

GLS APPLICATION GUIDANCE

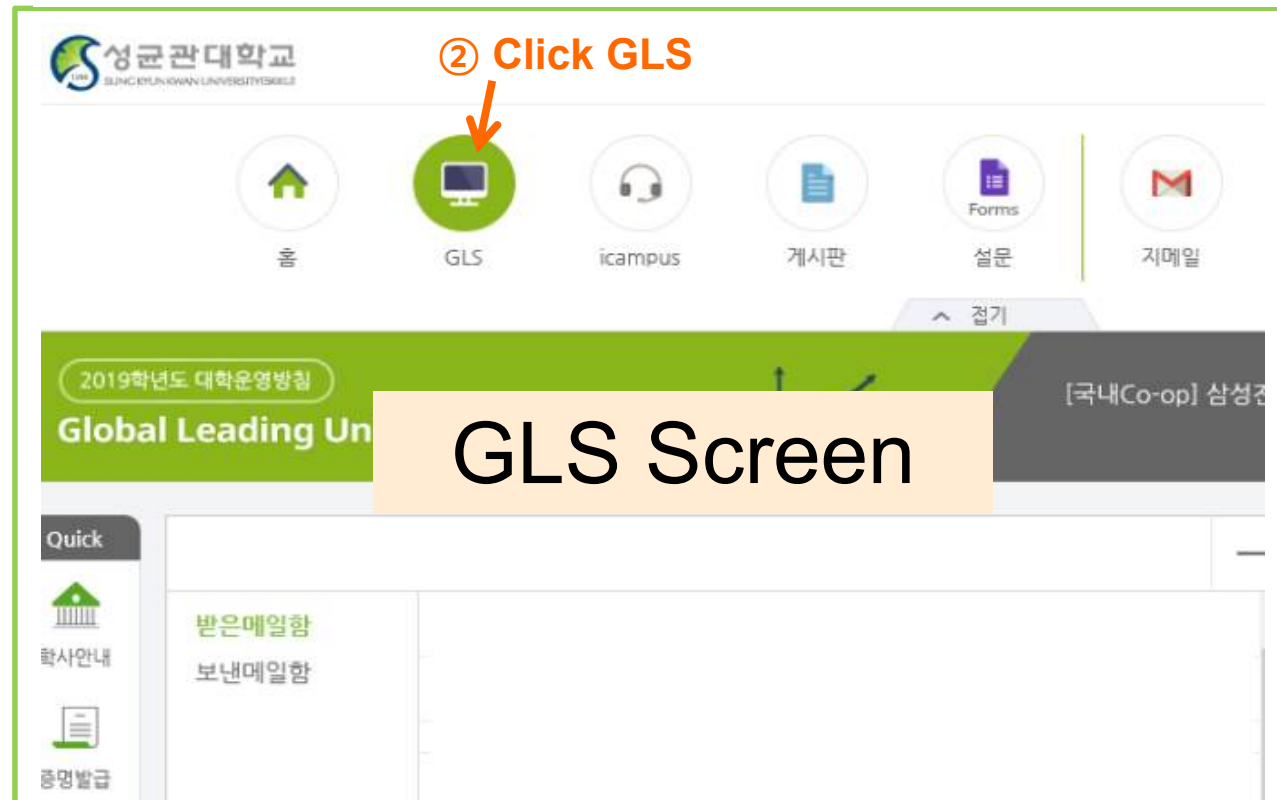
SKKU DORMITORY

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1. Access to GLS(KINGO ID LOGIN)

- ① Click “KINGO ID LOGIN”
on SKKU website(<http://www.skku.edu>)

