

※ This information apply only to Bongryonghaksa (Natural Science Campus Dormitory).  
Information for Myungryunhaksa (Humanities and social sciences Campus Dormitory) can be found on their notice by selecting the 'Myungryunhaksa' on the first page of the dormitory homepage.

Summer vacation, 2023

# Dormitory Admission Comprehensive Information

(Natural Science Campus Dormitory)



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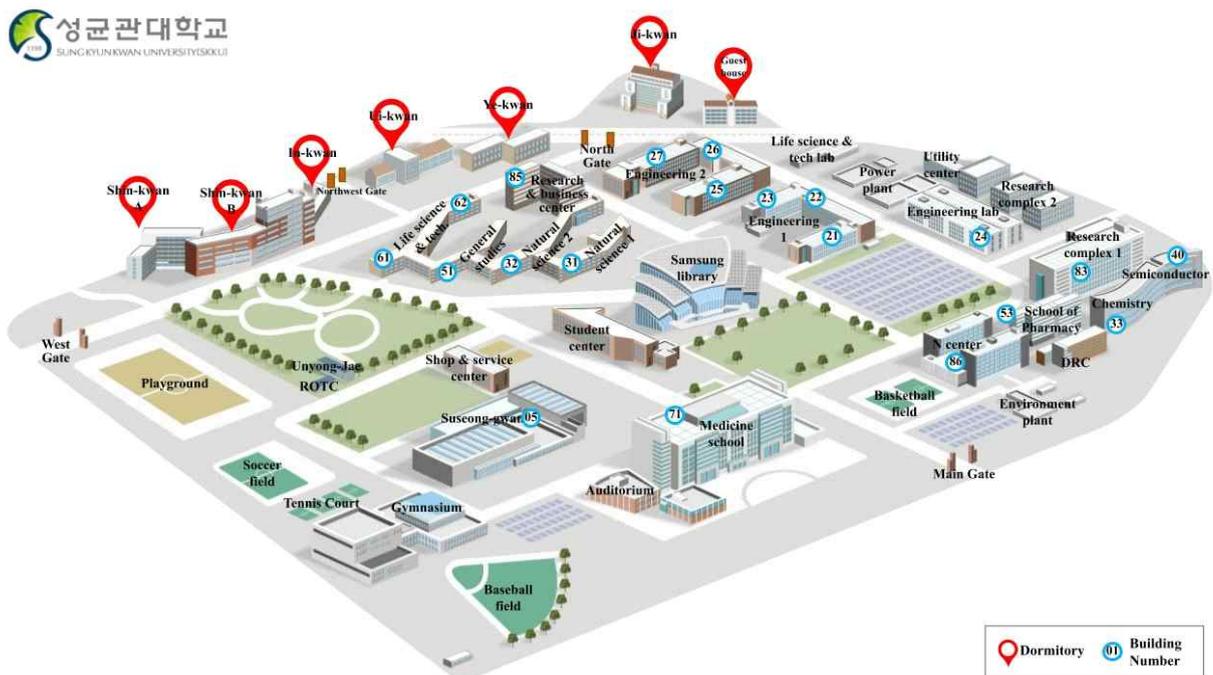
# 1 Dormitory Introduction

## 1. Dormitory Organization

- The Natural Sciences (Suwon) Campus dormitory, known as *Bongryonghaksa* (봉룡학사/鳳龍學舍), is comprised of 5 dormitory buildings, known as In-, Ui-, Ye-, Ji-, and Shin-kwan, all of which are managed directly by the university.
- The Humanities and Social Sciences (Seoul) Campus dormitory, known as *Myeongnyunhaksa* (명륜학사/明倫學舍), is comprised of E, G, C, I, K and M- Houses, and leased studio accommodation.

## 2. Campus map

- In-, Ui-, Ye-, and Shin-kwan are located in the university, but Ji-kwan is located in front of the north gate of the university (10m away).



