※ **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.

# 2022-Spring Semester
# 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.**

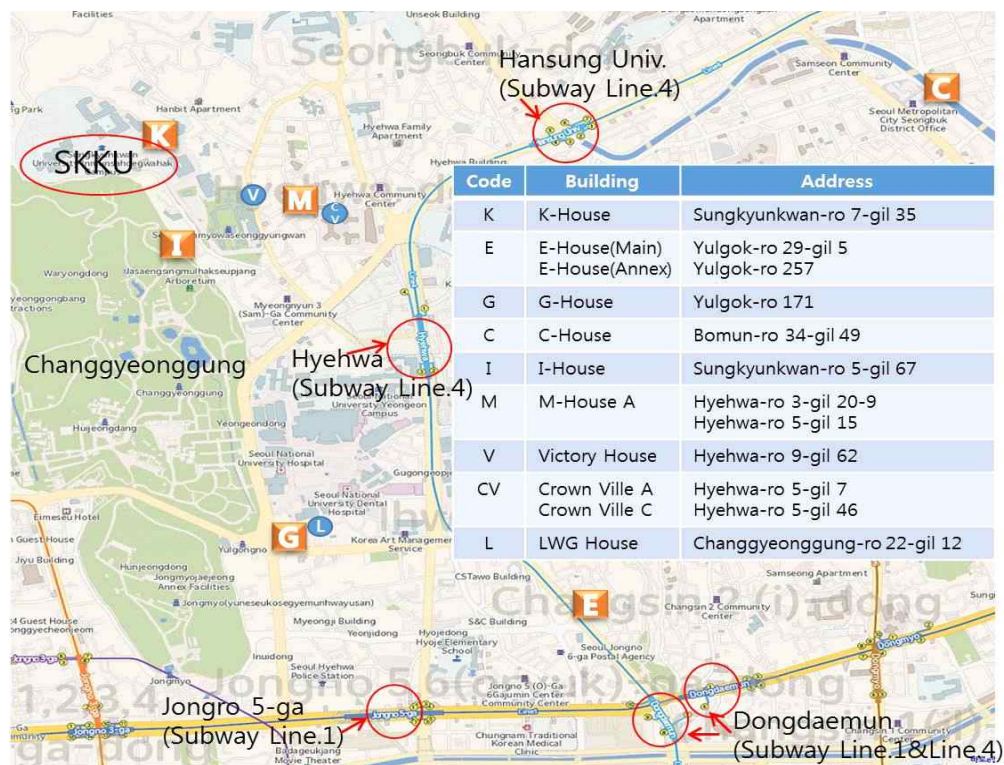SUNG KYUN KWAN UNIVERSITY

# Contents

## 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



| Code | Building | Address |
|------|----------|---------|
| K | K-House | Sungkyunkwan-ro 7-gil 35 |
| E | E-House(Main) E-House(Annex) | Yulgok-ro 29-gil 5 Yulgok-ro 257 |
| G | G-House | Yulgok-ro 171 |
| C | C-House | Bomun-ro 34-gil 49 |
| I | I-House | Sungkyunkwan-ro 5-gil 67 |
| M | M-House A | Hyehwa-ro 3-gil 20-9 Hyehwa-ro 5-gil 15 |
| V | Victory House | Hyehwa-ro 9-gil 62 |
| CV | Crown Ville A Crown Ville C | Hyehwa-ro 5-gil 7 Hyehwa-ro 5-gil 46 |
| L | LWG House | Changgyeonggung-ro 22-gil 12 |