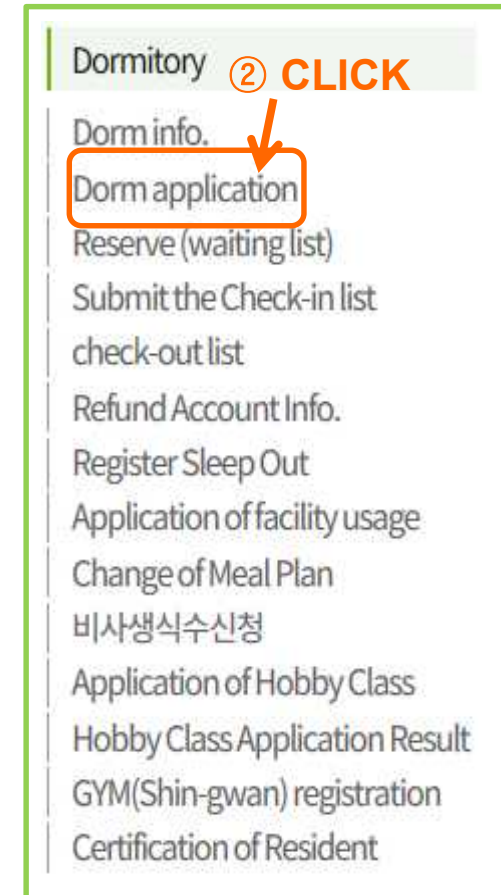
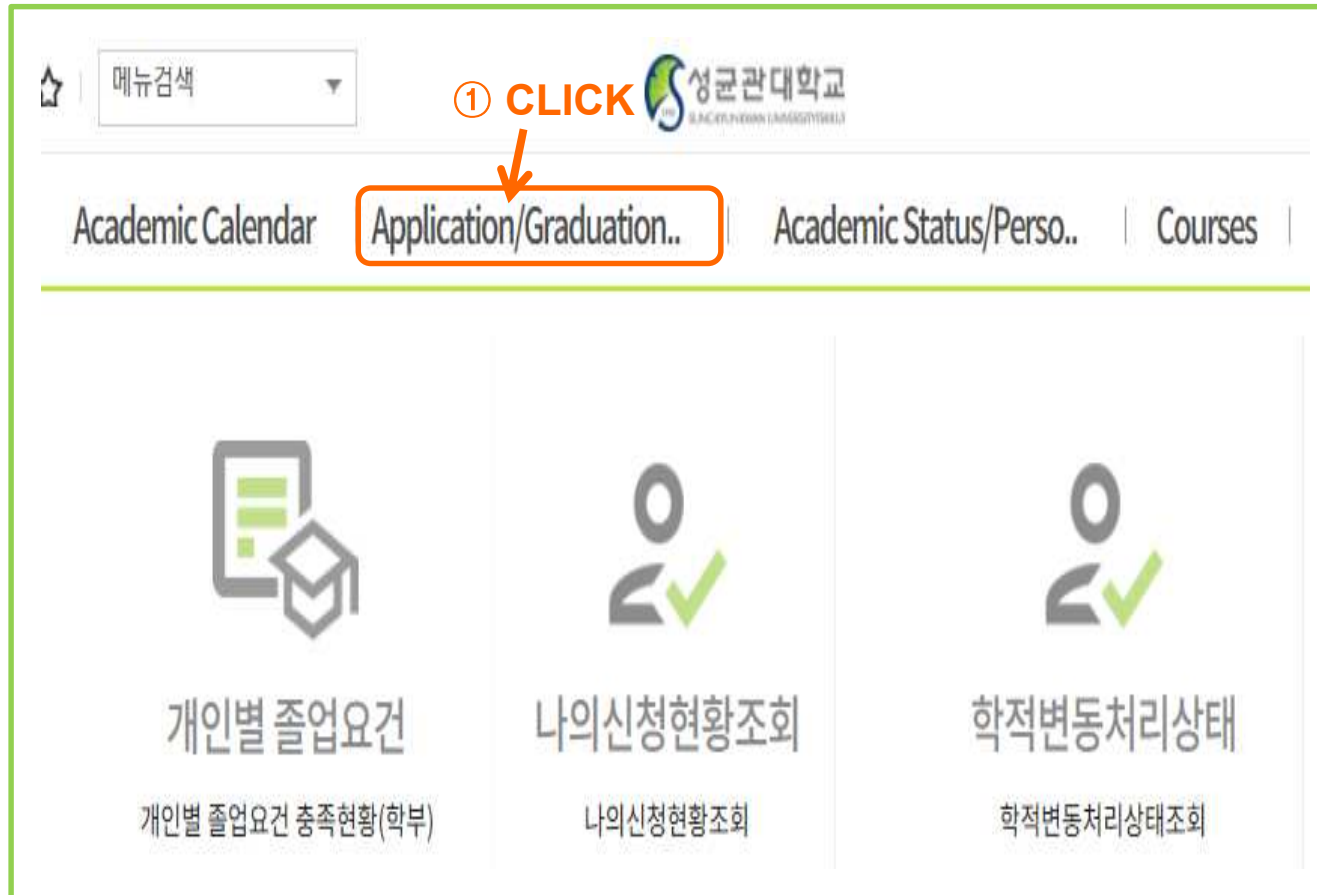


① KINGO ID LOGIN

- You can access your GLS after you login with KINGO ID on SKKU website (<http://www.skku.edu>)
- You can login with kingo ID after you sign up on SKKU website.

② Click GLS

1. Access to GLS(KINGO ID LOGIN)



■ Dorm application

- Click “GLS” and then click “Application/Graduation requirements Management”
- You can find “Dorm application”. Click it.

