

※ 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 Winter Vacation Myeongryun Haksa Dormitory Admission Guidance

(The Humanities and Social Sciences  
Campus Dormitory)



# Contents

1	Location	1
2	Admission Schedule	2
3	Dormitory Information and Fee	3
4	Using the Cafeteria(E-Zipbob)	3
5	How to Apply for Admission and Method	4
6	Dormmate(Roommate System)	5
7	Check-in procedure and Facility Information	6
8	Required Submissions	7
9	Refund Policy	8
10	Dormitory Life Rules	9
11	Inquiry	9
 Attachment	Penalty Points Under Dormitory Life	10

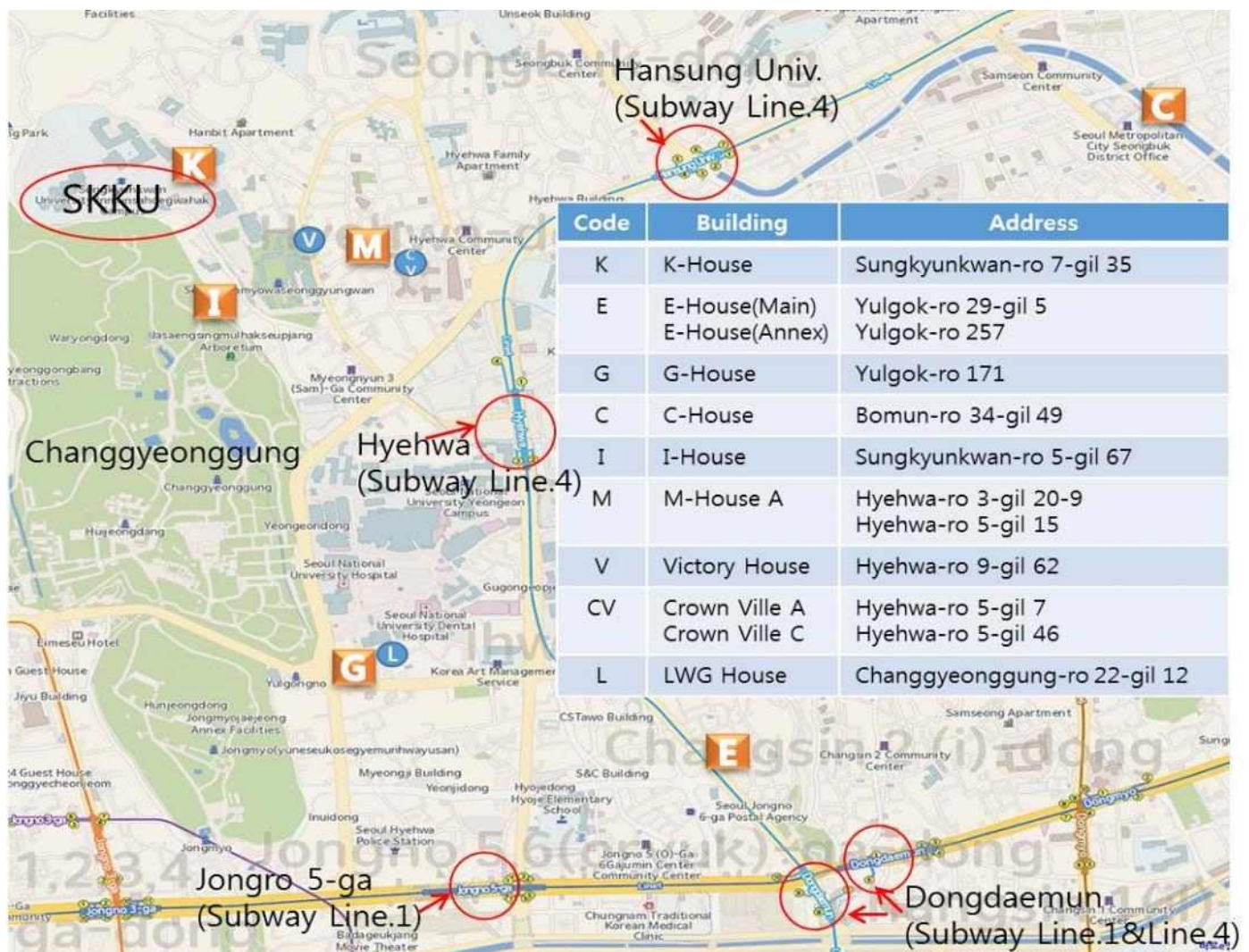
# 1 Location

## 1. Dormitory Organization

- The Humanities and Social Sciences(Seoul) Campus dormitory, known as Myeongnyun 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: Approximately 20~30 minutes on foot to the campus.

## 2 2022 Winter Vacation Admission Schedule

### 1. Application Schedule

#### (1) Winter Vacation Application Schedule

Stage	Details	Dates
1 <sup>st</sup> term	Applying period	Nov 14.(Mon) 11:00 ~ Nov 20.(Sun) 23:00
	Announcement of successful applicants and registration(payment)	Nov 24.(Thur) 11:00 ~ Nov 28.(Mon) 23:00
2 <sup>nd</sup> term	Applying period	Nov 29.(Tue) 11:00 ~ Nov 30.(Wed) 23:00
	Announcement of successful applicants and registration(payment)	Dec 5.(Mon) 11:00 ~ Dec 6.(Tue) 23:00
Room assignment	Announcement of the result of Room assignment	After Dec 9.(Fri) 17:00

- 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)

#### (2) Extending Residence period: Winter Semester(~12.31.(Sat))→Winter vacation(~2.17.(Fri))

Stage	Details	Dates
Extending residence	Extending Applying period	Dec. 19.(Mon) 11:00 ~ 27.(Tue) 17:00
	Registration(payment)	Dec. 19.(Mon) 13:00 ~ 27.(Tue) 23:00
	Announcement of the result of Room assignment	After Dec. 30.(Fri) 17:00~