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

## 2 | Admission Schedule(2022-Spring Semester)

### 1. Application Schedule

| Rounds | Details | Dates | Note |
|--------|---------|-------|------|
| 1st round | Applying period | Jan.27.(Thu) ~ Feb.02.(Wed) | 11:00 ~ 23:00 |
| | Announcement of successful applicants and registration (Dormitory fee payment) | Feb.08.(Tue) ~ Feb.10.(Thu) | 11:00 ~ 23:00 |
| | Announcement of the result of room assignment | Feb.11.(Fri) | After 15:00 |
| 2nd round | Applying period | Feb.11.(Fri) ~ Feb.13.(Sun) | 11:00 ~ 23:00 |
| | Announcement of successful applicants and registration (Dormitory fee payment) | Feb.16.(Wed) ~ Feb.17.(Thu) | 11:00 ~ 23:00 |
| | Announcement of the result of room assignment | Feb.18.(Fri) | After 15:00 |
| Additional round | Waiting List Application | Feb.21.(Mon) | After 11:00 |

■ Depending on the COVID19 Social Distancing Alert Level, the dormitory fee associated with single-room operations, and the operating dormitory building may be changed.

■ If you enter Korea from abroad, you must conduct for 11 days and 10 nights self-quarantine in other accommodation. After quarantine ends, you can check in SKKU dormitory. You should show us boarding pass, passport and submit TB test result sheet, and PCR test result paper. SKKU Dormitory Housing Office does not offer quarantine dorm during Spring Semester separately.

■ On GLS, the Individual application, acceptance status inquiry, and issuance of invoice can be made.

■ An additional round will be held in case of vacancies after the second round - The schedule will be released later.

■ Unable to change your dormitory after the application are closed.

### 2. Check-in Date(Optional)

| Classification | Building | Early Check-in | Official Check-in | Official Check-out | Note |
|----------------|----------|----------------|-------------------|--------------------|------|
| Direct Dorm | C/E/G/K/M-House | Feb.12.(Sat),15:00 ~ Feb.18.(Fri) | Feb.19.(Sat) | Jun.04.(Sat) | Spring Semester |
| Leased Building | Victory House, Crownville A/C, LWG | - | Feb.19.(Sat) | Aug.17.(Wed) | Spring Semester+ Summer Vacation |

■ Cannot apply for both Myeongryun Haksa(Seoul) and Bongryong Haksa(Suwon) at the same time.

■ **Students can choose your check-in date(including Early Check-in): One of dates, Feb.12.(Sat) ~ Feb.19.(Sat).**

■ 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, if you do NOT apply for EARLY CHECK-IN application.

- If students living in the dorms during 'Winter Vacation' are assigned to different rooms, you will have to move to next new room by Feb.12.(Saturday, 15:00).

- There is NO early check-in for leased building. [Check-in date: Feb.19.(Sat)~]

  ※ Important: [2021-Winter vacation direct management dormitory] and [2021-Fall semester leased building dormitory] residents must read '**3. Important Notes for 2021 Winter Vacation Residents**' part carefully, and then you should move to 2022-Spring semester dormitory on designated date, according to the schedule.

- The opening date of 2022-Spring Semester is Feb.21.(Mon).

## 3. Important Notes for 2021 Winter Vacation Residents(Note: Current residents)

- **2021-Winter Vacation direct dormitory residents must click on [Feb.21.(Sat)]. That is, your 2022-Spring Semester direct dormitory check-in date should be on Feb.21.(Sat).**

| 2021 Winter Vacation Dormitory | 2022 Spring Semester Dormitory | Moving date | Time | Note |
|---|---|---|---|---|
| Direct dormitory | **Direct dormitory** | Feb.12.(Sat) | After 15:00 | · When you apply for 2022 Spring semester dormitory, you should choose 'Feb.12.(Sat)' for your check-in date. |
| Leased building | **Direct dormitory** | Feb.16.(Wed) | After 09:00 | - |
| Leased building | **Leased building** | Feb.18.(Fri) | After 09:00 | - |
| Direct dormitory | **Leased building** | Feb.19.(Sat) | Until 12:00 | · 7 nights additional residence fee will be charged based on a prorated daily rate. |

※ The upper moving schedule might be changed. (If so, we will give you a notice in advance.)

