

※ This is a guidance of Myeongryun Haksa(Seoul campus Dormitory).

To find the guidance of Bongryong Haksa(Suwon campus Dormitory),  
please select 'Bongryong Haksa' on the first web page of dormitory website.

# 2021-Winter Vacation Myeongryun Haksa Dormitory Admission Guidance

(The Humanities and Social Sciences Campus Dormitory)

※ Some changes may occur in the future regarding the recruitment of dormitories in accordance with the government's guidelines for the COVID19 situation.



## Contents

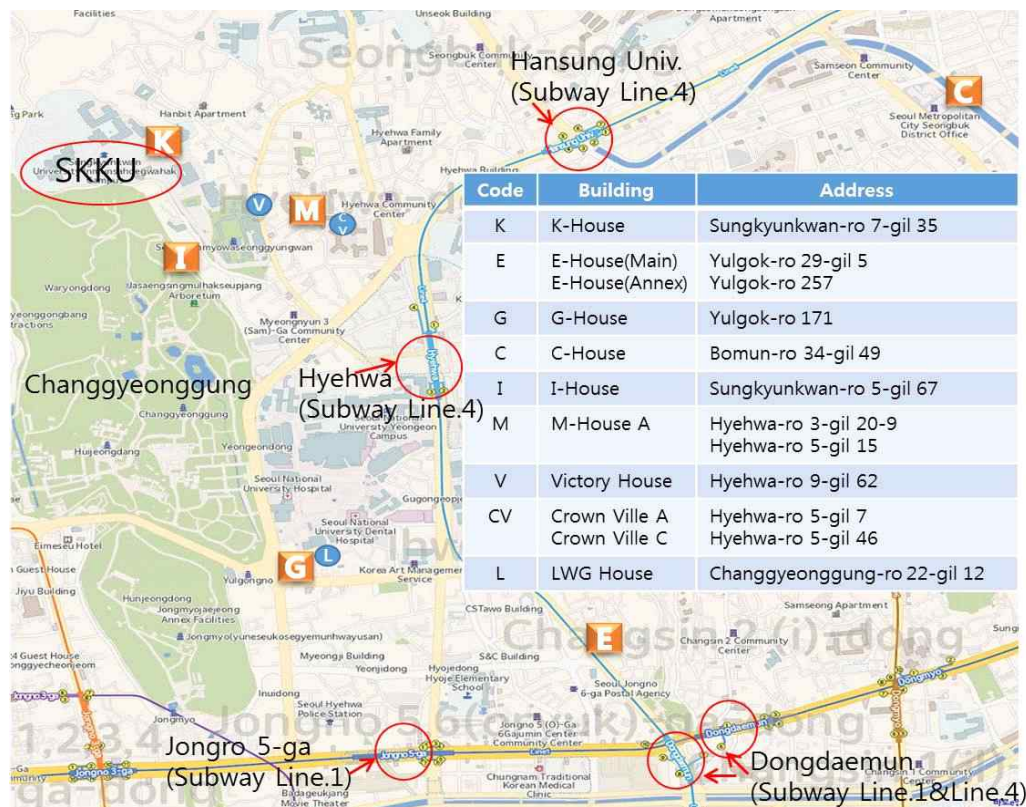
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## 1 Location

### 1. Dormitory Organization

- The Humanities and Social Sciences(Seoul) Campus dormitory, known as Myeongryun Haksa, is comprised of C, E, G, I, K and M Houses, which are managed directly by the university, and 4 Leased Building accommodations.
- The Natural Sciences(Suwon) Campus dormitory, known as Bongryong Haksa is comprised of 5 dormitory buildings, In-, Ui-, Ye-, Ji-, and Shin-gwan, all of which are managed directly by the university.

### 2. Myeongryun Haksa (Seoul Campus Dormitory) Location



- E-House/G-House/LWG House: It takes about 20~30 minutes walking distance from the main gate of the campus.

## 2 Admission Schedule

### 1. Application Schedule

#### 1) Winter Vacation Application Schedule

Stage	Details	Dates	Time
1 <sup>st</sup> round	Application period	Nov.16.(Tue) ~ Nov.22.(Mon)	11:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Nov.26.(Fri) ~ Nov.28.(Sun)	11:00 ~ 23:00
2 <sup>nd</sup> round	Application period	Nov.29.(Mon) ~ Nov.30.(Tue)	11:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Dec.03.(Fri) ~ Dec.06.(Mon)	11:00 ~ 23:00
Room Assignment	Announcement of the result of Room assignment	Dec.10.(Fri)	After 17:00
Moving	Official Check-in	Dec.11.(Sat)	Check-in After 15:00

