank line.



Cur.Address 164-19_ 🔍 경기도 수원시 장안구 서부로 2066 성균관대학교 기숙사 신관



도로명주소 우편번호검색

우편번호를 검색한 후, 주소정보를 더블클릭하세요.

Search Condition

Search T: ○ 도로명+건물번호 ○ 동(읍/면/리)명+지번 ● 우편번호(5자리) ○ 건물명

Keywor 16419

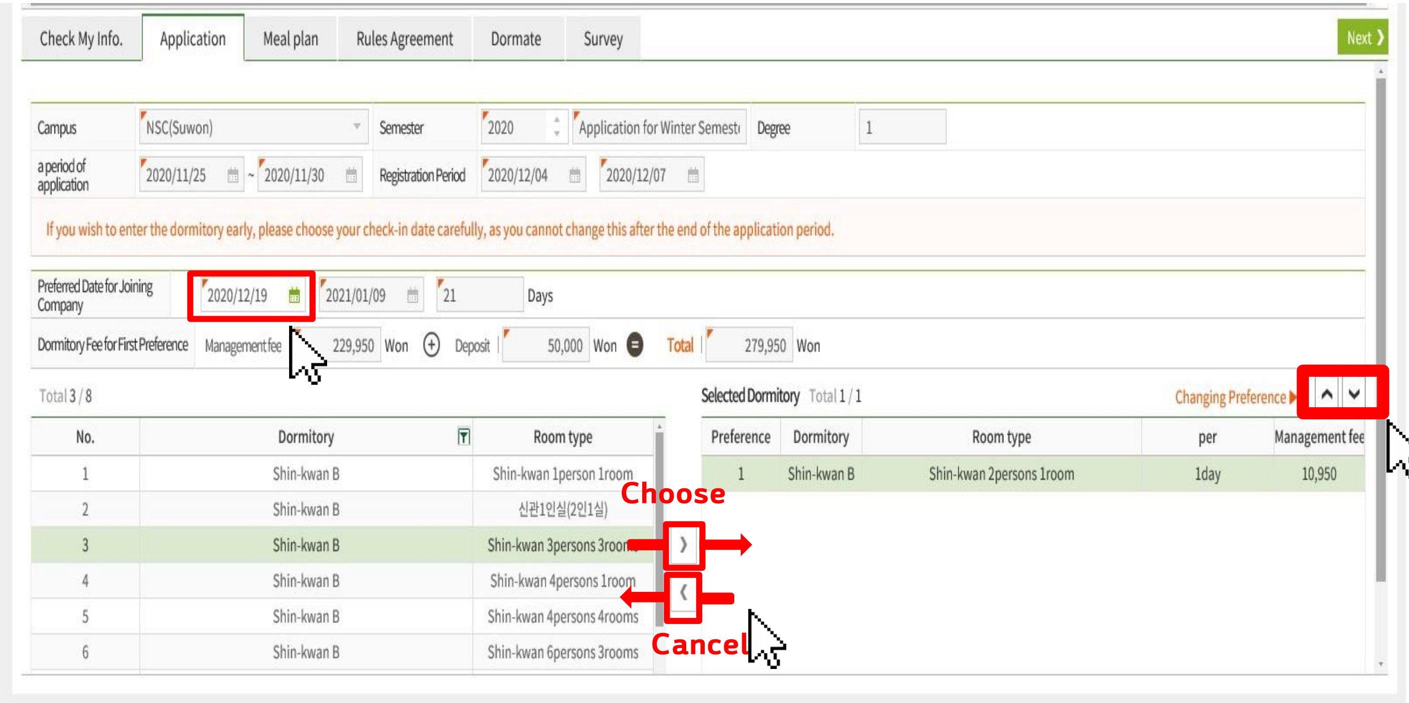
우편번호 DB 업데이트 일자 : 2015.11.25.(우정사업본부 제공)

Total Count : 1 / 5

seq	Zip Code	Address	Address	Address
1	16419	경기도 수원시 장안구 서부로 2066	천천동 300	성균관대학교자연과학캠퍼스
2	16419	경기도 수원시 장안구 서부로 2066		
3	16419	경기도 수원시 장안구 서부로 2066		
4	16419	경기도 수원시 장안구 일월로90번길 19	천천동 324-18	
5	16419	경기도 수원시 장안구 일월로90번길 7	천천동 324-1	일월천주교회

STEP 3: SELECT CHECK-IN DATE & DORM

2nd Tab [Application]



Campus	NSC(Suwon)	Semester	2020	Application for Winter Semest	Degree	1	
a period of application	2020/11/25 ~ 2020/11/30	Registration Period	2020/12/04	2020/12/07			

If you wish to enter the dormitory early, please choose your check-in date carefully, as you cannot change this after the end of the application period.

Preferred Date for Joining Company: 2020/12/19 – 2021/01/09 – 21 Days

Dormitory Fee for First Preference: Management fee 229,950 Won ⊕ Deposit 50,000 Won ⊜ Total 279,950 Won

Total 3 / 8

No.	Dormitory	Room type
1	Shin-kwan B	Shin-kwan 1person 1room
2	Shin-kwan B	신관1인실(2인1실)
3	Shin-kwan B	Shin-kwan 3persons 3room
4	Shin-kwan B	Shin-kwan 4persons 1room
5	Shin-kwan B	Shin-kwan 4persons 4rooms
6	Shin-kwan B	Shin-kwan 6persons 3rooms

Selected Dormitory Total 1 / 1

Preference	Dormitory	Room type	per	Management fee
1	Shin-kwan B	Shin-kwan 2persons 1room	1day	10,950

❖ Check the Application Schedule

This is information about the current ongoing application schedule. Please check the registration period again.