### 3. Facilities in dormitory

	Items
In-room Facilities	- Heater and air conditioner, Desk, Chair, Bed, Wardrobe, Wireless internet router, Wastebasket, Broom & Dustpan
Communal Facilities	- Free to use : washing machine, iron, water purifier, microwave oven, TV, vacuum cleaner - Requiring payment: Coin Laundry, Laundry drier, printer
Special notice for each Dorm	- In/Ui/Ye : <b>Toilets &amp; showers are communal by floor.</b> Slippers are Required slipper in indoor. - Shin-kwan : <b>Toilets &amp; showers in each room.</b> Shoes should be removed in rooms. - Heating and Cooling system <b>is central. Not individual system (temperature cannot be controlled by room).</b> Further information for supply schedule of Heating & Cooling, Please check Dormitory website.

### 4. To Be Prepared Individually

	Items
For All	- Bedding (blanket, pillow, sheet, etc.), clothing, towels, toiletries, - hair dryer, desk lamp, personal computer, internet LAN cable, laundry basket, laundry detergent, personal hygiene products, emergency medicine, etc. - Multi tap Use Policy: <b>(For further details, see 14 page)</b> *The mattress size is 100cm × 200cm
For Each Dormitory	- In/Ui/Ye/Ji-kwan: bathroom slippers (Slippers are required in indoor) - Shin-kwan: toilet paper, drying rack

## 5. Allowed/prohibited items

	Items
Allowed items	- Computers, printers, desk lamps, chargers, hair dryers, Automatically power off Curling iron, USB humidifiers, hand-held vacuum cleaners and fans are allowed
Prohibited Items	- Electric heat mat (sitting mat) / hot water mat, electric heaters, candles, flammable products, alcohol, Coffee machine, Massage Machine, Electric scooter etc. - All electric items excepting the allowed items. - Please refrain from using noisy keyboards.
Facility Registration	-Required to Register for usage of facilities (Bicycle, Motorcycle, Refrigerator) * Mini refrigerator which is less than 50L can be prepared by individual. Please check our dorm website. (Facility notice) -Tag/sticker should be attached within 7 days from check-in/purchase date. -GLS > Application/Graduation Requirements Management > Dormitory > Application of facility usage Confirmation from the Dorm Office > Receive identification tag/sticker and attach on the bicycle -Refrigerator sticker need to register again, bicycle tag is valid one year.

## 6. Checking Detailed Information and Photo of Facility

- Dormitory homepage <https://dorm.skku.edu>
- Dormitory homepage ▶ Click the “English” button ▶ Guide ▶ Dormitory ▶ Select the dormitory which you want
- You can check each dormitory's room facility photos, floor plans, conveniences, etc., and requirements of what you need to prepare yourself.

## 2 Resident Selection

### 1. Qualified Applier

■ Undergraduate and graduate students of Spring semester, 2023

- Both enrolled students and students on gap-year can apply.

### 2. Non Qualified Applier (Can apply, but won't be selected)

■ Those who are prohibited from living in the dormitory because of penalty points

### 3. Schedule

stage	Details	Dates	Remarks
1 <sup>st</sup> Selection	Apply	May. 12.(Fri) 11:00 ~ May. 16.(Tue) 23:00	<ul style="list-style-type: none"> <li>Individual application on GLS</li> <li>Application of Dormate available.</li> </ul>
	Announce	May. 22.(Mon) 11:00	<ul style="list-style-type: none"> <li>Check individually on GLS,</li> </ul>
	Payment	May. 22.(Mon) 11:00 ~ May. 25.(Thu) 23:00	<ul style="list-style-type: none"> <li>You can't arrange the payment on 23:00~01:00 (Bank system checking)</li> <li>After 17:00 on Last day of payment, there should be system overload. And can't check the error. So we recommend arranging the payment before 16:00.</li> </ul>
2 <sup>nd</sup> Selection	Apply	May. 26.(Fri) 11:00 ~ May. 29.(Mon) 23:00	<ul style="list-style-type: none"> <li>Same as 1<sup>st</sup> Selection.</li> <li>Application of Dormate is not available.</li> </ul>
	Announce	Jun. 2.(Fri) 11:00	
	Payment	Jun. 2.(Fri) 11:00 ~ Jun. 5.(Mon) 23:00	

### 4. Selection of check-in date

Check-in Schedule	Date	Remark
Whole Summer vacation	Jun. 10.(Sat) ~ Aug. 19.(Sat) (70 nights & 71 days)	<ul style="list-style-type: none"> <li>Room Announce: Jun. 9(Fri) 17:00</li> <li>Check individually on GLS</li> <li>Changing schedule is not acceptable.</li> </ul>
Only for Summer semester	Jun. 10.(Sat) ~ Jul. 1.(Sat) (21 nights & 22 days)	<ul style="list-style-type: none"> <li>100% refund is not acceptable after check-in date</li> </ul>

■ You only can select one between Whole vacation and Only for summer semester.