- If you want to change your staying period, from "Winter Semester" to "Whole Winter Vacation", please apply it (refer to further notice)
- The room could be changed. If you extend period from Winter Semester to Whole Winter Vacation,  
- If the room change, you should move to the newly assigned room on Dec. 31.(Sat)

### 2. Option for period of residence

Classification	Building	Regular Check-in	Regular Check-out	Residence Period
Winter Semester	E/K-House	Dec. 10.(Sat) 15:00~	<b>Dec 31.(Sat) 12:00</b>	21nights 22days
Winter Vacation			<b>Feb 17.(Fri) 12:00</b>	69nights 70days

- Only choose an option between two (Winter Semester or Winter Vacation.)
- It's impossible to change Winter Vacation to Winter Semester.
- C/G/I/M-House is going to be closed during Winter Semester
- In case the student who are assigned newly room among who have been living in dorm during fall semester, you must move into your new room on Dec 10.(Sat) 13:00~

### 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)	
					Winter Semester (21nights 22days)	Winter Vacation (69nights 70days)
E-House (Main)	Male	Double	302	12,500	312,500	912,500
E-House (Annex)	Female	Double	100	12,500	312,500	912,500
K-House	Female	Double	246	14,000	344,000	1,016,000

- Above fee table is for regular curriculum student. the deposit will refund when your check-out date. (exchange student fee is excluded deposit(50,000won)
- Cooking is prohibited in the dormitories, the E-Zipbob restaurant is located in E-house dormitory.

#### 2. Leased Building

- Leased building dormitories are currently occupied by students who applied for the Fall semester. In case of having vacancy, we will additionally recruit new residents.
  - Please refer to the notice on dormitory web-site.