❖ Checking the Price of Your First Choice

The dormitory fee and deposit are calculated automatically based on your first choice of dormitory and residence period. If you want to see how the price differs from dormitory to dormitory, experiment changing your first choice.

★ Modify Desired Check-in Date

Possible non-standard check-in dates will be displayed in yellow.

To select your desired check-in date, press the Calendar button. (Available dates will be displayed in yellow.)

- It is impossible to change your chosen check-in date after the application period has ended, so please refer to your academic and personal calendars carefully before selecting the date.
- Since the residence period differs depending on the selected check-in date, the dormitory fee also differs accordingly.
- There is no early check-in during a vacation.

★Select Desired Dormitory

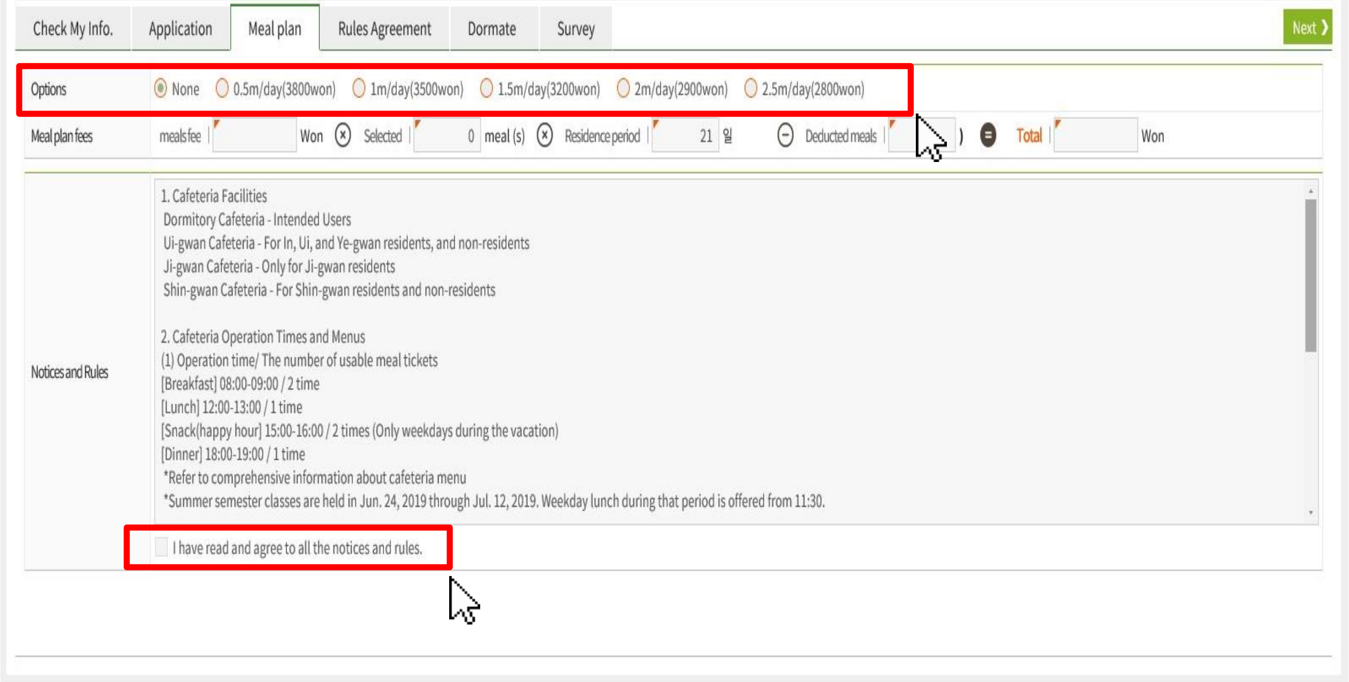
The list of available dormitories is on the left.

Select your desired dormitories from this, and click [▶] to move them into your list of chosen options.

- You must select at least one dormitory to proceed with the application.
- You can select up to 7 dormitories. Use the [▲] and [▼] buttons on the right to adjust the order so your first choice is at the top, second is next, etc.
- If you do not select choices 2-7, and you fail to get your first choice, you will be excluded from selection or your application will proceed for a random dormitory.

STEP 4: SELECT MEAL PLAN

3rd Tab [Meal Plan]



Options ● None ○ 0.5m/day(3800won) ○ 1m/day(3500won) ○ 1.5m/day(3200won) ○ 2m/day(2900won) ○ 2.5m/day(2800won)

Meal plan fees: mealsfee Won ⊗ Selected 0 meal (s) ⊗ Residence period 21 일 ⊖ Deducted meals) ⊜ Total Won

Notices and Rules

1. Cafeteria Facilities
Dormitory Cafeteria - Intended Users
Ui-gwan Cafeteria - For In, Ui, and Ye-gwan residents, and non-residents
Ji-gwan Cafeteria - Only for Ji-gwan residents
Shin-gwan Cafeteria - For Shin-gwan residents and non-residents

2. Cafeteria Operation Times and Menus
(1) Operation time/ The number of usable meal tickets
[Breakfast] 08:00-09:00 / 2 time
[Lunch] 12:00-13:00 / 1 time
[Snack(happy hour] 15:00-16:00 / 2 times (Only weekdays during the vacation)
[Dinner] 18:00-19:00 / 1 time
*Refer to comprehensive information about cafeteria menu
*Summer semester classes are held in Jun. 24, 2019 through Jul. 12, 2019. Weekday lunch during that period is offered from 11:30.