- Depending on the COVID19 Social Distancing Alert Level, the dormitory fee associated with single-room operations, and the operating dormitory building may be changed.
- For health and safety of all students, we recommend you to commute from your house for preventing the spread of and infectious disease, if you take online classes or live nearby.
- If you enter Korea from abroad, you must conduct for 2 weeks self-quarantine in other accommodation. After quarantine ends, then you can do SKKU dormitory check-in. You should show us boarding pass, passport and submit Tuberculosis test result sheet, and COVID19(PCR) test result paper when you check-in. SKKU Dormitory Housing office does not offer quarantine accommodation during winter vacation separately.
- On GLS, the Individual application, acceptance status, and issuance of invoice can be made.
- An additional round will be held in case of having vacancies after the 2<sup>nd</sup> round. - The schedule will be released later.
- If you want to live in Leased Building, visit Myeongryun Haksa website to check [Additional Application-Waiting list] on [Notice] and apply for it on GLS in person.
- Unable to change your dormitory after closing the dormitory application.

#### 2) Extending Residence period: [ Winter Semester check-out date(~Jan.01.(Sat)) ] → [ Winter Vacation residence period(~2022.Feb.12.(Sat)) ]

Stage	Details	Dates	Time
Extending Residence	Application period	Dec.21.(Tue) ~ Dec.26.(Sun)	11:00 ~ 23:00
	Announcement of successful applicants and registration(payment)	Dec.28.(Tue) ~ Dec.29.(Wed)	11:00 ~ 23:00
	Announcement of the result of Room assignment	Dec.31.(Fri)	15:00

- If you extend your residence period from 'Winter Semester' to '(Whole) Winter Vacation', your room could be changed. If students living in the dorms during 'Winter Semester' are assigned different rooms of Winter Vacation period dorm will have to move to your new assigned room on **2022.Jan.01.(Sat)**.
- Unable to change your residence period, after accepting a dormitory admission once.

### 2. Check-in Date Option

Classification	Building	Regular Check-in	Regular Check-out	Residence Period
Winter Semester	E(A)/K-House	Dec.11.(Sat)	Jan.01.(Sat) 12:00	21nights 22days
Winter Vacation		15:00~	Feb.12.(Sat) 12:00	63nights 64days

- You **should select for only one** of residence periods(Winter Semester or Winter Vacation).
- Can NOT apply for both Myeongryun Haksa and Bongryong Haksa at the same time.

- You cannot revise the contents of application after the application period. (Only available to change your check-in date during your application period and you should modify on GLS in person.)
- Not able to early Check-in before the official Check-in date. (Your room rates for non-stay periods cannot be refunded. The validity period of 2 documents to be submitted must be prepared to meet your actual check-in date.)
- C/G/I/M-house will be closed during Winter Vacation.
- If students living in the dorms during 'Fall Semester' are assigned different rooms of Winter Vacation Dorm will have to move to a new room by Dec.11.(Sat), 15:00.

### 3. Important Notes for 2021-Fall Semester Residents (Note: Current residents)

- ▶ 2021-Fall semester Direct Dormitory residents should check out on Dec.11.(Sat) Noon, 12:00. If your room is changed for your Winter Semester(or Winter Vacation) from Fall semester, you must move into your changed room on Dec.11.(Sat), by 15:00.
- ▶ 2021-Fall semester Leased Building's residence period is for [total 6 months] until 2022.Feb.16.(Wed)

## 3 Dormitory Information and Fee

### 1. Direct Dormitory (Directly managed by SKKU)

#### 1) Dormitory fee

Dorm	Gender	Room Type	Capacity (persons)	Dormitory fee per night (KRW)	Total Dormitory Fee (KRW)		Note
					Winter Semester (21nights 22days)	Winter Vacation (63nights 64days)	
E-House (A)	M	Single	20	20,000	470,000	1,310,000	※ Living alone in the double room
		Double	248	12,500	312,500	837,500	
E-House (B)	F	Single	20	20,000	470,000	1,310,000	※ Living alone in the double room
		Double	58	12,500	312,500	837,500	
K-House	F	Double	240	14,000	344,000	932,000	

- The deposit fee(50,000KRW) is included in the Total Dormitory fee. (The deposit will be refunded into your Korean Bank Account after the Regular check-out date.)
- During Winter Vacation, a double room(=a room for 2 persons) of E-house(A) and E-house(B) can be converted to a single room(only for a person)
  - If you want to apply for a single room(dwelling alone in a double room), the room rate is 20,000 won per night.
- Room types (A or B) in E(A)-house is not open for selection. Dormitory fee differs by the allocated dormitory or Room Type A/B(Randomly allocated).
- Cooking is prohibited in the dormitories, the E-Zipbob restaurant is located in E-house dormitory. This Winter Vacation, E-Zipbob meals are available by purchasing a meal ticket (4,000 KRW/each) using the kiosk that is located in the restaurant (by card only).
- Single rooms for disabled people
  - People without disabilities may be accepted to the E(A)(B)/K-house if people with disabilities have not applied