### 4 Using the Cafeteria (E-Zipbob)

#### 1. E-zipbob information

Classification	E-Zipbob
Usage Count	Purchasing single meal ticket at E-Zipbob machine Meal Price: 4,000 won per sheet
Open Time	Breakfast/lunch on weekday(Mon~Fri) Closed on weekends and National holidays

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

Meal time	Menu	Opening hour		Place
		Spring/Fall Semester	Vacation	
Breakfast	Korean Table (rice/soup/4side 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	

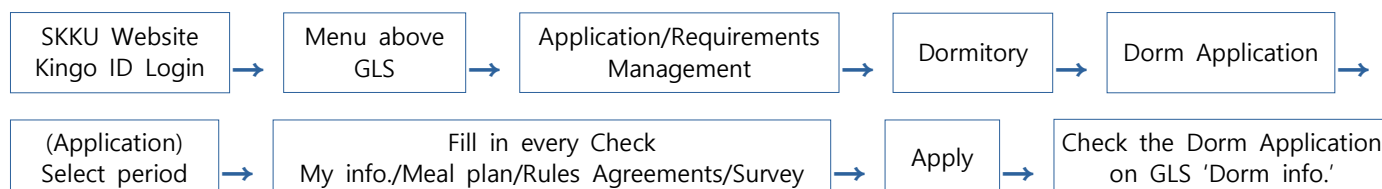
- Operating period: Dec. 12(Mon) ~ Dec. 30(fri)

## 5 How to Apply for Admission and Method

### 1. Eligibility to Apply for Admission

- Undergraduate and graduate student(Both enrolled students and student on Gap-year can apply.
- Students who were limited on dormitory admission due to penalty points, finished curriculum, or graduated cannot apply to dormitory

### 2. How to Apply for Admission



- Login SKKU web-site [Kingo ID] and then apply on GLS.
- **You cannot revise the contents of application after application period expired.**

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

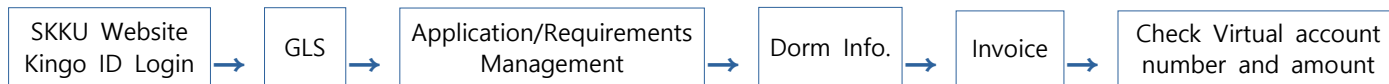
- Foreign students will be allocated in priority.
  - Prioritize selection is only available for the 1st application round.
- Registered student: Select on based on previous grade(GPA). Undergraduate students will be given prior over graduate students in selection.
  - If grades in the previous semester 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 term. If there is any cancelation(not paid) made, in the 2nd term of selection will be proceeded.

### 4. Room Assignment

- In principle, your roommate is randomly allocated. Your roommate can be a foreign student.
- **If Winter vacation applicants choose the same [dormitory] or [room type] of 2022- fall semester, they will be assigned to the same room as possible.(Only are applied operated floor)**
- Roommates are selected according to [sleeping preference] and [smoking status], as applied in the registration form.



## 5. 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.

## 6. Dormitory Registration (Dormitory Payment)

- Send the total payment onto the bank account specified in your individual invoice.
  - Must check your result of application(allocated dormitory/room type) before payment.
  - It is essential to check whether the payment is "complete" in the GLS dormitory information inquiry after payment.
  - Individually-issued virtual account number matches only with the payment of name of '(student)' Payment succeeds when the payment is made with exact amount on the designated period.
- 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, the admission must be canceled.**
- **Inquiry regarding payment(such as system error) should be concluded during operating hours(before 17:30)**

## 7. IMT(International Money Transfer) Notes

- International remittance usually takes at least over 2 days, excluding national holidays, therefore, **You must send your dormitory fee at the first day of payment.**
- Your application will be canceled if your IMT is delayed and you do not send proof of payment to the dormitory office.
- After payment, it is necessary to check whether your payment is fully completed.

## 6 Dormmate (Roommate System)

### 1. Purpose

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

### 2. Eligibility for Application

- Both students who did not get dormitory penalty points during 2022-fall semester.
- Your dormmate didn't get penalty points neither.