2. Apply for dormitory application: Step1_Select Application

- ❖ KINGO ID LOGIN → GLS → Application/Graduation Requirements Management → Dormitory → Dorm application
- ❖ When you click on “Dorm application” you can see the dormitory application as below. It will be showed during application period only.

☆ Application/Graduation Requirements Management > Dormitory > Dorm application

Check Acceptance Cancel Application

Student ID Name Degree Course Undergraduate (Major)

Total 1 / 2

Select One of applications

No.	Apply	Campus	Dormitory	Semester	Application Details
1	Possible to Apply	HSSC(Seoul)	Myengryunhaksa + Leased Building	2019 year Fall Semester	1차 - 1
2	Possible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)	2019 year Fall Semester	1

Check My Info. Application Meal plan Rules Agreement Dormate Survey

■ Select one of applications

- CLICK “Possible to Apply” between HSSC(Seoul) and NSC(Suwon)
- Assigning dormitory is not according to in order of applying. Applying within the application period.
- You can modify the contents of application within the application period.

2. Apply for dormitory application: Step2_Check Personal Info.

① Click

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

Personal Info.

② Fill in your Personal Information

Student contact number Guardian's contact number Please put contact information in case of emergency

e-mail Address When Entering the School

Cur. Address

Current Address: You can not write abroad address. You need to put school address(zip code) on the first blank and your current address(Country, City) on the second blank

Previous semester's grades

The period of validity of TB test & Penalty points

Yr. of Grades Earned Acquired Academic Semester Individual TB test record In-school check-up

Credits Earned GPA (Grade Point Average)

③ Fill in your Bank Information

Refund Info.

Bank for Refund

Bank Account for Refund Acct Holder

Previous year /semester

Penalty points Disciplinary Result

Disciplinary Result Year/Semester

Personal Information

- You can not modify the part 'address when entering the school'.

Previous semester's grades

- The grades are average(grade cutline) from assigned applicants.
- Exchange students who only took Pass/Fail classes will be requested a previous semester grade.

Refund Information

- Fill [your Korean bank account information](#) for the refund. If you don't have Korean bank account yet, just fill "1" and choose any bank. You can modify it after you check in dormitory.

The period of validity of TB test

- A valid TB test check-up(by the school's medical center or individual) should be taken in 2 months before the check-in date.
- Bring your TB test when you check in dormitory.

Penalty points.

- You will not be selected if you got penalty points more than 15 points even though you can apply for dormitory.

2. Apply for dormitory application: Step3_Select CHECK-IN DATE & Dorm

① CLICK

The screenshot shows a web application form for dormitory application. The form has several tabs: 'Check My Info.', 'Application', 'Meal plan', 'Rules Agreement', 'Dormate', 'Survey', and a 'Next' button. The 'Application' tab is selected. Below the tabs, there are fields for 'Campus', 'Semester', 'Degree', and 'a period of application'. A warning message states: 'If you wish to enter the dormitory early, please choose your check-in date carefully, as you cannot change this after the end of the application period'. Below this, there is a 'Preferred Date for Joining Company' field. Further down, there are fields for 'Dormitory Fee for First Preference', 'Management fee', 'Won + Deposit', 'Won = Total', and 'Won'. At the bottom, there are two tables. The first table has columns 'No.' and 'Dormitory'. The second table has columns 'Preference', 'Dormitory', 'per', and 'Management fee'. There are also 'Total 0' and 'Selected Dormitory Total 0' labels. Annotations include: ① CLICK pointing to the 'Application' tab; ② Click and select check in date pointing to the 'Preferred Date for Joining Company' field; ③ Select Dormitory pointing to the 'No.' column of the first table; ④ Use the arrow and move selected dormitories to right side pointing to the right arrow button; ⑤ Changing Preference pointing to the up/down arrow buttons.

■ Select your Check-in date

- After application period, you can not modify your check-in date.
- You can not check in dormitory before the date you select
- Check-in can be made as you select check-In date, or after that day. Check-in cannot be allowed before the designated date of check-in.

■ Select dormitory according to your preference

- You can see dormitories which are available to apply.
- Select dormitories and move them to right side(Use the right and left arrows).
- You can apply any dormitory among available dormitories.
- You can arrange and change preferred dormitory in order (Use the up and down arrows)

■ Dormitory Fee

- A dormitory fee which you can see on the screen is based on your first choice.
- A dormitory fee will be different according to dormitory type and your check-in date.