### 2) 2021-Winter Semester Current Resident's Guide

- As a precaution against COVID19 infection, all dormitory students should take a temperature measurement when entering and leaving the dormitory, and wear a mask when using a public space.
- Those who visited or lived abroad will be able to use the dormitory after conducting for 15 days and 14 nights period of self-quarantine in other accommodation.
  - ※ Flight Ticket(boarding pass) arrival date, TB test results sheet, COVID19(PCR)test result paper will be examined.
- Access to outsiders is strictly limited. (Exceptionally, the severe disabled can enter with a guardian or a helper.)
- Refer to Refund Policy on 14 page of this dormitory admission guidance

### 2. Leased Building

- Leased Building dormitories are currently occupied and have operated until 2022.Feb. 16.(Wed) because total residence period is for 6 months. In case of having vacancy, we will additionally recruit new residents. Please refer to [Dormitory website – Notice – Waiting List]
- If you want to check in 2021-Fall Semester Leased Building Dormitory, its resident period is for 6 months, in the interim, after 'Waiting List' application, you can stay from [your desired check-in date] to [the official check-out date; until 2022.Feb.16.(Wed)]. You can NOT get a refund the dormitory fee.
- Leased building dormitory residence periods: 2021.Aug.27.(Fri)~2022.Feb.16.(Wed)
  - ※ Leased building dormitory should be applied for 'Waiting List' application on GLS in person

Dorm	Gender	Room Type	Capacity (persons)	Dorm fee per night(KRW)	maintenance fee(KRW)	Utility bill	Note
Victory-house	F	2persons	0	10,400	17,500	consumption-based payment monthly	
LWG	F	2persons	0	10,100	-	-	included in dorm fee
Crown-ville A	M	2persons	0	10,900	26,000	consumption-based payment monthly	
Crown-ville C	F	2persons	0	10,900	26,000	consumption-based payment monthly	For Law School Students

- Only domestic/foreign students who do NOT have an overseas visit record within 30 days(a month) can apply for Leased Building dormitory.
  - ※ 2022-School Year Spring Semester of SKKU begins 2022.Feb.21.(Mon).
- There are building managers who are in charge of Leased Buildings, they totally manage and control whole Leased Building rooms.
- Students must pay the additional fee separately [Maintenance], [Utility fee/monthly] following to the building managers' direction individually. If your maintenance and utility fee are overdue, residents will be evicted.
  - ※ Maintenance Fee: Public electricity/ water/ cleaning/ purification tank/ internet bills
  - ※ Utility charge: Electricity in your room/ natural gas bills
- No deposit and no refund for Leased Building dorms.
- Refer to Refund Policy on 14 page or visit Dormitory Homepage

## 4 Using the Cafeteria(E-Zipbob)

### 1. E-Zipbob Menu and Operation hours

Meal time	Menu	Opening hour		Place
		Spring/Fall Semester	Vacation	
<b>Breakfast</b>	<b>Korean Table</b> (rice/soup/4 side dishes)	07:30 ~ 09:30	<b>07:30 ~ 09:00</b>	E-House(Annex) 1 <sup>st</sup> Floor E-zipbob
<b>Lunch</b>		11:30 ~ 13:30	<b>11:30 ~ 13:30</b>	
<b>Dinner</b>	<b>One dish meal</b> (Main dish(e. g. Noodle/fried rice)/ 3 side dishes)	17:30 ~ 19:30 No dinner on Sat.	<b>None</b>	

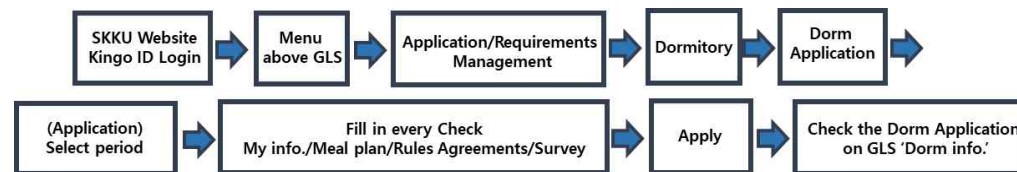
- Operation periods: **2021.Dec.13.(Mon) ~ 2022.Feb.11.(Fri)**
- Weekdays(Mon~Fri): **Breakfast/ Lunch** are served, **Closed on Weekends(Sat/Sun), National holidays**
- Purchasing single copies for meal ticket(E-Zipbob machine - **Meal Price 4,000 won** per sheet, payment only using debit or credit card)