### 3. How to Apply and check result

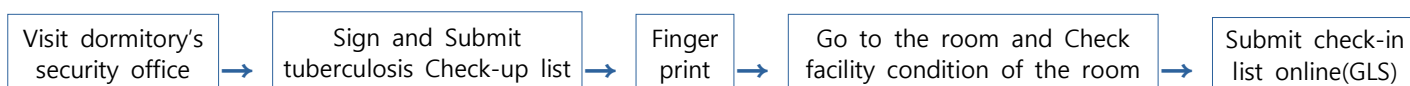
- Dormmate application is only available for the 1st round.
- It is available when you choose double room in the first choice.
- 'Dormmate Application' is included in the 'Dormitory Admission Application' procedure  
'Dormmate Application' page is only activated to the students who are eligible for applying dormmate.
- Dormmate can be assigned only when both students, who are willing to live together, assign each other.
- **When both students who are assigned Same Dormitory building/Same room type can apply for dormmate.**
- There will be no special announcement of the result of dormmate application. results can be checked by room assignment result.

### 4. Dormmate Ineligible Cases

- Applicants who do not select each other as dormmates.
- In case even one of the two are not successful applicant or chose different dormitory/room type.
- In case of unpaid in 1st payment period, check-in cancelled.
- Students who choose a different gender or assign ineligible dormmate such as graduate students and freshmen.
- Input details incorrectly(Student ID number or name).

## 7 Check-in procedure and Facility Information

### 1. Check-in Procedure



- **Regular Check-in Available Time: 15:00~22:00** (check-in time is allow from 9:00, After regular check-in date)
- Only dormitory residents can enter the dorm.(Family and non-residents are restricted).
- You can check in at each dormitory's security office.

### 2. Facilities

Classification			Facilities
Direct Dormitory	Room		Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router, Smoke-proof mask
	Common	Free	Water purifier, Microwave, Toaster, Fitness center(E/G/K-House)
		Charged	Washing machine, Drying machine, Printer

- Cooking is prohibited in the whole Direct Dormitory area.
- You can check further information on dormitory website.



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

Classification	Items
Prepared individually	Bedding(blanket, pillow, sheet, etc.), clothing, towels, toiletries, laundry basket, laundry detergent, personal hygiene products, emergency medicine
Permitted Items	Computer, printer, desk lamp, charger, hair dryer, hair tong, humidifier, air purifier, handheld vacuum cleaner, Water purifier
Prohibited Items	- <b>All electronic products except permitted items(Multi-outlet with more than 5 sockets, Electric heaters, heated-water pad, candles, flammable products) and alcohol</b>
Register facilities	- In case of using refrigerator, Bicycle, Car must register in advance. - How to register: GLS -> Application/Graduation Requirement Management -> Dormitory -> Application facility usage - In case of using Bicycle, Car have to visit Housing office after register on GLS. *Only refrigerators rooming 50L or below capacity are allowed.

■ If you have the Prohibited Items in the room, You can get a penalty point.

### 4. Request of Repair

■ When your room needs to be fixed by any problem, Please request repair on our Dormitory website or email, 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 lost which might happen. **Do not forget writing your name, ID number, and contact number on package.**

## 8 Required Submissions

※ **You can't check-in dormitory without below both documents.(Covid-19 test results and Tuberculosis test results)**

#### 1. COVID-19 test results

■ **Subject to submission: All students who living in dormitory during winter vacation.**

- **You have to submit Covid-19 results which you checked up within 7 days of your actual check-in date** to dormitory security office when you check-in.
- Continuous residents from summer vacation to the Fall semester have to submit the results within 7 days based on the regular check-in date

■ **Place of submission: Dormitory security office.**

- The results should include name, check-up result(negative), check-up place, check-up date.
- If you get COVID-19 results by message, you should capture and print them out.

■ **If you don't bring the results you can't check-in the dormitory.**

■ If you are tested positive for COVID-19, you can check-in the dormitory after releasing the quarantine.