- **2021-Winter vacation residents who did NOT succeed 2022-Spring Semester application must leave the dorm; check-out on the official check-out date, by Noon(12:00), [Direct dorm checkout date: on Feb.12.(Sat], [Leased building dorm checkout date: on Feb.16.(Wed)]**

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## 3 | Dormitory Information and Fee

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

| Dorm | Gender | Room Type | Capacity (per.) | Dormitory Fee per day(KRW) | Total Dormitory Fee(KRW) [**105 nights**] | Note |
|---|---|---|---|---|---|---|
| C-House | M | 4People/ 2Rooms | 30 | 11,400 | 1,247,000 | * For Exchange students * Kitchen available |
| E-House (Main) | M | Double | 278 | A:12,500 | 1,362,500 | * A Type: A Basic room * B Type: A little noise |
| | | | 4 | B:11,000 | 1,205,000 | |
| E-House (Annex) | F | Double | 78 | A:12,500 | 1,362,500 | |
| | | | 8 | B:11,000 | 1,205,000 | |
| G-House | F | Single | 18 | 20,000 | 2,150,000 | * A Type: A Basic room * B Type: It is smaller than A type |
| | | Double | 232 | A:12,500 | 1,362,500 | |
| | | | 10 | B:11,000 | 1,205,000 | |
| K-House | F | Double | 240 | 14,000 | 1,520,000 | - |
| M-House | M | 6People/ 3Rooms | 48 | 14,400 | 1,562,000 | * For Exchange students * Kitchen available |

- **The deposit fee(50,000KRW) is included in the Total Dormitory fee.** (The deposit will be refunded into your korean bank account after checkout)

- **If you choose Early Check-in date, the dorm fee will be added accordingly.**

- Room types (A or B) in E/G houses are not open for selection.

- Cooking is prohibited in the dormitories, the E-Zipbob restaurant is located in E-house dormitory. This semester E-Zipbob meals are available by purchasing meal stamps as using the kiosk that is located in the restaurant (payment by card only).

- Dormitory fee differs by the allocated dormitory or Room Type A/B(Randomly allocated)

- Exchange students must apply for dormitory through the International Office. If you apply through GLS you will not be guaranteed a room.

### 2. Leased Building

| Dorm | Gender | Room Type | Capacity (per.) | Monthly Fee(KRW) | Dorm Fee(KRW) [**6 months**] | Maintenance Fee(KRW) | | Utility Fee |
|---|---|---|---|---|---|---|---|---|
| Victory House | F | Double | 54 | A:300,000 | 1,800,000 | 25,000 | *Septic tank, Internet, Water, Cleaning, Communal Electricity | *Electricity, Gas, Internet (Monthly) |
| | F | Double | 16 | B:270,000 | 1,620,000 | | | |
| LWG | F | Single | 3 | 400,000 | 2,400,000 | No additional fee (Included in your dormitory fee) | | |
| | F | Double | 6 | 290,000 | 1,740,000 | | | |
| Crownville A | M | Double | 60 | 315,000 | 1,890,000 | 25,000 | *Septic tank, Internet, Water, Cleaning, Communal Electricity | *Electricity, Gas, Internet (Monthly) |
| Crownville C (Law school) | M | Double | 30 | | | | | |
| | F | Double | 30 | | | | | |

- Leased building residence period: 2022.02.19.(Sat) ~Aug.17.(Wed) [6 months]

- There are building managers who are in charge of leased building, they totally manage and control whole leased building rooms.

■ **Students must pay the additional fee separately(maintenance and utility fee/monthly) following to the building managers' direction individually. If your maintenance and utility fee are overdue, residents will be evicted.**

■ Crownville C accepts law school students first and according to vacancy regular students.

■ Victory-house room type A/B differs from the room size. Randomly assigned.

## 4  Dormitory Resident Obligations

### 1. Direct Dormitory and Leased Building

■ As a precaution against COIVD19 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 visit or lived abroad will be able to use the dormitory after conducting for 11 days and 10 nights self-quarantine in other accommodation. - Checking your arrival date on Flight Ticket(boarding   pass)

■ TB test results sheet submission (acceptable only for test results was examined after 2021.Dec.01.)