## 5 How to Apply for Admission and Method

### 1. Eligibility to Apply for Admission

- SKKU 2021-Fall Semester New(Transferred) undergraduate and graduate students, registered(be scheduled) students, students on leave of absence.
- A person who receives - "Normal" or "Perfect" result on **Tuberculosis(TB) examination**, that was examined after 2021.Oct.01., before your official check-in date (Dec.11.(Sat)), and "Negative" result on **COVID19(PCR) test** which is examined within 7 days (Dec.04.(Sat) ~ Dec.10.(Fri)) before your actual check in date.  
(※ In case that you keep staying at dorm **from Fall Semester to Winter Semester consecutively**, you do not need to submit it again.)
- If you got under 1.75 score in last semester grade, you will be NOT selected.
  - If you took a leave of absence in the previous regular semester, reflect your latest regular semester's credits.
  - Students who did not make previous semester, we will take that your previous semester's grades could be flunked(filed) as 0.0(Restriction on dormitory residence)
  - In the case of exchange students who only take P/F courses, the grades of the previous semester will be used.
- Someone who has penalty points(over 15) is able to apply for dorm application, however, you will be not accepted.
- Students who finished curriculum, or already graduated cannot apply for the dormitory.

### 2. How to Apply for Admission



- After logging in with your ID to the Kingo portal, you are able to register for GLS
- **You cannot revise the contents of application after the application period.**

### 3. Policy for Selecting Residents and Assigning Rooms

- **Selection principle without regional classification in dormitory capacity**
- **A priority selection:** Law school graduate students, and foreign nationalities(including enrolled students), students recommended from disabled student support center
  - **Preferential selection applied only during the 1<sup>st</sup> round application period.**
  - **Single rooms are not selected at the priority selection**(excluding the disabled).
  - Those who are not qualified to apply for dormitories are automatically **excluded from the selection due to restrictions such as dormitory demerit points or warning of bachelor's degree in the previous regular semester.**
- **Registered student:** Selected based on previous grade(GPA). Undergraduate students will receive priority allocation over graduate students.
  - If grades in the previous semester are the same, the number of credits completed and dormitory penalty may be considered
  - Exchange students who only took Pass/Fail classes will be requested a previous semester grade.
- **2021-Fall Semester's new students will be selected by random drawing computer program first, because it is before Fall Semester grades are announced.**
- 100% amount of dormitory capacity is selected at the 1st round. If there is any cancellation(unpaid) made, in the additional round of selection will be proceeded.
- It will be allocated on the basis of your preference. 2021-New students in Fall semester will be selected by random drawing system and other registered students will be selected based on your previous GPA.
- In principle, your roommate is randomly allocated. Your room mate can be a foreign student.
- E(A)(B)/K-House Single Room(Disabled Room) is assigned to non-disabled people, only when there is no one eligible.
- Roommates are selected according to [Your Chronotype], [Sensitivities], [Sleeping Type] and [Smoking], as applied in the registration form.
- **If Fall Semester resident applicants chose the same [dormitory] or [room type] of 2021-Winter Vacation dormitory, then they are selected, they will be assigned to the same room as possible. (It might be changed.)**



## 6 Checking admission Results and Dormitory payment

### 1. Checking admission Results and Individual Invoices



- 'Status Details' will show [Selected] or [Not selected], after selection result is announced.
- You cannot check whether your application has been selected before announcement.

### 2. Dormitory Registration(Dormitory Payment)

- Send the total payment to the bank account specified in your individual invoice.
  - It is essential to check whether your payment status is "completed" in GLS dormitory information inquiry after payment.
- Must check your result of dorm application(allocated dormitory/room type) and pay your dormitory fee.
- Sender's name must be matching with the name of Individually-issued virtual account. Your payment would be successful when you make a full payment.
- Virtual Account Number Depositor: Student Name(The sender does not have to be the student himself/herself).
- **If your payment is not fully made until the registration period, your dormitory admission must be cancelled automatically.(Non-payment cancellation)**
- **The system error after 17:30 on the last date of payment cannot be confirmed.**
  - ※ We recommend that you should make a payment before 17:30.

### 3. IMT(International Money Transfers) Notes

- International remittance usually takes at least 3 days, excluding national holidays, therefore, You must send your dormitory fee on the first day of payment.
- After payment, it is necessary to check whether your payment is fully completed.
- Your application will be cancelled if your IMT is delayed and you do not send the proof of payment to the dormitory office.
- **Even if you transfer money, it may be cancelled due to your bank system error, if you do not deposit it into the dormitory account within the payment period.**

## 7 Dormmate(Roommate System)

### 1. Purpose

- This is to benefit residents who have observed the dormitory rules well.
- It gives a chance for people who match well to live together and can increase satisfaction of dormitory life.

### 2. Eligibility for Application

- Registered students (or students on leave of absence) who did not receive dormitory penalty points during 2021-Fall semester (New students cannot apply).
- Dormmate application is **only available for the 1st round.**
- In case, **your dormmate also does not have received any penalty point.**
- It is available when you choose a double-room only in the first choice.