■ You only can select one between Seoul campus dorm and Suwon campus dorm.

■ The dorm application has nothing to do with the application of the summer semester.

So, You can apply for the dormitory without applying the summer semester classes.

## 5. Matters to be considered

DORM		In	Ui	Ye	Ji	Shin A					
		*2p1r (4p1r)	2p1r	2p1r	2p1r	2p1r	*2p1r (4p1r)	4p4r	6p3r	3p3r	1p1r
Under Graduate	M	●	-	-	●	●	-	●	●	●	-
	F	-	-	●	-	●	●	●	●	●	●
Graduate	M	-	●	-	●	●	-	●	●	●	-
	F	-	●	-	-	●	●	●	●	●	-

- Shin-kwan B is not open during the Summer vacation.
- Shin-kwan A is available for Male/Female/Graduate/Undergraduate. (gender separated by floor)
- In-kwan, 4p1r of Shin-kwan will be managed as 2p1r in order to prevent COVID-19.
- All vacancy of Dormitory will be filled at 1<sup>st</sup> selection.
- If the number of applicant of Graduate students for Shin-kwan A is under capacity, Undergraduate student could be selected.
- 1p1r of Shin-kwan is designed for the disabled. The disabled have priority.
- If you not arrange the payment on time, Dormitory is canceled automatically.
- Rooms are assigned according to the Check-in Schedule (Whole summer vacation or only for summer semester) Please select your schedule carefully.
- You can't check-in before check-in date.
- You can check-in after selected check-in date but unused period is not refundable.

## 6. Dorm fee

- Whole summer vacation : 70 nights & 71 days
- Only for summer semester : 21 night & 22 days

Dormitory	Fee of 1 day	Whole summer vacation	Only for summer semester	Deposit	Remarks
*In-kwan (2p1r)	6,600	462,000	138,600	30,000	No early check-in
Ui/Ye/Ji-kwan	6,500	455,000	136,500		
Shin A	2p1r	11,400	798,000	50,000	
	*2p1r (4p1r)	11,900	833,000		
	4p4r	13,700	959,000		
	6p3r	11,000	770,000		
	3p3r	17,900	1,253,000		
1p1r	22,200	1,554,000	466,200		

\* In-kwan (2p1r) dorm fee : ₩4,400 (fee of 4p1r) X 1.5 = ₩6,600

\* Shin-kwan 2p1r(4p1r) dorm fee : ₩7,900 (fee of 4p1r) X 1.5 = ₩11,900

■ Dormitory fee is variable by each Dormitory/Selection of meal/Check-in date. You can check your own dormitory fee on GLS after acceptance announcement.

■ Deposit will be refunded 3 weeks after Check-out to bank account on GLS. If Your room is not clean or there are some defect on facility, we will deduct it from your deposit.

## 7. How to Apply for Dormitory

■ All procedure is on GLS. (Apply, Check Selection result, Print the invoice.)

■ The admission application system will not be in English, so you may need to download the “Guidance for Dormitory Application on GLS” file.

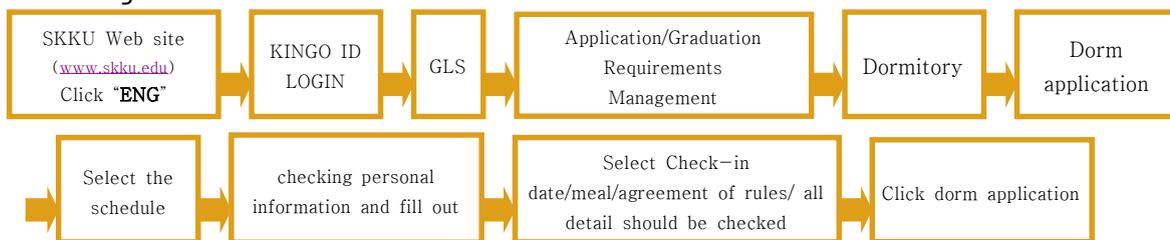
■ To confirm what you apply



‘application’ appeared and when clicking it, the detailed information of your apply is appearing

■ After submitting your admission application, you can modify the contents until the end of the application period. but After the application period, modification is impossible.