■ **COVID19(PCR) test result paper submission (acceptable only for test results was examined within 7 days before your actual check-in date.)**

■ Access to outsiders is strictly limited

## 5  Using the Cafeteria (E-Zipbob)

### 1. E-zipbob information

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

■ Operation Period: Feb.21.(Mon) ~ Jun.03.(Fri)

■ **Weekday - Breakfast/lunch/dinner are served, Saturday - Breakfast/lunch are served.** Closed on Sunday/National holidays

■ Purchasing single copies for meal ticket(E-Zipbob machine - 4,000 won per sheet) at E-zipbob restaurant(Payment only using card)

■ Depending on the COVID19 situation, the hours of operation might be changed.

## 6  How to Apply for Admission and Method

### 1. Eligibility to Apply for Admission

■ SKKU 2022-Spring Semester New(Transferred) undergraduate and graduate students, registered(be scheduled) students.

■ A person who receives 'Normal' or 'Perfect' result on the tuberculosis examination (that was examined within 2 months (2021.Dec.01.~) from your official check-in date) and 'Negative' result on COVID19(PCR) test (that was examined within 8 days and 7 nights before your actual check-in date) is allowed to check in the dormitory after result sheet submission by the day of dorm check-in.

■ If you got under 1.75 score in last semester grade, you will be NOT selected.
  - 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 to the dorm.

■ From Apr.01.(Thu), students on a leave of absence can be evicted from dormitory.

### 2. How to Apply for Admission
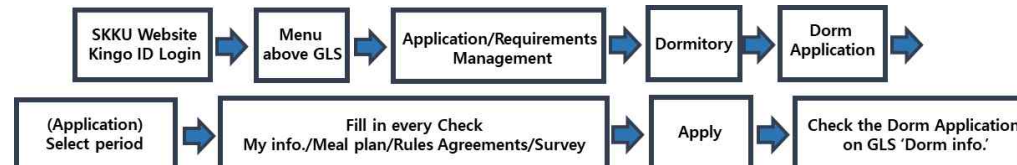


■ **You cannot revise the contents of application after the application period.**

■ After logging in with your ID to the Kingo portal, you are able to register for GLS.

■ New students can sign up [Kingo Portal] of SKKU homepage after tuition(deposit fee) payment.

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

■ **Selection principle without regional classification, and the ratio of Freshmen and registered students in dormitory capacity is 7:3.**

■ Global Business Administration/Global Economics/Global Leader(Freshman students of 2022), law school graduate students, and foreign nationalities(including enrolled students).
  - Preferential selection applied only during the first application period for registered students.
  - Single-person rooms are not selected the first choice(excluding disabled people).

- For registered students selection, the grades of the previous semester will be used.
- As you may not be acceptable to your first choice, you should choose 3 choices at least.

■ 2022-Spring semester, new students will be selected as graduate students after selecting undergraduate students by a random computer draw for.

■ 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, credits for completion and dormitory penalty may be considered
  - Exchange students who only took Pass/Fail classes will be requested a previous semester grade.

■ 100% amount of dormitory capacity is selected at the 1st round for registered students. If there is any cancellation(not paid) made, in the 2nd round of selection will be proceeded.

■ It will be allocated on the basis of your preference. Therefore, all students should fill all options, then 1st choice → 2nd choice → 3rd choice and so on, we will select in order.

## 4. Assigning Rooms

■ In principle, your roommate is randomly allocated. Your room mate can be a foreign student.

■ Roommates are selected according to 'sleeping preference' and 'smoking status', as applied in the registration form.

■ If the winter vacation residents choose the same [dormitory] or [room type] of 2022 Spring semester, they will be assigned to the same room as possible.