☐ I have read and agree to all the notices and rules.

❖ Meal plan fee: Calculating the Costs of Each Option

The cost for your selected option is displayed automatically.

- The meal price is added to the dormitory fee on the invoice.

FAQ If I select "None" regarding the meal plan, can I not use the cafeteria?

Yes. Though having selected "None," you can use it by purchasing the meal coupon from the vending machine of the cafeteria every time.

★Options

Choose one of the six possible meal plans available on the Natural Sciences Campus.

- A discounted rate will be applied depending on your chosen meal plan. The higher the number of tickets purchased, the cheaper each meal.
- On this tab, "__ meal(s) per day" refers to the average number of meals per day, dividing the total number of tickets by the number of days in your residence period. You will be given all your meal tickets at once and you can use them freely during your stay.
- For example, in a semester of 100 days, if you choose 1 meal per day, you will receive 100 tickets, for 1.5 meals per day you will receive 150 tickets, etc.
- For more detailed rules, refer to the Notices and Rules.

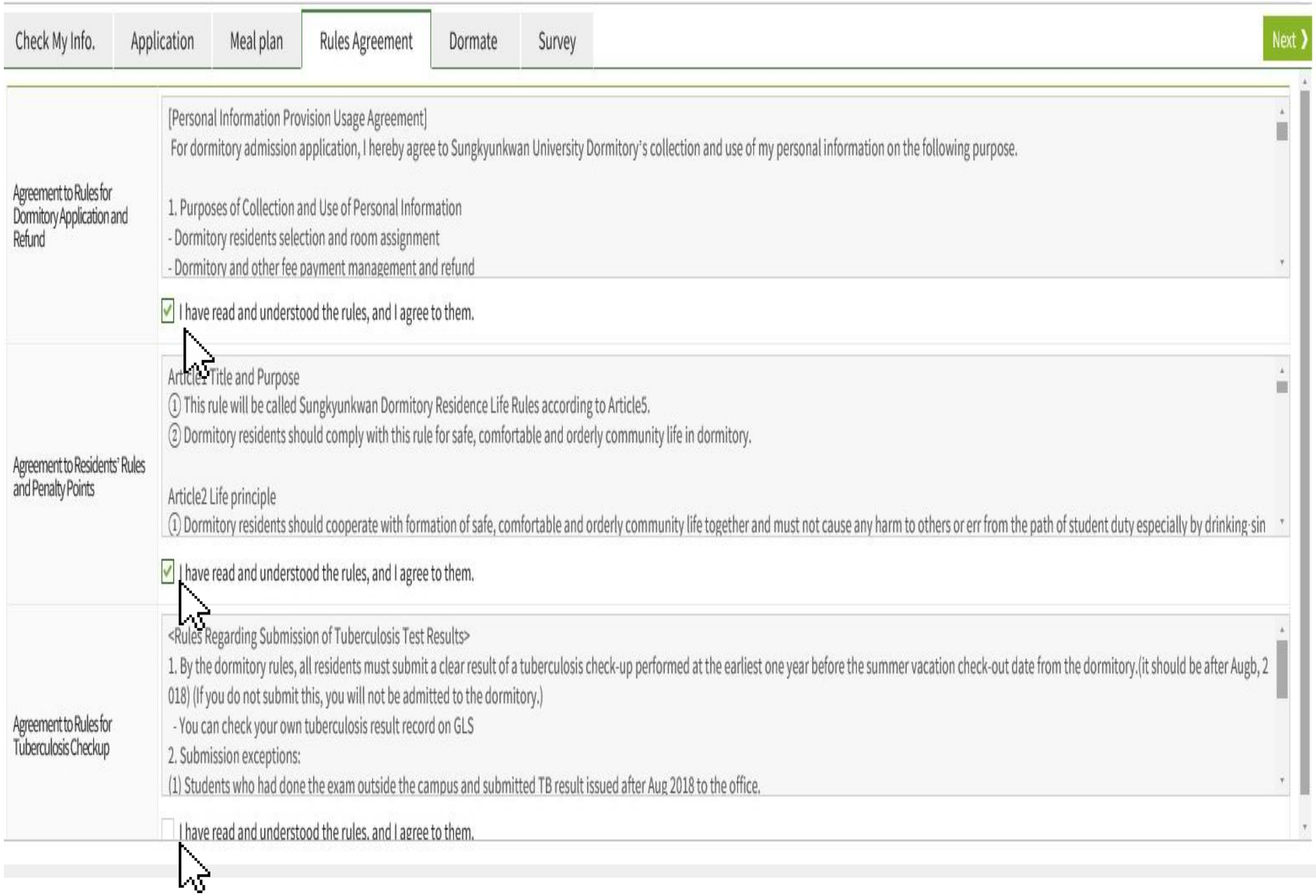
★Agreement to Notices and Rules

Please read this carefully as it involves the information, rules, precautions, and useful information regarding choosing and changing options.

After reading the notices and rules above, check (V) the box to accept the conditions and proceed with the application.