■ After paying SKKU's enrollment fee, freshman should go to the university homepage (<https://www.skku.edu>), and join Kingo Portal. Then it will be possible to apply for dormitory admission.



## 8. How to Check the Results and Payment



■ Checking result

- After the announcement of result, You can find ‘Success/Failure’ at Dormitory info at GLS.

- **There is no individual phone call or text message for the result. Please check on GLS.**

■ Payment

- Arrange the payment at account on invoice. Total amount is including dormitory fee, meal fee, deposit.

- Bank account on invoice is single-use account. Account holder name is applicant’s name. Payment amount should be **exactly same** as invoice. If you deposit more or less, payment will be failed.

- **If you don’t arrange the payment on time, Dormitory is canceled automatically.**

## 9. Principle of selecting Dormitory residents

- Dormitory residents will be selected by each Dormitory and Room type. You need to select 1<sup>st</sup> to 7<sup>th</sup> preference.
- Freshman of 2023 spring semester have priority. and enrolled student except freshman will be selected in order of grades of right before semester.
- Not selected separately for school grades/departments.
- If there are specific room type which is still remaining with vacancy after 1<sup>st</sup> selection, Someone who select that room type by 2<sup>nd</sup> preference has priority. So if you don't select 2<sup>nd</sup> ~ 7<sup>th</sup> preference, Your priority will be last one.
- Specific department or student who has priority for the dormitory still have to be qualified. and Priority is only valid for 1<sup>st</sup> selection. If failed, will be selected randomly among 2<sup>nd</sup> ~ 7<sup>th</sup> preference.
- If there is tied score when selection of enrolled students, Penalty point and received credits could be considered.

## 10. Assigning Rooms

- Room assignment will be done after payment. It is policy to put students of same year and different major together. When applying, you select your sleeping type and it is considered for dorm management to allocate rooms.
- Assign same room as Spring semester
  - If you are selected same dormitory & room type as spring semester, you will be assigned same room as spring semester.
  - Resident of Shin-kwan B on spring semester will be changed to other rooms.
  - If you apply for dormmate, your room could be changed. (depends on dorm status)
  - If students who are supposed to live in the same room where you have lived in spring semester wants to change room, you should visit dorm office and apply for the room change until Jun. 5.(Mon) 17:00.
- Bongryonghaksa do not have the dormitory only for the foreigner, so students from all countries can be roommates each other.

## 3 Cafeteria

- Cafeteria will be open on Summer semester (Jun. 12.~Jun. 30)

Location	Meal	User	Payment
Shin-kwan A	Lunch, Dinner (No breakfast)	For all resident	On-site

- Due to decrease of resident, cafeteria will be open on Summer semester only. Not for whole vacation. If there is change, we will notice at dorm website.
- No need to apply in advance. You can pay at cafeteria.
- For more detail, Please check notice on dorm website.

## 4 Dormate

### 1. Purpose

- This is the benefits to exemplary students who have followed the rules of the dormitory.
- For your satisfactory dormitory life, You can select your roommate.

### 2. Qualified applicants

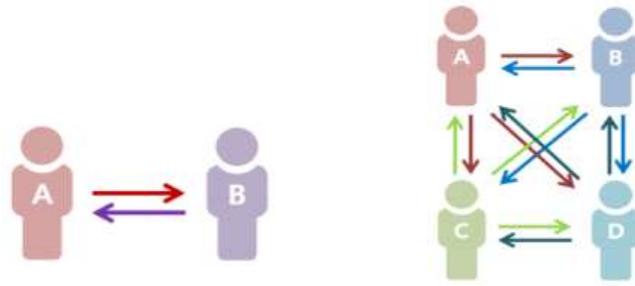
- Applicants who don't have any penalty point on Spring semester of 2023
  - Applicants who didn't stay at dormitory on spring semester also can apply for dormate.
  - Freshman of 2023 Spring semester can't apply. (Available from 2023 Fall semester)
- Students who applies for the 1<sup>st</sup> selection.