- If there is any change in the criteria for submitting documents, we will notify you later.

## 2. Tuberculosis test results

Classification	Case	Contents
Require submission	<ul style="list-style-type: none"> <li>- <b>Student who never before submit test result</b></li> <li>- <b>Student who had medical check-up before on Oct. 2022</b></li> </ul>	- <b>Students who does not submit check-up result cannot enter dormitory.</b>
exception	<ul style="list-style-type: none"> <li>- During Oct. 2022~Dec. 2022 students who did check-up individually and have the record of submission.</li> <li>- Students who have lived in the dorm from fall semester to Winter vacation continuously</li> </ul>	<ul style="list-style-type: none"> <li>- No additional submission</li> <li>But, Students who changed student ID number after submission check in operating office.</li> </ul>

### ■ Place of submission: Dormitory security office.

- You can submit duplication of check-up result.
- The results should include name, check-up result(normal, no abnormalities), check-up place, check-up date.

### ■ If you don't bring the results you can't check-in the dormitory.

- If you have previously submitted results to the dormitory can check the year/month of the examination on your GLS (Dorm.info menu)
- 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 1~3 days and each clinic takes differently. Please check before check-in date.

## 9 Refund Policy

### 1. Cancellation

Contents	Note
Direct dormitory	<ul style="list-style-type: none"> <li>- <b>Cancel before one day that you choose to check-in</b></li> <li>- Full refund</li> </ul>
How to cancel	- GLS -> Dorm.Info. -> Cancel(Refund) [Click]

### 2. Mid-session Check-out

Contents	Note
Mid-session check-out	<ul style="list-style-type: none"> <li>- Check-out or cancel after the regular check-in date</li> <li>- Expelled because of penalty points</li> </ul>
Refund amount	<ul style="list-style-type: none"> <li>- You can get a refund after excluding 15 days' room rate from whole remaining days, in case of having over 30 days <b>[by Jan. 18.(Wed)]</b> from the official Check-out date.</li> <li>- No refund in case if less than 30 days remain until the regular check-out date.</li> <li>- No refund in case if you choose the winter semester option.</li> </ul>
Deposit	<ul style="list-style-type: none"> <li>- The deposit will be refunded when you check-out (Excluding exchange student)</li> <li>- 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.</li> </ul>

- After check-in date that you chose, regardless of whether you already check-in or not apply dormitory refund policy.
- Mid-session check-out: Visit Housing Office or Operating Office and submit the form
- All refunds will take about 10 days to be transferred to the residents' bank account which was registered in the admission application.

## 10 Dormitory Life Rules

### 1. Dormitory rules

- if resident who violates the rule, then the penalty points will be given. depending on the level of imposed penalties, you can be moved out, or lose the right to apply for dormitory.(Please refer to next 10 page's dormitory penalty points)
- **Dormitory Curfew hour: 01:00 ~ 05:00**

### 2. Multi-Outlet Usage

Available Examples	비규격 예시
 <ul style="list-style-type: none"> <li>- Includes overload blocking and grounding.</li> <li>- Power control switch required</li> </ul>	 <ul style="list-style-type: none"> <li>- With no switches of controlling power or blocking overloads.</li> <li>- Multi-outlet with more than 5 sockets.</li> </ul>

- If you don't use standard power strip, you will get the penalty points.

## 11 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	dorms@skku.edu
Contact	SKKU Housing Office (02)760-0163~0164, 0167~0168 Weekdays 09:00-17:30 (Lunch hour 12:00-13:00)

## Penalty Points Under Dormitory Life

Article		Contents	Demerit
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.	20
	2	Accommodating non-residents or being visited by non-residents or assisting those acts in dormitory(including residents and non-residents)	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)	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

## Penalty Points Under Dormitory Life

Article		Contents	Demerit
Communal Living	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.	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	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
Safety	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

- ▶ 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
- ▶ 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.