STEP 5: AGREE TO RULES

4th Tab [Rules Agreement]



Agreement to Rules for Dormitory Application and Refund

[Personal Information Provision Usage Agreement]
For dormitory admission application, I hereby agree to Sungkyunkwan University Dormitory's collection and use of my personal information on the following purpose.

1. Purposes of Collection and Use of Personal Information
- Dormitory residents selection and room assignment
- Dormitory and other fee payment management and refund

☑ I have read and understood the rules, and I agree to them.

Agreement to Residents' Rules and Penalty Points

Article1 Title and Purpose
① This rule will be called Sungkyunkwan Dormitory Residence Life Rules according to Article5.
② Dormitory residents should comply with this rule for safe, comfortable and orderly community life in dormitory.

Article2 Life principle
① Dormitory residents should cooperate with formation of safe, comfortable and orderly community life together and must not cause any harm to others or err from the path of student duty especially by drinking·sin

☑ I have read and understood the rules, and I agree to them.

Agreement to Rules for Tuberculosis Checkup

<Rules Regarding Submission of Tuberculosis Test Results>
1. By the dormitory rules, all residents must submit a clear result of a tuberculosis check-up performed at the earliest one year before the summer vacation check-out date from the dormitory.(it should be after Augb, 2018) (If you do not submit this, you will not be admitted to the dormitory.)
- You can check your own tuberculosis result record on GLS
2. Submission exceptions:
(1) Students who had done the exam outside the campus and submitted TB result issued after Aug 2018 to the office.

☐ I have read and understood the rules, and I agree to them.

Agreement to Rules for Dormitory Application and Refund

Read this carefully so you understand the entry and refund rules.
After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

Agreement to Residents' Rules and Penalty Points

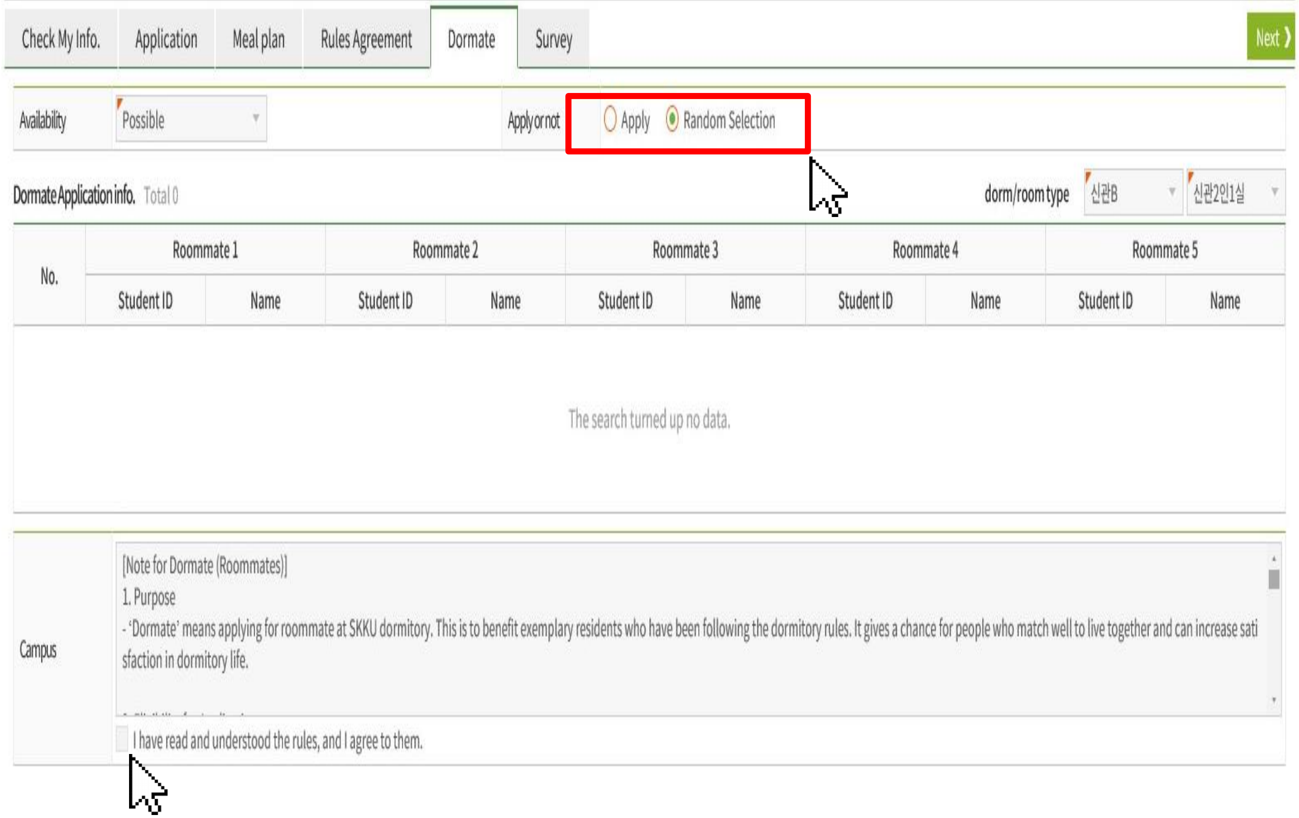
Read this carefully to understand residents' rules and the penalty point system.
After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

Agreement to Rules for Tuberculosis Checkup

Read this carefully to understand the rules for tuberculosis checkups and address changes.
In particular, **to avoid being refused entry to the dormitory on the check-in date, please read this carefully.**
After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

STEP 6: 'DORMATE' APPLICATION

5th Tab [Dormate]



Availability: Possible

Apply or not: ○ Apply ● Random Selection

Dormate Application info. Total 0

dorm/room type: 신관B | 신관2인1실

No.	Roommate 1		Roommate 2		Roommate 3		Roommate 4		Roommate 5	
	Student ID	Name	Student ID	Name	Student ID	Name	Student ID	Name	Student ID	Name

The search turned up no data.