**(If you selected at 1<sup>st</sup> but canceled because of unpayment, Your dormate also canceled.)**

- Student who selects Ui/Ye/Ji/Shin 2p1r/Shin 6p3r as 1<sup>st</sup> preference.
- If Resident of Spring semester apply for Dormat, room could be changed.
- Shin-kwan 4p1r and In-kwan is not available for Dormate. (You can apply on system, but if so, your application for dormitory will be canceled automatically)

### 3. How to check the result

- Dormitory applying procedure is including dormate. It is only possible that applicants is qualified.
- Applicants of Ui/Ye/Ji/Shin 2p1r/Shin 6p3r should appoint each other as dormate.
  - Applicants of Ui/Ye/Ji/Shin 2p1r should appoint 1 person as dormate.
  - Applicants of Shin 6p3r should appoint 5 people as dormate.



- Students who apply for the dormate need to select same schedule.

ex) A selected summer semester and B selected whole summer vacation, A & B can't be selected as dormate.

- For further information, Please check 'Guidance for Dormitory Application' on GLS

- Students who selected as dormate should be check individually.

(No phone call or message)

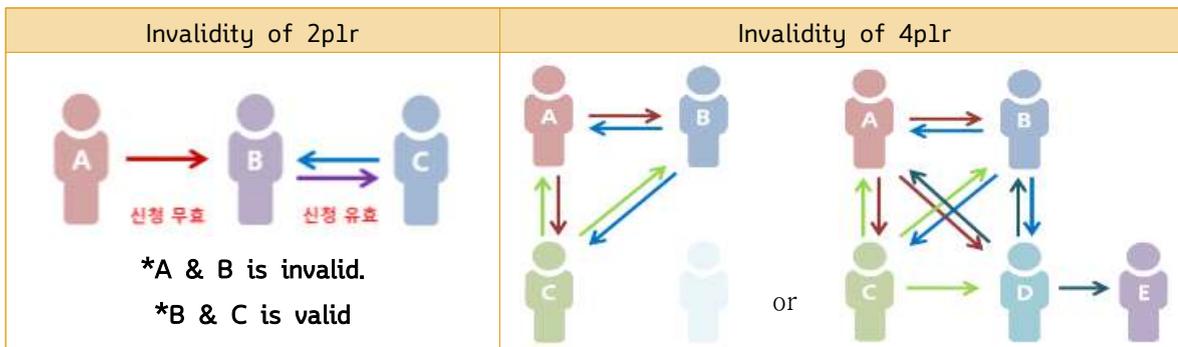
- We try to select All applicants of dormate, but if there are too many applicants, we will consider the grades.

#### 4. Case of invalidity of dormate

- Didn't appoint each other.

ex) A appointed B, but B didn't appointed A or appointed C.

In case of Shin-kwan 6p3r, there is only 5 applicants, it will be canceled.



- One of the applicants is excluded from the selection or selected to another dormitory or room type

- Dormitory is canceled because of unpayment

- Graduate & Undergraduate student appoint each other as dormate

- Appoint dormate by Student ID. So if there is typo on your dormate student ID, it is also invalid.

#### 5. Dormate life rules

- Dormate could get double penalty points for what can be considered as joint responsibility in the penalty rule.

- For further information of dormate, You can find at FAQ of dormitory website. And also you can upload your question at Q&A.

## 5 Submission of Tuberculosis Test Results

### 1. Mandatory submit of Tuberculosis test result

- Resident of 2023 spring semester, No need to resubmit.
- All residents must submit the tuberculosis test result which conducted **within 2 month before the Check-in date.**
- Tuberculosis test result is valid which is issued after Apr. 1st. 2023
- Write down your Name/Student ID/Room No. on the Top of the Test result sheet.
  - This is for Residents' safety. If you already submit when Spring semester, you don't have to resubmit.
  - Test result must include the phrase with "Normal/Full recovery/Not contagious".
- **Without Tuberculosis test result, Check-in is extremely impossible.**
- You can check your recent tuberculosis test date, penalty point, grades of right before semester at GLS.