## 5. The lowest GPA of the successful applicants in Previous Semester

| Semester | 2021 Fall | | 2021 Spring | | 2020 Fall | | 2020 Spring | |
|---|---|---|---|---|---|---|---|---|
| Dorm | M | F | M | F | M | F | M | F |
| C-House | 2.05 | - | 2.17 | - | 2.33 | - | 2.43 | - |
| E-House | 2.14 | 3.91 | 3.67 | 4.18 | 2.03 | 3.95 | 4.11 | 4.3 |
| G-House Single | - | 4.38 | - | 4.22 | - | 4.25 | - | 4.32 |
| G-House Double | - | 4.13 | - | 4.06 | - | 4.12 | - | 4.33 |
| K-House | - | 4.32 | - | 4.38 | - | 4.25 | - | 4.38 |
| M-House | 3.93 | 4.22 | 2.25 | 3.81 | - | - | 4.09 | - |
| Victory House | - | 2.67 | - | 3.79 | - | 3.43 | - | 4.21 |
| LWG Single | - | 4.25 | - | 4.0 | - | 4.5 | - | 4.5 |
| LWG Double | - | 3.48 | - | 3.64 | - | Priority | - | Priority |
| Crownville A | 2.66 | - | 2.69 | - | 2.07 | - | 4.13 | - |
| Crownville C | Priority | 3.27 | 4.19 | 3.5 | 3.94 | Priority | 3.18 | Priority |

■ The grades are the lowest GPA(grade cutline) from assigned applicants on the 1st round.

■ Priority selection: Prioritized students

### 1. Checking admission Results and Individual Invoices

SKKU Website Kingo ID Login → GLS → Application/Requirements Management → Dorm Info. → Invoice → Check Virtual account number and amount

■ '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 the payment is 'Complete' in the GLS dormitory information inquiry after payment.

■ Must check your result of application(allocated dormitory/room type) and pay your dormitory fee.

■ Virtual Account Number Depositor: Student Name (The sender does not have to be the student himself/herself).

■ 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.

■ **If your payment is not fully made until the registration period, the admission must be cancelled.**

■ The system error after 17:30 on the last date of payment cannot be confirmed(Prefer to make a payment before 17:30)

■ Overseas remittance takes at least 3 days (must be remitted on the first day of payment) except for holidays.

■ Among selected students, if your 'major' and 'student ID number' have been changed, you should send your changed information to SKKU Housing Office. **(If not, you can not search your student information through GLS with your previous student ID number.)**

### 3. IMT(International Money Transfer) 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 proof of payment to the dormitory office.

■ **Even if you transfer money, it may be cancelled if you do not deposit it into the dormitory account within the payment period.** Overseas remittance takes at least 3 days (must be remitted on the first day of payment) except for holidays.

## 8   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

- Both students who did not receive dormitory penalty points during 2021-Fall and 2021-Winter Vacation. (New students cannot apply).
- **Dormmate application is only available for the 1st round.**
- **Your dormmate didn't receive penalty points neither.**
- **It is available when you choose double room 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; results can be checked by room assignment result.
- **When both students who are assigned Same Dormitory building/Same room type can apply for dormmate.**

### 4. Dormmate Ineligible Cases

- Applicants who do not select each other as a dormmate.
- Dormmate Application is ineligible when both 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).

## 9   Check-in procedure and Facility Information

### 1. Facilities

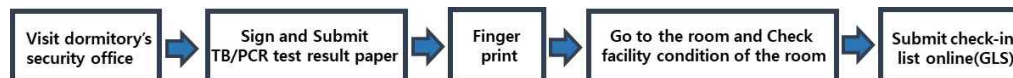| Classification | | | Facilities |
|---|---|---|---|
| Direct Dormitory | Room | | Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router, Fire Escape Mask |
| | Common | Free | Water purifier, Microwave, Toaster, Fitness center(E/G/K-House) |
| | | Charged | Washing machine, Drying machine, Printer |
| Leased Building | Victory House | | Closet, Washing Machine, Refrigerator, Air Conditioner, Electronic Cooktop, Fire Escape Mask |
| | LWG House | | Desk, Chair, Bed, Closet, Air Conditioner, Common Kitchen, Common Washing Machine, Fire Escape Mask, Common Water Purifier, Common Microwave |
| | Crownville A/C | | Desk, Chair, Closet, Washing Machine, Refrigerator, Air Conditioner, Electronic Cook-top, Fire Escape Mask |