Campus

[Note for Dormate (Roommates)]
1. Purpose
- 'Dormate' means applying for roommate at SKKU dormitory. This is to benefit exemplary residents who have been following the dormitory rules. It gives a chance for people who match well to live together and can increase sati sfaction in dormitory life.

☐ I have read and understood the rules, and I agree to them.

Check Availability and Choose Whether to Apply for a Specific Roommate

If you are qualified to apply, this will be shown as "Possible", and if you are not then it will be displayed as "Impossible" and you will proceed to the next step automatically. If you qualify and wish to apply, click "Apply"; otherwise you will be assigned a roommate randomly.

Roommate Application Info.

The number of roommates you can choose depends on the room type of your first choice of dormitory. Enter the student ID numbers and names of your chosen roommates in the columns shown.

- In the case of 2-people-1-room you must choose 1 roommate, for 4-people-1-room you can must choose 3, for 6-people-3-rooms you must choose 1/3/5, etc. You must choose all to proceed with the application.
- Once again, you must input the right student ID numbers and names. If there is an error, you will be excluded from roommate selection automatically.
- For more information on roommate application, check the "Rules for 'Dormates'".

Agreement to Rules for "Dormates"

Read this carefully to understand the rules for "dormates". After reading this carefully, check (V) the box to accept the conditions and proceed with the application.

FAQ

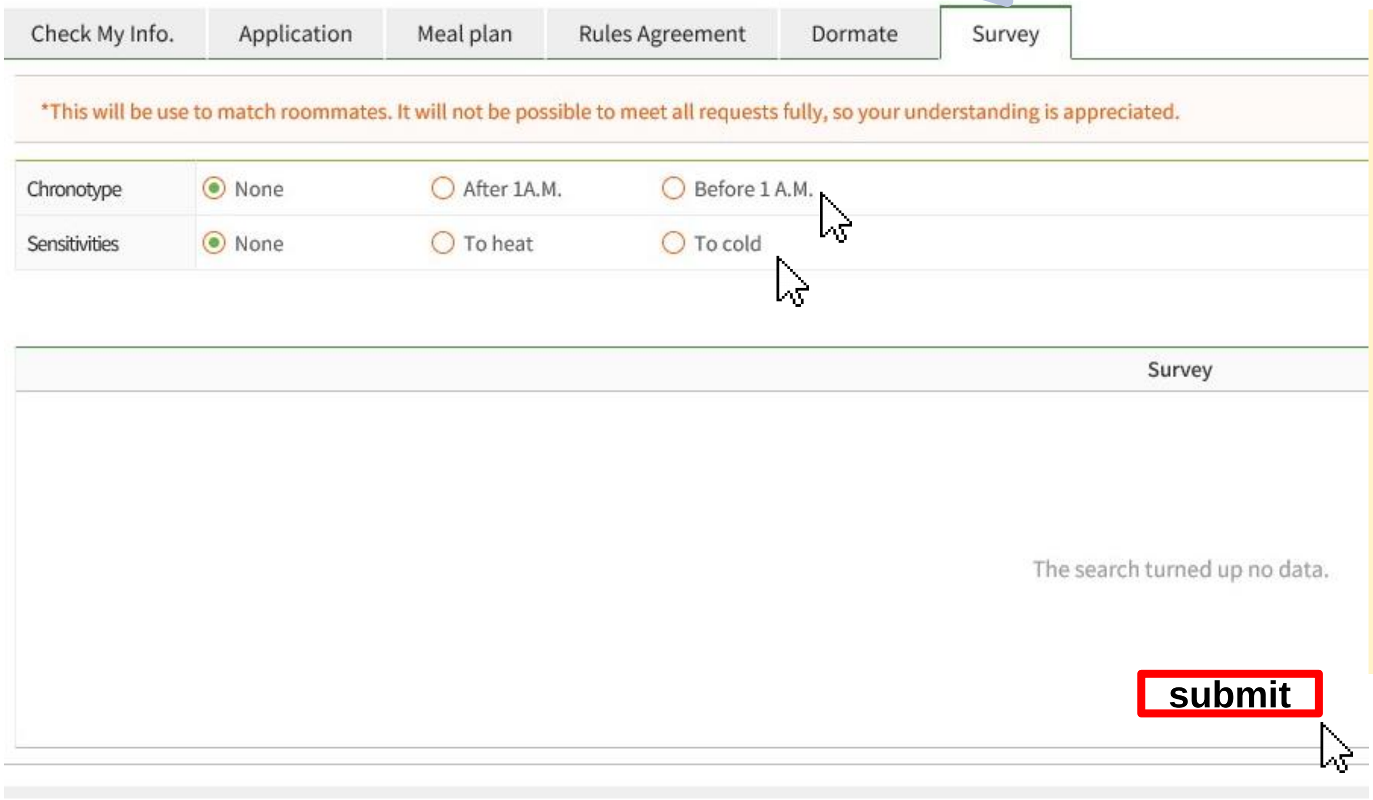
Why availability is "impossible"?