	Tuberculosis test date	Remarks
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>■ Get test result before Apr. 1st. 2023</li> <li>■ Never get Tuberculosis test before</li> <li>■ New resident</li> </ul>	<b>Without Tuberculosis test result, Check-in is extremely impossible.</b>
<b>Exemptive</b>	<ul style="list-style-type: none"> <li>■ If you submit tuberculosis test report between Apr. 2023 and Jun. 2023.</li> <li>■ Resident of 2023 Spring semester.</li> </ul>	No need to submit again. but if your Student ID is changed, You need to check with Dorm office.

- Test report including **name, gender, date of birth, date of chest x-ray and clear results (shown as Normal/Tuberculosis not found/Full recovery)** can be accepted.
- You need submit Test report. Not x-ray film.
- The Test result must be submitted on Check-in date by paper.  
E-mail or Post is not acceptable.
- Tuberculosis can usually be diagnosed by chest x-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an x-ray machine. The results can take 1-7 days. so please prepare it before check-in date in advance.
- We only check the result of Tuberculosis. other disease is not considering.

## 6 Check-in Procedure

### 1. Admission Procedure

■ You only can check-in on the date you select. Before check-in date, you can't enter the room or store the luggage.

■ Possible check-in times

- Jun. 10.(Sat) : 15:00~21:00 (Until 15:00 is Check-out time.)
- After Jun. 11.(Sun) : 09:00~17:00 (Only at day time)
- Check-in after selected check-in date is available. (Unused date is not refundable)
- Not allowed the entrance of other people except residents.

■ Check-in Procedure



■ Temporary dorm office at each dormitory

- Dorm office is at Shin-kwan A.

But, for residents convenience, it is operated at each dormitory when Check-in period.

Dormitory	In/Ui/Ye-kwan	Ji-kwan	Shin-kwan
Location	Ui-kwan entrance	1 <sup>st</sup> floor of Ji-kwan	Auditorium at Shin B B1

### 2. Admission Period Assistance Details

■ Courier or Parcel : You can send your luggage by courier 3-5 days before check-in date.

- Luggage could be lost. You need to write your Name and Contact detail on Box.
- Please find your luggage at Parcel storage.

■ Handcart

- We have handcart for carrying luggage. but Elevator is small so it could be very crowded. so we recommend you bring your own Cart or trunk with wheel.

■ Parking (Only for Regular check-in date)

- We will provide Free Parking ticket for campus parking lot.
- Ji-kwan is located outside of campus. and Parking is free. (No need tickets)

### 3. Remarks

■ Dormitory life is communal and the room is small, so please do not bring things which could give your roommate discomfort, or prohibited items with you.

■ To avoid discomfort to your roommate, try not to bring your family into the room or aisle during your stay, and try to do your own cleaning and laundry, not relying on your family.

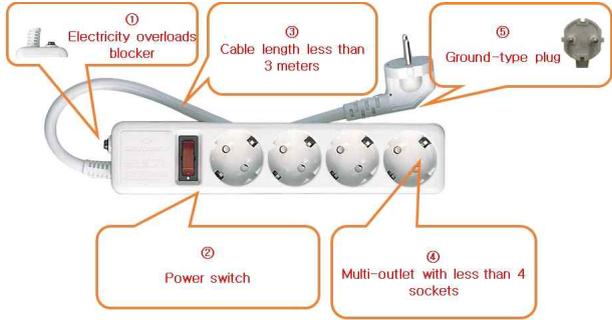
# 7 Dormitory Life Rules

## 1. Dormitory Etiquette

- As dormitory is a communal space, we had established the regulations on safety / communal living / hygiene, 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.
- **Curfew**
  - In order to reduce the complaint of resident for Noise at night.
  - Curfew time : 01:00 ~ 05:00 (Only for week days. No curfew on Weekend.)
  - You could get Penalty point if you pass the gate during curfew time.
  - Curfew is only for undergraduate student. (No curfew for graduate students)

## 2. Multi-Outlet Usage

- ① **Electricity overloads blocker**: To protect the electronic from the overloads
- ② **Power switch**: To control the power by using switch from going on/off.
- ③ **Cable length less than 3 meters**: Longer the cable gets, more heat it will emit.
- ④ **Multi-outlet with less than 4 sockets**: To prevent ground fault and electric shock, must use the one that has 4 sockets or less.
- ⑤ **Ground type plug**: When accident occurs, it protects cable routes.