### 3. How to Apply and check result

- 'Dormmate Application' is included in the 'Dormitory Admission Application' procedure, 'Dormmate Application' page is only activated to the students who are eligible for applying dormmate.
- Dormmate can be assigned only when both students, who are willing to live together, assign each other.
- There will be no special announcement of the result of dormmate application; the results can be checked by room assignment result.
- **When both students who are assigned to [same dormitory building]/[same room type] can apply for dormmate.**

### 4. Dormmate Ineligible Cases

- Applicants who do not select each other as dormmate.
- Dormmate Application is ineligible when two applicants don't get admission. When two applicants are admitted to different dormitory/room type it is ineligible too.
- If applicants don't pay during 1st payment period, your admission will be cancelled.
- Applicants who choose a different gender or assign ineligible dormmate such as graduate students and freshmen.
- Input details incorrectly(Student ID number or name).

## 8 Check-in Procedure and Facility Information

### 1. Facilities

Classification		Facilities
Direct Dormitory	Room	Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router, Fire Escape Mask
	Common	Free Water purifier, Microwave, Toaster, Fitness center
		Charged Washing machine, Drying machine, Printer

- Cooking is prohibited in the whole Direct Dormitory area.
- **Currently, the public spaces(Fitness center, Seminar room, Creative zone, etc.) are closed to prevent the spread of COVID19 infection**
  - ※ The re-opening schedule will be announced on the Notice board of Dormitory Homepage later on.

Classification		Facilities
Leased Building	LWG House	Desk, Chair, Bed, Closet, Air conditioner, Common kitchen, Common Washing machine, Fire Escape Mask
	Victory House	Closet, Washing machine, Refrigerator, Air conditioner, electronic cook-top, Fire Escape Mask
	CrownvilleA&C	Desk, Chair, Closet, Washing machine, Refrigerator, Air conditioner, electronic cook-top, Fire Escape Mask

- CrownvilleC: Some of rooms have bunk beds and the others have only mattresses(not selectable)
- Victory house, CrownvilleA: No beds. / Victory house, CrownvilleA&C: No routers, Lan cable (prepare individually)

### 2. To Be Prepared Individually & Prohibited Items

Classification	Items
Prepared individually	- Bedding(blanket, pillow, sheet, etc.), towels, toiletries, laundry basket, laundry detergent, personal hygiene products, emergency medicine, etc. ※ You should bring your own LAN wires and Wi-Fi Router in Leased Building.
Permitted Items	- Computer, printer, desk lamp, charger, hair dryer, hair tong, humidifier, hand-held vacuum and fan, under 50L refrigerator
<b>Prohibited Items</b>	<u>All electronics except allowable electronics</u> Electric heaters, heated-water pad, candles, flammable products and alcohol ※ Cooking in Leased Building is allowed, therefore, cooking tools can be brought in (excluding gas stove and gas burner) - <b>Penalty points can be imposed on the possession of prohibited products.</b>
Register facilities	- In case of using refrigerator, Bicycle, Quickboard must register in advance. - GLS->Requirement Management->Dormitory->Register facilities - If you don't register it, penalty will be imposed. - In case of parking lot for cars or bikes, you need to submit the facility registration form by email, <a href="mailto:dorms@skku.edu">dorms@skku.edu</a> after downloading the form from dormitory website ※ <u>Only refrigerators rooming 50L or below capacity are allowed.</u>

- If you have prohibited items in the room, You can get a penalty point.

### 3. Check-in Procedure



- Your check-in can be made the date you submitted in application, or after that day. Check-in cannot be allowed before the designated date of check-in.
- **Available Check-in Time: 15:00~22:00**
  - Students of Direct dormitories(E(A)/K-House) on official check-in date can check in after 15:00 am
  - After your designated check-in date, you can check in from 9:00 am
  - Your dormitory access with family members must be restricted due to COVID19 infection cautions; the safety and convenience of all residents.
- On an official check-in date, check-in process runs at the Information Desk, but after that day, check-in process operates in Security Office.
- It is recommended to bring 'your own personal cart' on moving day.
- Dormitory residents have to submit [Check-in Confirmation Form] on GLS except students live in dorms continuously from Fall Semester to Winter Vacation. (If not, you will get penalty points)

### 4. Request of Repair

- When your room needs to be fixed/repared by any problem, Please request repair on our Dormitory website, report the issue to Security guards or Housing office staff.

### 5. Dormitory Package-Delivery room

- If belongings are sent to dormitory by package-delivery service, that will be kept in dormitory [Package-delivery room].
  - Please be aware of breakage and loss which might happen.
  - **Do not forget to write [your name, ID#, and contact number] on package.**
    - ※ Leased Building dormitory has no package-delivery room.