- Cooking is prohibited in the whole Direct Dormitory area.
- Crownville C: Some of rooms have bunk beds and the others have only mattresses(not selectable). You cannot bring your own bed into your room of the Leased buildings.
- Victory house, Crownville A: No beds
- All rooms of each dormitory have smoke masks.
- **Currently, fitness centers (of E/G/K-house) are temporarily closed to prevent the spread of COVID19 infection.**
- Victory house, Crownville A/C: No internet router and 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<br>※ 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 |
| **Prohibited Items** | · All electronics except allowable electronics<br>· Electric heaters, heated-water pad, candles, flammable products and alcohol<br>· Cooking in rental rooms is allowed, so cooking tools can be brought in (excluding gas stove and gas burner, but allowed electric microwave) |
| Register facilities | · In case of using refrigerator, Bicycle, Quickboard must register in advance.<br>· GLS→Requirement Management→Dormitory→Register facilities<br>· If you don't register it, penalty will be imposed.<br>· In case of parking lot for cars or bikes, you need to submit the facility registration form by email, dorms@skku.edu after downloading the form from dormitory website<br>※ Only refrigerators rooming 50L or below capacity are allowed. |

- **Penalty points can be imposed on the possession of prohibited products.**

### 3. Check-in Procedure

| Visit dormitory's security office | → | Sign and Submit TB/PCR test result paper | → | Finger print | → | Go to the room and Check facility condition of the room | → | Submit check-in list online(GLS) |
|---|---|---|---|---|---|---|---|---|

- Check-in can be made as you submit check-in date, or after that day. Check-in cannot be allowed before the designated date of check-in.

- Available Check-in Time
  - Students of **Direct Dormitories(C/E/G/K/M-House)** can check in **after 15:00** on the early check-in date, Feb.12.(Sat). However, on the official check in date, Feb.19.(Sat), you can check in after 09:00.
  - Your dormitory access with your family members should be restricted for the safety and convenience of all residents.
  - **Leased Building**: You can check in **from 09:00 am on Feb.19.(Sat)**.
- On an official check-in day, check-in process runs in Information Desk, but after that day, check-in process operates in Security Office.
- It is recommended to bring your personal cart on moving day.
- All Students have to submit Check-in confirmation form on the GLS site. (No submit, Get penalty points)

## 4. Request of Repair
- When your room needs to be fixed by any problem,
  - Direct Dormitories: Request the repair service on our Dormitory website(Repair Service), report the issue to Security guards or Housing office staff (by email)
  - Victory house, CrownvilleC/A: Contact Leased Building maintenance manager
  - LWG: Request the repair service at Check-in desk in G-house

## 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 number, and contact number] on package.**
- Leased Building has no package-delivery room.

## 6. To do list after Check-in

| Contents | Schedule | Note |
|---|---|---|
| - Submission of your check-in confirmation form | The day after your check-in date ~ Mar.06.(Sun) | · Submit your personal check-in confirmation form on GLS |
| - Taking Dormitory Orientation & Fire Evacuation Drills | To be determined | · For more detailed information, visit our website |
| - Inspection all dorms | Mar and May | · **Schedule might be changed** |

- **If you do not participate the events as above after check-in dormitory, you will get penalty points.**
- Housing office is going to post on your dorm bulletin board, dormitory homepage about Orientation, Fire Evacuation Drills, Procedure for Regular Check-in.

## 7. 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/
  - In the portal search "Sungkyungwan dormitory"
  - Dormitory homepage ▸ (Top menu) Guide ▸ Into to dorms
    - ▸ Rooms and amenities for each dormitory can be seen through photos on the site

NOTICE

## 10 | Submission of COVID19(PCR) Test Result

### 1. Mandatory submission of COVID19 test(PCR) Results
- All 2022-Spring semester residents MUST submit COVID19(PCR)test result sheet that is examined within 8 days and 7 nights before your actual check in date.
- **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.