Dorm Multi-Outlet Extension	Restricted to use
 <p>To prevent accidents, personally brought extension must meet the following criteria.</p>	 <p>With no switches of controlling power or blocking overloads</p>  <p>Multi-outlet with more than 5 sockets</p>

### **3. Noisy keyboard**

- There are lots of complaints because of the Noisy keyboard. We recommend you to use non-noise keyboard.

### **4. Stay out overnight**

- We will contact your family or roommate if there is no passing record more than 5 days without any information to us.
- If you stay out overnight more than 5 days, You need to upload your stay out plan at GLS.

## 5. Penalty Points Under Dormitory Life Rules

Category	Article	Penalty	Points	
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)	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 a l	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	
	L i v i n g	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 y g i e n e	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	

▶ 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.

## 8 Refund Policy

### 1. Dormitory Fee Refund Policy

Type	Refund amount	Procedure
Decide to cancel the Dormitory before check-in date. (At least 1 day before)	100% Refund	<ul style="list-style-type: none"> <li>GLS→Dorm application→ click the [Leaving dormitory]</li> <li>You should apply until the day before your check-in date.</li> <li><b>If you cancel the enrollment of University, still need to cancel the Dormitory separately.</b></li> </ul>
Decide to cancel the Dormitory after check-in date	<ul style="list-style-type: none"> <li>15 days of dorm fee will be deducted from remaining date.</li> <li>If remaining date is less than 30 days, No refund. (After Jul. 20. 2023, No refund)</li> </ul>	<ul style="list-style-type: none"> <li>On the day you want to leave, visit dormitory office to <b>fill out the application form</b> after cleaning your room.</li> <li>Dormitory office is closed on holiday. So, Please visit in advance.</li> </ul>

- It is essential to agree with refund policy. So you need to visit Dormitory office before check-out.
  - For check-out process, you need to visit Dormitory office when working time.
    - Dormitory office working time : 09:00~17:30. Closed on weekend and Holiday.
  - We consider the date of visiting as the check-out date. so it's is meaningless if you move out without visiting office.
- ex) If you move out on weekend, and visiting office on next Monday, then your check-out date is Monday.
- It is not refundable for residents only for summer semester. Because the staying period is under 30 days.
  - Check-out Refund policy will be applied to Compulsory by penalty point or Disease as well.
  - Deposit will be refunded when check-out. But if there are Non cleaning or Defect on facility, we will deduct it from deposit.
    - ₩10,000 for Non cleaning, Losing card key or Key, Waterproof sheet
    - Actual cost for other facility.
  - All residents need to report facility status on Check-in list. In case of defect or missing on facility which is not remarked on Check-in list, residents need to take responsibility.
  - If there is no waterproof sheet when you check-in, you must visit security office and receive it. And leave on mattress when check-out.
  - Refund process will take maximum 3 weeks. If there is typo on bank account, it will be delayed. Please well check your bank account number.

## 9 Open Kitchen

- Open kitchen is only for foreign students in the dormitory who should cook their own meal necessarily because of cultural differences.

Open kitchen	Location	Users
Ui-kwan kitchen	Ui-kwan 1F	Only for Ui-kwan residents
In-Kwan kitchen	In-kwan B1F	For residents of All dormitory

- Registration for summer semester will be on **May 31st (Wed) 10:00**. For those who want to use the open kitchen for summer semester, We will get application online. (Please refer to the dorm homepage notice.)
- Spring semester users who will live in the dormitory during summer vacation should apply it again.
- The application will be made **on a first-come-first-serve basis** and the cabinet number is given randomly. But current users on a first-come, first-served basis can use the same cabinet.
- If you want to use anything in the open kitchen, you should prepare it.  
(we just offer Induction cooking, refrigerator, microwave)
- All users who want to use the refrigerator should use one airtight box. Please prepare yourself and check the size.  
(refrigerator airtight box : Max. 316x232x155mm)
- Your own kitchen appliances should be used after registration with GLS.
- Be sure to check and follow the open kitchen rules on the notice.