### 6. How to check detailed information of dorm and facility photos

- Accessing the homepage by PC or mobile
  - Dormitory homepage [https://dorm.skku.edu/dorm\\_seoul/](https://dorm.skku.edu/dorm_seoul/)
  - In the portal search "Sungkyungwan dormitory" or scan QR code
  - Dormitory homepage → (Top menu) Guide → Dormitory → Rooms and amenities for each dormitory can be seen through photos on the site



## 9 COVID19 Infection Prevention

### 1. Mandatory Submission of COVID19 Test(PCR) Results

- All 2021-Winter Vacation dormitory residents **MUST submit COVID19(PCR)test result - 'Negative' sheet that is examined within 8 days and 7 nights before your actual check-in date.**
- You will get PCR test results in 24 hours by text message after inspection, then capture and print it out. **Write down [your Student number/Dormitory name] on the top of paper and submit it to the security office when you check in.**
- **Unable to check in SKKU dorm if your PCR test result paper is not submitted.**
- Refer to the additional announcement on dormitory homepage, "Notice", for further more detailed information.

### 2. Mandatory Submission of Health Condition Report

- All dormitory residents should submit Health Condition Report. For more information, please visit SKKU dormitory homepage and refer to " Notice" after check-in.

### 3. Mandatory Wearing a Mask and Keeping Social Distance

- All dormitory residents should wear a mask in the dormitory.
  - People who do not wear a mask shall be penalized.
    - : Once-Warning, Twice-Penalty point, 3 times-Leave the dormitory.
    - ※ [Regulations – Reward/Penalty Points Under SKKU Dormitory rules – Communal living Act.14] Any act of not following the rules to prevent the spread of infectious diseases such as the submission of TB test results.(10 penalty points)

### 4. Mandatory of Body Temperature Screening on Entry to Your Dormitory

- All dormitory residents should check your body temperature when you enter the dorm.
  - People who do not measure your body temperature shall be penalized.
    - : Once-Warning, Twice-Penalty point, 3 times-Leave the dormitory.
    - ※ [Regulations – Reward/Penalty Points Under SKKU Dormitory rules – Communal living Act.14] Any act of not following the rules to prevent the spread of infectious diseases such as the submission of TB test results.(10 penalty points)

## 10 Submission of Tuberculosis Check-up Result

- According to the Ministry of Education policy, all students are required to submit a tuberculosis examination report.
- In order to prevent the spread of infections such as coronavirus, **it is mandatory for students to submit your TB test results sheet within about 2 months; 2021.Oct.01. ~ 2021.Dec.11. ; before the official checkin date.**
  - ※ Note: [New dormitory residents of Winter Vacation] Your previous TB test date should be taken after Oct.01, this case, you don't need to submit it again.(It is valid for 6 months.) If your TB test was got before Sep.30., you must take a re-test again and then should submit the new one again.
  - [Residents staying at dorm from Fall Semester to Winter Semester consecutively] You do not need to submit it again.

■ You won't be able to enter/check in the dormitory without your valid TB test sheet.

Classification	Case	Contents
Require Submission	<ul style="list-style-type: none"> <li>- Students who have never submitted TB test result paper before.</li> <li>- Students who have had on-campus examinations at Kangbuk Samsung Hospital in 2021-Spring semester have to take a New TB test(after Oct.01.) and then submit it.</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Students who do not submit the check-up result cannot enter the dorm.</b></li> <li>- Only test results examined after 2021.Oct.01 is accepted</li> <li>- TB examination is possible at nearby health care centers or general clinics equipped with X-ray screening equipment.</li> <li>- <b>When submission, write down your [Student ID#/ Dorm Name] on the top of the result sheet.</b></li> </ul>
Submit Exception	<ul style="list-style-type: none"> <li>- A person who has already received TB test (from 2021.Oct.01. ~ Dec.11.) and submitted the result sheet in advance among all residents of Fall Semester. (Students staying in SKKU dormitory from Fall Semester to Winter Vacation consecutively)</li> </ul>	<ul style="list-style-type: none"> <li>- <b>No additional submission</b></li> <li>- But, in case, students who changed student ID number after submission need to check and report it to Housing office.</li> </ul>