1. Did you get dormitory penalty points last semester or vacation?
2. Do you select the 4-persons-4-rooms? (1st choice)

If you say "Yes" of these questions, you cannot apply to "Dormate".

STEP 7: COMPLETE THE SURVEY

6th Tab [Survey]



*This will be use to match roommates. It will not be possible to meet all requests fully, so your understanding is appreciated.

Chronotype	● None	○ After 1A.M.	○ Before 1 A.M.
Sensitivities	● None	○ To heat	○ To cold

Survey

The search turned up no data.

Chronotype, Sensitivity Info.

Please answer the survey to help with random assignment of rooms and roommates.

This information will only be used a reference, as it will not be possible to match everyone ideally.

Survey

This pre-admission survey is necessary for residents, so please answer the questions honestly.

STEP 8: SUBMIT THE APPLICATION

Complete and Submit the Application

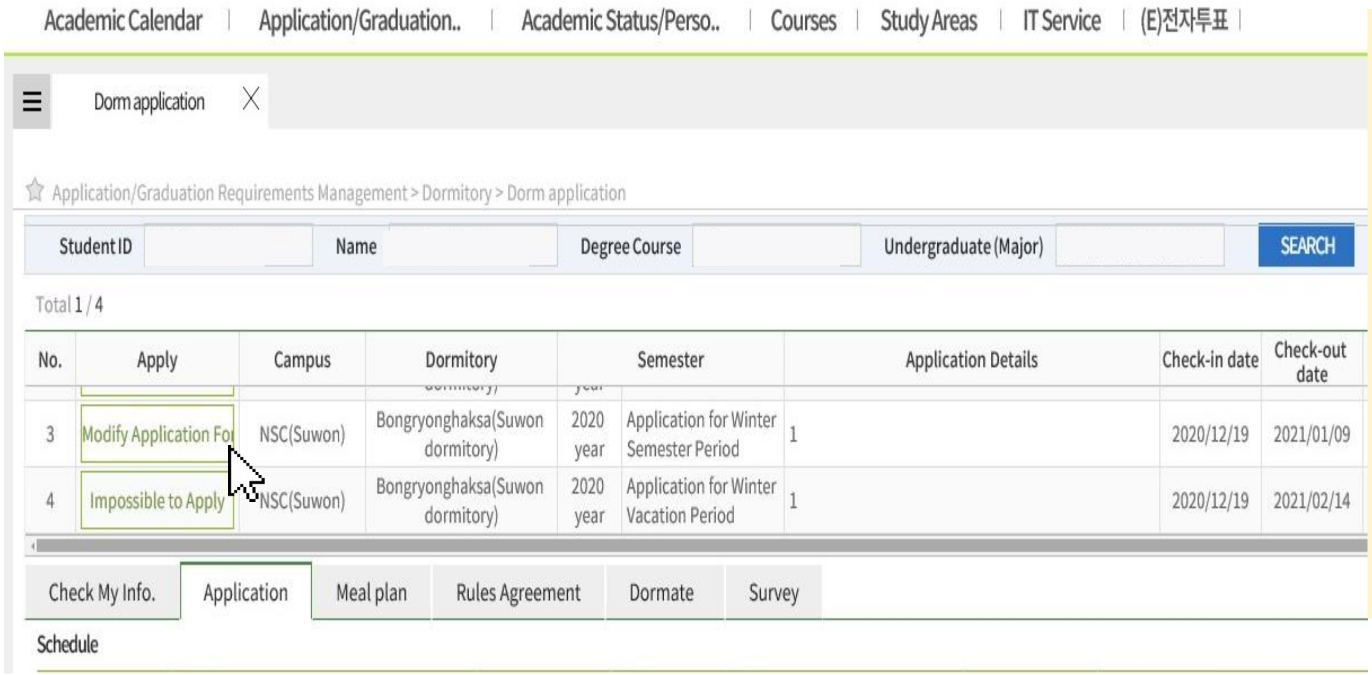
Your application will be saved and sent when you press "Submit".

Please complete everything by the end of the application period, then click "Submit" to complete the application.

- If you do not complete a required field, your application will not be saved until the form is filled in completely.
- You can modify your application as many times as you wish during the application period. After this period is over, the application cannot be modified.

MODIFY OR CANCEL OF APPLICATION

- **During the admission application period, it is possible for you to directly modify or cancel what you requested, but after the end of the relevant period, it is impossible for nobody to modify or cancel it.**


Academic Calendar | Application/Graduation.. | Academic Status/Perso.. | Courses | Study Areas | IT Service | (E)전자투표
Dorm application X
Application/Graduation Requirements Management > Dormitory > Dorm application
Student ID
Name
Degree Course
Undergraduate (Major)
SEARCH
Total 1 / 4

No.	Apply	Campus	Dormitory	Semester		Application Details	Check-in date	Check-out date
3	Modify Application For	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2020 year	Application for Winter Semester Period	1	2020/12/19	2021/01/09
4	Impossible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2020 year	Application for Winter Vacation Period	1	2020/12/19	2021/02/14

Check My Info.
Application
Meal plan
Rules Agreement
Dormate
Survey
Schedule

- **If you wish to modify your submitted application before the application deadline**, select your application from the list, make the modifications, and click "Modify". (It will not be possible to modify applications after the end of the Application Period.)

If you wish to change your application, click "Cancel" and start a new application.

- You can only make one application for each year/semester.
  e.g.: Two applications have been made for the same semester (Semester 1, 2015) below. The applicant must choose only one of these.