## Open kitchen Rules

- Rule 1.** Open-kitchens of In-kwan and Ui-kwan are operated in separate system.
- Rule 2.** Foreign residents in the dormitories can use open kitchen by an advance application within a preset period. Notice about application and signing out will be posted in advance.  
※Users who will leave the dormitory must CLEAN items on the cabinet & Refrigerator.  
After check out, all items left in the cabinet, Refrigerator etc. will be discarded.
- Rule 3.** Fighting is not allowed no matter what.(Violence, assault, quarrel, curse, threat, swearword, etc., which are very unpleasant to the other person) ★ *Immediately stop using the Open kitchen*★
- Rule 4.** No responsibility for loss or theft. Keep your items well.
- Rule 5.** Foods cooked in open-kitchen cannot be brought into own rooms and lounge, and can be eaten only in the open-kitchen.
- Rule 6.** If the equipment of open-kitchen is damaged, the relevant amount of money should be paid. (In case of damage to other student's property compensation should be negotiated.)
- Rule 7.** Cabinet and Refrigerator should be used according to the given number which was issued previously when applying for the open-kitchen.
- Rule 8.** Hours of use are limited to an hour and a half, as open-kitchen is a communal kitchen. for each meal time.
- Rule 9.** Cleaning and arrangement are down to users, caution is given on the poor condition of cleaning and arrangement. After caution, penalty points are imposed or Yours can be discarded.
- Rule 10.** Refrigerator should be used following the established rules.

### [ Refrigerator using rules ]

The following rules are established for sanitary and efficient refrigerator use. If the rules are violated, all things will be disposed.

① Only one prepared airtight container can be used for storage in refrigerator.

② Everything that goes into the refrigerator must be placed in an airtight container.

※ foods and items not in the container will be discarded after the first warning and old foods that had passed the expiration date will be discarded right away.

**Rule 11.** Hours of open-kitchen use are as follows.

① 07:00~10:00 ② 11:00~15:00 ③ 16:00~23:00

(Access and Use out of operating hours is prohibited for inspection of manager.)

※ During Ramadan, the operating hours are extended. ③23:00 →01:00a.m.

**Rule 12.** Only registered kitchen appliance can be used with the identification tag.

Kitchen appliance without the identification tag will be disposed after the first warning.

※ Users should register 'the electronic usage' on GLS and it should be renewed every semester (spring-summer/ fall-winter)

### **Rule 13. Violations and penalty points of open-kitchen**

- 1) Intentional facilities damage in open-kitchen [20]
- 2) Acts such as Rule3 or stealing other student's property [20]
- 3) Possessing or using of inflammables (fuel gas, petroleum product, thinner, etc.) causing fire or ignition. [15]
- 4) Arbitrary use of open-kitchen, without advance registration [5]
- 5) Breaking the using time (one and a half hour) of open-kitchen [3]
- 6) Accessing and Using out of operating hour [3]
- 7) Using unappointed cabinet, refrigerator and grain airtight container [5]
- 8) Not following the rules, directions of open-kitchen inspector. (manager, security guard, staff) [5]
- 9) Not following the refrigerator using rules [3]
- 10) Making noise like loud singing, stereo, or party and so on [3]
- 11) Poor condition of arrangement or cleaning of open-kitchen [4]
- 12) Drinking or storing alcohol in the kitchens [8]

## 10 Inquiries

	Dormitory office of Natural Science Campus
Website	<a href="https://dorm.skku.edu">https://dorm.skku.edu</a> (Need log-in to use Q&A)
E-mail	dorm@skku.edu
Tel	(031) 290-5181~5186
	Weekdays 09:00~17:00 (lunch : 12:00~13:00)

\*When check-in/out period, Dormitory office will be very crowded. So we recommend you using E-mail.