- It is possible to check the valid semester(year/month) of your individual Tuberculosis check-up result on GLS directly – You should check whether you are a [required] or [exempted] in case you are a consecutive dormitory resident.
- Students must check again. Only 'no abnormalities' result with clearly-written name, gender, birth date, check date is admitted.
- Tuberculosis can be diagnosed by checking your chest through X-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an X-ray machine. Please keep in mind that the results can take from few hours to 1~7 days and each clinic takes differently. Please check before check-in date. **Without submission of the test you can NOT enter the dorms.**
- Place of Check-up Result Submission(Write your student ID# and Room# on the top of result sheet)
  - **Direct Management dorms:** Check-in counter or dormitory operation office (Write your student ID# and Room#)
  - **Leased Building dorms:** By email [dorms@skku.edu](mailto:dorms@skku.edu) (Submission by post is not available).
- A copy of TB test or a written sheet by other languages can be submitted and is necessary.
- **Submitting a clear result of a tuberculosis check-up before the dormitory check-in date is mandatory. SKKU dormitory confirms only your result of 'TB Test' and does not require any other examinations.**
- ☎ +82)2-2001-2663~2665(Kangbuk Samsung Hospital Preventive Health Care Center)  
☎ +82)2-760-1229~1230 (Health center (on 2<sup>nd</sup> floor in SKKU Student's hall))
  - For details of health examination, refer to the bulletin board of the health center's Website.
  - ( <https://health.skku.edu/health/index.do> )

## 11 Refund Policy

### 1. Cancellation(Direct Management Dormitory)

Contents	Criteria of deduction
Direct Dormitory Cancel	- Press <b>'Cancel' button on GLS, one day before 'official check-in date' you chose</b>
Note	- <b>How to cancel : Login Kingo → GLS → Dormitory application → Cancel check-in (Refund) [Click] by Dec.10.(Fri)</b> ※ If you cancel SKKU admission first, your student ID number will not be activated so that you can NOT access to Kingo ID and GLS

■ Not relevant to Leased Building dormitory(Refer to Refund Policy of 2021-Fall Semester Dormitory Admission Guidance)

### 2. Mid-session Check-out

Contents	Direct Dormitory	Leased Building Dormitory
Mid-session Check-out	- <b>Check-out or cancel after the check-in day</b> that you choose (Including on the very day; from Dec.11.(Sat).) - Expelled because of penalty points	- <b>Cancel or check-out(Including the very day) after your mid-session check-in day</b> - Expelled because of penalty points
Refund Amount	- You can get a refund after excluding 15 days' room rate from whole remaining days, in case of having over 30days <b>by Jan.13.(Thu)</b> from the official Check-out date. - <b>No refund</b> in case if less than 30days remain until the regular check-out date.	- <b>None-refundable</b> - In case of disease or any other reasons approved by dormitory director, apply direct dormitory refund policy.
Leaving for Military Service	- A full refund in case of more than 15days left <b>by Jan.13.(Thu)</b> until regular check-out date.	- In case of having over 30days from the official Check-out date, refund after excluding 15days' room rate
Deposit	- The deposit will be refunded after your check-out date - The room is left in a state of uncleanness, disrepair or facilities are missing, the sum amount needed to clean repair or replace items will be deducted from the deposit and any remainder which will be refunded.	- No deposit
Note	- Leaving the dormitory for military service: Must submit Confirmation of military leave or Military enlistment certificate document. - Leased Building check-out because of Health problem(Disease): Must submit Hospital medical certificate or doctor's examination references.	

■ **After check-in date that you choose, regardless of whether you already check-in or not dormitory refund policy will be applied.**

■ Mid-session check-out: Dormitory homepage [withdrawal from] download, fill in, and send to [dorms@skku.edu](mailto:dorms@skku.edu)

■ All refunds will take about 10days to transfer to the residents' bank accounts which are already registered in the admission application.

## 12 Inquiry

	Myeong-ryun Hak-sa(The Humanities and Social Sciences Campus (Seoul))
Homepage	<a href="https://dorm.skku.edu/dorm_seoul/">https://dorm.skku.edu/dorm_seoul/</a>
Email	<a href="mailto:dorms@skku.edu">dorms@skku.edu</a>
Contact	SKKU Housing Office (02)760-0163, 0164, 0167, 0168 Weekdays 09:00-17:30 (Lunch hour 12:00-13:00)