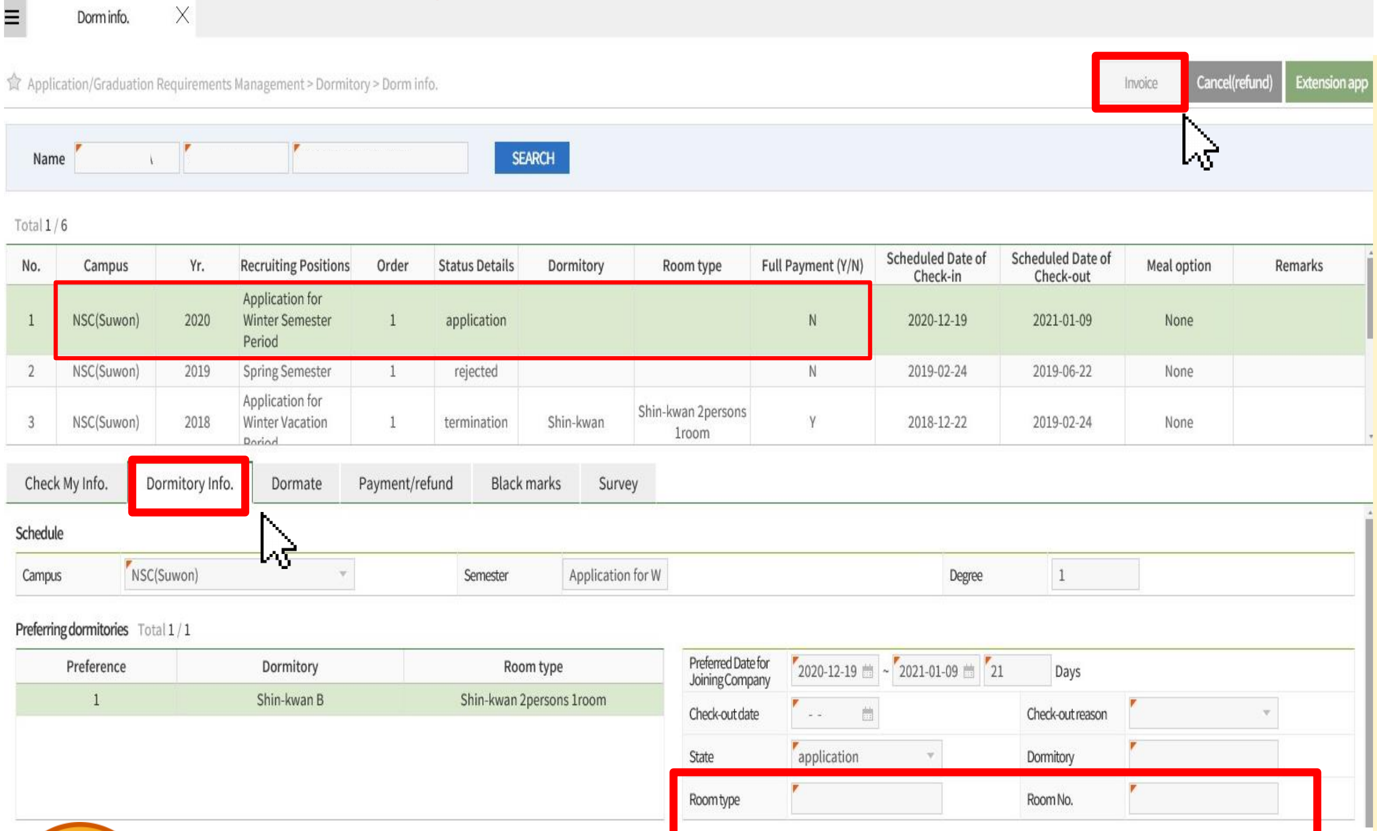
FAQ

How can I change my prior choice regarding the desired dorm units on the 'Schedule'? (ex. Change of campus)

Because it is impossible to together select both of the dorm units on the 'Schedule', in your case, first you must cancel the ex-application to select the other unit. Therefore, it is necessary to reapply after resetting the ex-application by pressing the button 'Cancel'.

■ PRINT THE INVOICE

- **Checking the acceptance or printing the invoice is available after the result is announced.**
- Find the Dormitory – Dorm info. menu ▶ Select the This Year/Semester ▶ Click Dormitory Info.



Application/Graduation Requirements Management > Dormitory > Dorm info.

Name

Total 1 / 6

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	NSC(Suwon)	2020	Application for Winter Semester Period	1	application			N	2020-12-19	2021-01-09	None	
2	NSC(Suwon)	2019	Spring Semester	1	rejected			N	2019-02-24	2019-06-22	None	
3	NSC(Suwon)	2018	Application for Winter Vacation Period	1	termination	Shin-kwan	Shin-kwan 2persons 1room	Y	2018-12-22	2019-02-24	None	

Schedule

Campus	NSC(Suwon)	Semester	Application for W	Degree	1

Preferring dormitories Total 1 / 1

Preference	Dormitory	Room type
1	Shin-kwan B	Shin-kwan 2persons 1room

Preferred Date for Joining Company	2020-12-19 ~ 2021-01-09 21 Days		
Check-out date	- -	Check-out reason	
State	application	Dormitory	
Room type		Room No.	

Why is "Room No." blank?

The room allotment is performed after the end of all dorm application and registration, and you can find your room no. here on the room no. announcement day. Generally, the relevant announcement is made one day before the check-in date.