2. Apply for dormitory application: Step4_Meal Plan

① **CLICK**

② **CLICK**

Check My Info.	Application	Meal plan	Rules Agreement	Dormate	Survey	Next >
----------------	-------------	------------------	-----------------	---------	--------	--------

Options ☐ None ☐ 0.5m/day(3800won) ☐ 1m/day(3500won) ☐ 1.5m/day(3200won) ☐ 2m/day(3000won)

Meal plan fees meals fee | Won (x) Selected | meal (s) (x) Enter Period | 일) (-) Deducted meals |) = Total | \

Notices and Rules

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

■ Select meal coupon

- No application for E-Zipbob meal. Please skip this page.
- Meal coupons can be purchased from the vending machine at the cafeteria.

2. Apply for dormitory application: Step5_Rules Agreement

① **CLICK** ↓

Check My Info.	Application	Meal plan	Rules Agreement	Dormate	Survey	Next >
----------------	-------------	-----------	------------------------	---------	--------	--------

Agreement to Rules for Dormitory Application and Refund	<input type="checkbox"/>	I have read and understood the rules, and I agree to them.
Agreement to Residents' Rules and Penalty Points	<input type="checkbox"/>	I have read and understood the rules, and I agree to them.
Agreement to Rules for Tuberculosis Checkup	<input type="checkbox"/>	I have read and understood the rules, and I agree to them.

② **CLICK** → ③ **CLICK** → ④ **CLICK** →

■ Agree to Rules

- You can apply for dormitory application after you check on the rules agreement.

2. Apply for dormitory application: Step6_Dormmate application

The screenshot shows the 'Dormmate' application form. At the top, there are tabs: 'Check My Info.', 'Application', 'Meal plan', 'Rules Agreement', 'Dormate', and 'Survey'. A green 'Next >' button is on the right. Below the tabs, there is a section for 'Availability' with a 'Check Availability' button (labeled ②). To the right of this is an 'Apply or not' section with two radio buttons: 'Apply' (labeled ①) and 'Random Selection'. Below this is a 'Dormate Application info.' section showing 'Total 0' and a 'dorm/room type' dropdown menu (labeled ③). The main part of the form is a table for roommates. The table has columns for 'No.', 'Roommate 1', 'Roommate 2', and 'Roommate 3'. Each roommate column has sub-columns for 'Student ID' and 'Name'. An orange box highlights the 'Student ID' and 'Name' fields for Roommate 1, with an arrow pointing to it from the instruction ④. Below the table is a 'Campus' dropdown menu. At the bottom, there is a checkbox labeled 'I have read and understood the rules, and I agree to them.' with an arrow pointing to it from the instruction ⑤.

① **CLICK**

② **Check Availability**

③ **Select**

④ **Fill in your roommate student ID and name correctly**

⑤ **CLICK** →

■ Check Availability of Dormmate

- Check you are available to apply for dormmate first and then apply.(New students cannot apply)
- It is available when you choose double room in the first choice.
- **Both students who did not receive dormitory penalty points during previous semester can apply.**

■ Fill in dormmate application information

- Fill in your roommate student ID and name(both side must write each other's).

■ Notice

- Dormmate will be accomplished when both students are assigned to same dormitory.

2. Apply for dormitory application: Step 7_Fill survey and Submit application

③ You must click 'Application' to submit your application after you fill all information. ↓

Application/Graduation Requirements Management > Dormitory > Dorm application

Check Acceptance Cancel **Application**

Student ID Name Degree Course Undergraduate (Major) **SEARCH**

Total 1 / 2

No.	Apply	Campus	Dormitory	Semester	Application Details
1	Ongoing	HSSC(Seoul)	Myengryunhaksa + Leased Building		
2	Impossible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)		

① **CLICK** ↓

Check My Info. Application Meal plan **Rul** ② **Select your type** Survey

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

Chronotype	<input checked="" type="radio"/> None	<input type="radio"/> After 1A.M.	<input type="radio"/> Befor 1A.M.
Sensitivities	<input checked="" type="radio"/> None	<input type="radio"/> To heat	<input type="radio"/> To cold
		Smoking	<input type="radio"/> Smoker <input type="radio"/> Non-smoker
Sleeping Habit	<input type="radio"/> snoring or teeth grinding	<input checked="" type="radio"/> none	

■ Survey

- The survey can be used for arranging your roommate.
- It is difficult to arrange your roommate who is exactly matching with your answers.

■ Application

- Your application will be finished after you click 'Application'.
- You have to check your application is accomplished successfully
- After you finish applying your status of application will be seen as modifying instead ongoing .

3. Check Application Status

❖ KINGO ID LOGIN → GLS → Application/Graduation Requirements Management
→ Dormitory → Dorm info.

Academic Calendar | Application/Graduation.. | Academic Status/Perso..