## Reward & Penalty Points

Cate gory	Arti cle	Penalty	Poi nts
S a f e t y	1	Significantly inappropriate behaviors (theft, assault, gambling, sexual assault, use of drugs or any kind of prohibited items, opening or stealing parcels, stealing or using other people's belongings (e. g. smart phones, food, detergent, and etc.))	20
	2	Accommodating non-residents or being visited by non-residents or assisting those acts in dormitory(including residents and non-residents) [However, family members are allowed to visit (staying over is not allowed) on the Check-in/check-out dates.	20
	3	Bringing opposite sex to the dorm without permission (including both floor and room)	20
	4	Damage the public property and facility in dormitory	20
	5	Possession or use of materials causing fire and ignition (fuel gas, petroleum, paint thinner, candles, mosquito-repellent, and etc.)	15
	6	Smoking outside of designated smoking area and disposing cigarette buds (including the toilet) or keeping it in the room	10
	7	Possession or use of non-permitted electronics and personal facilities(including Electric cars) other than allowed electronics and personal facilities (Allowed electronics and personal facilities: computers, printers, stands, chargers, hair dryers, auto power curlers, USB humidifier, USB Air purifier, fan, mini-vacuum, bicycle, vehicle, and etc.)	5
	8	Abnormal use of entrance gate, use or send/receive objects through abnormal passage (windows or terraces)	5
C o m m u n i t y	9	Changing room without notice, applying as a substitute for dormitory	15
	10	In addition to the residency period (including the check-out time), unauthorized acts such as occupying the room are prohibited (including personal belongings)	15
	11	Stealing and using IP and spreading falsity, cyber-bullying other students or disseminating virus	10
	12	Harming others by being unconscious, causing damage to any public properties or behaving indecently due to drinking (in or out of dormitory)	10
	13	Breeding or bringing pets including insects, fishes, rodents, reptiles, and etc.) in dormitory	10
	14	Any act of not following the rules to prevent the spread of infectious diseases such as the submission of TB test results.	10
	15	Bringing alcoholic beverages (including empty cans or bottles) or keeping them in dormitory	8
	16	Act of transferring student ID card, key or entry card to non-resident or sharing of other resident's personal details for dorm entry	8
	17	Behaving arrogantly, disobeying to the dormitory director, office staff, house master, guidance-assistance, guard, related staff (e. g. janitor), giving false statements for guidance or inspection	5
	18	Access at curfew time (00:00~06:00) (※ The curfew is from 00:00 to 06:00 a.m., except for grad students.)	3
L i v i n g	19	Granting access to non-residents or residents from other rooms into the room without the permission from roommate	3
	20	Using or moving dormitory equipment without permission, causing the public area to become messy or taking over the common facilities (e. g. creative zone, gym, kitchen)	3
	21	Obstructing the lives of other students with noise (playing a musical instrument, singing or speaking loudly, PC games, answering calls etc.)	3
	22	Using computer or light (excluding the table lamp) without the consent of the roommate after 24:00	3
	23	Distributing, advertising and posting any materials without permission	2
	24	Non-cooperative behavior in education or training regarding communal living or safety (dormitory OT, fire evacuation drill, etc)	2
	25	Acquiescing any violation of roommate	2
	26	Placing personal goods in public places (clothes horse, umbrella, etc.) and placing a bicycle outside of designated area	2
	27	Nailing or posting on the wall of dormitory (in the dormitory room)	2
	28	Non-cooperative behavior in submitting required documents to dormitory (moving-in notification, check-in/ check-out list, etc)	1



Hygiene	29	Cooking or eating somewhere other than a designated place or eating in the room without the consent of the roommate	5
	30	Making stain on the mattress without bed sheet or mattress cover (Residents who received waterproof pad should set the pad on the mattress)	3
	31	Disposing of rubbish somewhere other than the designated places (e. g. water dispenser, laundromat, toilet bowl, corridor) or not conducting proper garbage separation in designated area	3
	32	Not receiving delivered food outside of the building by oneself, or leaving empty food containers inside the building	2
	33	Not cleaning or organizing one's dormitory room (including the toilet)	4
Safe	34	Placing inappropriate items into the public facilities (e. g. microwave, toaster, washing machine, dryer), or leave the facility (including microwave, toaster, and iron) by itself while its on	5
		<b>Reward</b>	
safe	1	Providing help to the dormitory by protecting the people or the public property during emergency situations such as fire.	5
	2	Reporting of any unauthorized acts	2
C.L.	3	Regularly attending events run by the dormitory	2
	4	Cleaning well and maintaining a clean surrounding in the dormitory room	2

- ▶ The term of reward/penalty points are valid for one semester (semester + vacation).
- ▶ Total point of 20 or more: To be dismissed from dormitory, not eligible to apply permanently
- ▶ Total point of 15 or more: To be dismissed from dormitory, limit application for a year
- ▶ Total point of 10 or more: To be dismissed from dormitory, limit application for following semester (but, penalty points received 15 days before eviction can be carried over and added to next semester or vacation)
- ▶ For repeated violations and those selected for 'Dorm-mate', the punishment may be aggravated with twice the penalty points.
- ▶ A student who has been ordered to leave the dormitory by penalty points must leave within four days
- ▶ We consider residents who don't reside in the corresponding dorm as non-residents, so we shall impose the same penalty points on them
- ▶ For matters subject to common responsibilities, all of them may be penalized and applied to non-private personnel, which may put them at a disadvantage in their next application
- ▶ If the management staff including security guard detects a violation, he/she shall hand over the penalty to administrative employee.
- ▶ In principle, the above penalty points shall be imposed on each violation, but depending on the circumstances of the violation, the dormitory director or the administrative office staff may add or decrease the penalty points. Any non-listed violation of regulations or rules may be subject to penalty points by the Director or administrative staff according to their severity.