◆ Print the invoice

Click the [Invoice] button

◆ Check acceptance

STATE

-Application: the admission application has been completed. Currently, successful applicants have not been announced.

-Allotment (Success): As a successful applicant, you are a candidate for the admission. Please find the allotted dorm and room type at the bottom to the right side.

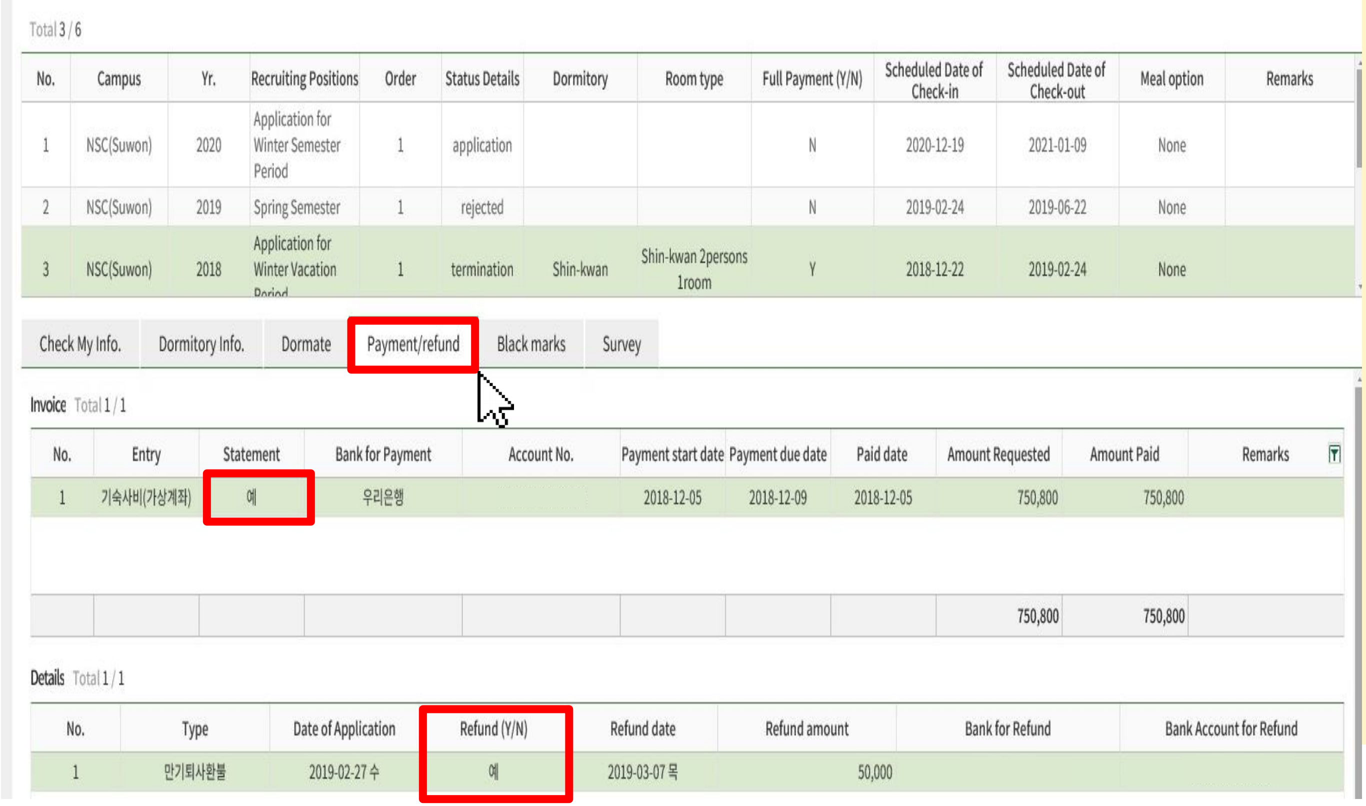
-Failure: As shown from the result of the announcement, you are not a candidate for the admission.

-Cancel: Your allotment has been cancelled due to the non-payment of the dorm fee within the designated period.

HOW TO PAY &

HOW TO CHECK WHETHER RECEIVED OR NOT

- When paying the exact amount specified on the invoice in the virtual bank account, it is possible to immediately check its result, whether successful or not on the GLS.
- Find the Dormitory – Dorm info. menu ▶ Select the This Year/Semester ▶ Click **Payment/refund**



Total 3 / 6

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	NSC(Suwon)	2020	Application for Winter Semester Period	1	application			N	2020-12-19	2021-01-09	None	
2	NSC(Suwon)	2019	Spring Semester	1	rejected			N	2019-02-24	2019-06-22	None	
3	NSC(Suwon)	2018	Application for Winter Vacation Period	1	termination	Shin-kwan	Shin-kwan 2persons 1room	Y	2018-12-22	2019-02-24	None	

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	기숙사비(가상계좌)	예	우리은행		2018-12-05	2018-12-09	2018-12-05	750,800	750,800	
								750,800	750,800	

Details Total 1 / 1

No.	Type	Date of Application	Refund (Y/N)	Refund date	Refund amount	Bank for Refund	Bank Account for Refund
1	만기퇴사환불	2019-02-27 수	예	2019-03-07 목	50,000		

◆ **Statement**

-Paid / Not paid

-If you paid the dorm fee,
you can see the paid date.

◆ **Refund**

-You can check your refund details here.