Dorm info. X

Application/Graduation Requirements Management > Dormitory > Dorm info. Invoice Cancel(refund)

N ① Check your application SEARCH

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Full Payment (Y/N)	Full
1	Check Campus/Year/ Recruiting Positions/Order				application		

Check My Info. Dormitory Info. Dormate ② Your Status Details will be 'application' status

Schedule

Campus Semester Degree

Preferring dormitories Total 1 / 8

Preference	Dormitory
Preferred Date for Joining Company	Days
Check-out date	Check-out reason
State	Dormitory

■ Check your application

- Campus, Year, Recruiting positions, and Order are correct.
- If your application is accomplished successfully, the 'Status Details' will be 'application' status.
- If the 'Status Details' does not show 'application', your application is not accomplished successfully.
- You must check your 'Status Details' is 'application' or not after you finish applying.

4. Modify or Cancel Application

- ❖ KINGO ID LOGIN → GLS → Application/Graduation Requirements Management → Dormitory → Dorm application
- ❖ You can modify your application during the application period.

③ Click 'Modify Application' after you modify your application

Application/Graduation Requirements Management > Dormitory > Dorm application

Check Acceptance Cancel **Modify Application**

Student ID Name Degree Course Undergraduate (Major) **SEARCH**

Total 1 / 2

① Click 'Modify Application Form' to modify your application

No.	Apply	Campus	Dormitory	Semester	Application Details	Ch
1	Modify Application Form	HSSC(Seoul)	Myengryunhaksa + Leased Building			
2	Impossible to Apply	NSC(Suwon)	Bongryonghaksa(Suwon dormitory)			

Check My Info. Application Meal plan Rules Agreement Dormate Survey **Next >**

② You can click and modify each category

■ Modify your application form

- You can modify your application when you click 'Modify Application Form'.
- After you finish modifying, click the button 'Modify Application' on the top.

■ Cancel

- Click 'Modify Application Form' first and then click 'Cancel'

5. Check Admission Result and Dormitory Fee

- ❖ KINGO ID LOGIN → GLS → Application/Graduation Requirements Management → Dormitory → Dorm info.
- ❖ You can check your admission result on the announcement day.

Academic Calendar | Application ② **CLICK "INVOICE" and then check the dormitory payment information**

Dom info. X

Application/Graduation Requirements Management > Dormitory > Dorm info.

Invoice Cancel(refund)

Name ① **Check your result**

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Full Payme	Full Payme)	Full Payment (Y/N)
1	HSSC(Seoul)				allocated			완납

Check My Info. Dormitory Info. ③ **Check "완납" after your payment**

Schedule

Campus Semester Degree

Preferring dormitories Total 1 / 8

Preference	Dormitory

Preferred Date for Joining Company ~ Days

Check-out date Check-out reason

State Dormitory

Room type Room No.

Check your dormitory admission result:

- **Application** : The admission application has been completed. Currently, successful applicants have not been announced.
- **Allocated** : As a successful applicant, you are a candidate for the admission. Please find the allotted dorm and room type. Click "Invoice" on your GLS and pay for your dormitory fee within designated period. After your payment, Check "완납" on your GLS.
- **Rejected** : As shown from the result of the announcement, you are not a candidate for the admission. **Cancellation of residence** : Your allotment has been cancelled due to the non-payment of the dorm fee within the designated period.

6. Cancel Dormitory Admission

❖ Kingo ID Login → GLS → Application/Requirement Management → Dorm info. → “Cancel(Refund)” Click

성균관대학교
Academic Calendar | Application/Graduation.. | Academic Status

Dorm info. X

Application/Graduation Requirements Management > Dormitory > Dorm info. Invoice **Cancel(refund)**

CLICK

Name

No.	Campus	Yr.	Recruiting Positions	Order	Status Details	Full Payment (Y/N)	Full
1	HSSC(Seoul)				application		

Check My Info. **Dormitory Info.** Dormate Payment/refund Black marks Survey

Schedule

Campus Semester Degree

Preferring dormitories Total 1 / 8

Preference	Dormitory
Preferred Date for Joining Company	<input type="text"/> ~ <input type="text"/> Days
Check-out date	<input type="text"/> Check-out reason <input type="text"/>
State	Dormitory <input type="text"/>

■ Cancel(Refund)

- If you want to cancel the dormitory application after your payment, Click “Cancel(refund)” on your GLS.
- It is possible to get full refund When you click “Cancel(refund)” before the date which you choose the check in date.
- If you are assigned to the Leased building, you have to click “Cancel(refund)” before the Regular check in date of Leased building. Otherwise you could not get refund your money.