## 11 | Submission of Tuberculosis Check-up Results

- 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 dormitory students to submit your Tuberculosis Test(chest X-ray type only) results sheet within about two months; 2021.Dec. ~ before your official check-in date.**
- You won't be able to enter the dormitory without a valid TB test sheet

| Classification | Case | Contents |
|---|---|---|
| Required Submission | · All new students admitting to the dorms<br>· Students who have had examinations before 2021, Dec.01, you should get a new examination again. | · Students who do not submit the check-up result cannot enter the dormitory.<br>· **Allow only TB test result that were tested within the period [from 2021. Dec.01.~](about two months before your official check in date)**<br>· When you submit the result sheet, you must write down your student ID# and room# on the paper. |
| Submit Exception | · A student who has already received a tuberculosis test(from 2021.Dec. to 2022.Feb.19) and submitted the result sheet in advance among all residents of the Winter Vacation. | · No additional submission<br>· But, in case, Students who changed student ID number after submission need to check and report it to Housing office. |

- It is possible to check the valid semester of your Tuberculosis check-up result on GLS.
- 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 be taken from few hours to 1~3 days and each clinic takes differently. Please check before check-in date. **Without submission of the result sheets you cannot enter your the dorm.**
- Submission of Check-up result: Check-in counter of your dorm on your check-in date or by email; 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.**
- **Refer to Health care center homepage**(https://health.skku.edu/health/index.do)

| Contents | Humanities and Social Sciences Campus | Natural Sciences Campus |
|---|---|---|
| Inquiry | Health center (Student's hall, second floor)<br>☎ 02)760-1229, 1230, 1239 | Health center (Welfare center, second floor)<br>☎ 031)290-5250, 5252 |

## 12　Refund Policy

### 1. Cancellation

| | Contents | Criteria of deduction |
|---|---|---|
| Direct Dormitory | · Cancellation before one day that you choose to check-in | Full refund |
| Leased building | · **Cancellation by Feb.18.(Fri)** | |
| How to cancel | · **Login Kingo → GLS → Dormitory application → Cancel check-in(Refund) Click** | |
| Note | · **If you cancel SKKU admission, your student ID number will not be activated so that you cannot access to Kingo ID and GLS**<br>※ Cancel your 'dormitory cancellation' and then cancel 'SKKU school admission' | |

### 2. Mid-session Check-out

| Contents | Direct Dormitory | Leased building |
|---|---|---|
| Mid-session check-out | · Cancellation or check-out after check-in date that you choose (Including the very day)<br>· In case of expelled student because of penalty points | · Cancellation or check-out (Including the very day) after Regular check-in day (Aug.27.(Fri))<br>· In case of the 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 30 days [by **May.04.(Wed)**] from the official Check-out date.<br>· No refund in case if less than 30 days remain until the regular check-out date. | · **None-refundable**<br>· In case of disease or any other reasons approved by dormitory director, apply direct dormitory refund policy. |
| Leaving the for military service | · A full refund in case of more than 15 days left [by **May.19.(Thu)**] until regular check-out date. | · In case of having over 30 days from the official Check-out date, refund after excluding 15 days' roomrate |
| Deposit | · The deposit will be refunded after your check-out date<br>· The room is left in a state of uncleanliness, 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**<br>· **None-refundable of maintenance fee** |
| Note | · Leaving the dormitory for military service: Must submit Confirmation of military leave or Military enlistment certificate document.<br>· 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

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

## 13　Inquiry

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

## Reward & Penalty Points

| Category | Article | Penalty | Points |
|---|---|---|---|
| Safety | 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 |
| Communal Living | 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 (01:00 ~ 05:00)(*The curfew is from 01:00 to 05:00 a.m., except for grad students.) | 3 |
| | 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 |
| H | 29 | Cooking or eating somewhere other than a designated place or eating in the room without the consent of the roommate | 5 |

| Category | Article | | Points |
|---|---|---|---|
| y g I e n e | 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 |

| Category | Article | Reward | Points |
|---|---|---|---|
| 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 'Dormate', 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.