

# 2014 Application for Graduate students

※ This is the guideline of Gwanaksa residence 2014 for all (domestic & international) graduate students (freshmen, current, and returning and research students) of S.N.U Gwanak campus in 2014 (including 2014 incoming students, returning students) Undergraduate students should refer to other notices.

- ★ Although you are currently living at dormitory, you have to apply the dormitory for 2014 as below schedule
- ★ Every student MUST apply it by oneself (Including KGSP students)

## 1. Application Period

- Date of Application and result announcement

Application period	Result Announcement
2013. 12. 9(Mon) 10:00 ~ 12. 13(Fri) 18:00	2013. 12. 23(Mon) 11:00

- Date of Optional choice for Accepted students

: 2013. 12. 23(Mon) 11:00 ~ 12. 27(Fri) 18:00

- Registration (document submission & payment) period

: 2014. 1. 6(Mon) ~ 15(Wed), 10:00~17:00

### Housing Fee

- Bldg. 918: 190,000 won (deposit 190,000won excluded)
- Bldg. 900~906, single room: 293,000 won  
(deposit 293,000 won excluded)
- Bldg. 900~905, twin room: 208,000 won  
(deposit 208,000 won excluded)
- ※ Detail information regarding housing fee will be posted after the announcement of accepted applicants.

## 2. How to apply

- All applicants should apply according to the school record of 2014 spring semester. (For example, if an applicant upgrades from a master to a doctor students, he/she must apply as a doctor student)

- **Freshmen**

① Visit Gwanaksa Homepage:

- Korean: <http://dorm.snu.ac.kr> - English: <http://dorm.snu.ac.kr/eng>
- Click the banner “온라인 입사 신청” or “On-Line Application for GAS” >> Submit application

② Visit My-snu portal site(<http://my.snu.ac.kr>)

- Log-in Portal → Academic information → Dormitory → Gwanaksa → Application

- **Enrolled student**

① Visit Gwanaksa Homepage or visit <http://my.snu.ac.kr> - Access to My-snu portal → Academic information → Dormitory → Gwanaksa → Application

② Room type selection: single room, twin room or double application(single&twin)

- No option for building choice  
(single room, you will be randomly assigned to newly built buildings and 918)
- Current residents can apply “Residence Term Guarantee” (Find details)
- If applying double application (single & twin), “Residence term guarantee policy” will not be applied and randomly selected as a new comer

★ Tip for the Current Residents: In order to guarantee, please carefully refer to following Information of “Residence Term Guarantee Policy” for current resident.

★ Tip for the New Comer: If you want to increase your chances of being accepted for the dorm, then please choose “Twin Room” or “Double Application” instead of just selecting “Single room”, because there are very few vacancies for single room at this moment.

### 3. Applicant Qualification

#### 1) Qualification

- ① All International graduate students and full time research students who will be enrolled in S.N.U Gwanak campus in 2014 spring semester.

#### ② Who is Full-time Research Students:

- A student who complies with 'regulation for S.N.U Graduate researcher' and works (ex. thesis) as a full time researcher (at least 5 days/week) on campus without other occupations. (Students who completed course but not graduated)
- A research student should be registered as a research student as of 2014, March. Otherwise it results in eviction.
- When enrolling, a full time research student should submit the certificate of research student provided by Gwanaksa.
- The research students will be lastly selected as Gwanaksa residents.

#### 2) Unqualified Candidates :

- ① Insufficient accumulative G.P.A holders
  - At least 2.0 of GPA ,
  - Grades of 2013 fall semester and winter session will not be included
  - If only taking "Thesis research" class which has no score, the students are not eligible for this application.
  - Those who have no GPA such as exchange student and freshmen, can apply the dormitory without GPA
- ② Contagious disease carriers
- ③ An applicant who received more than 6 penalty points (within two years) or received a warning from Gwanaksa for being restricted to apply the following years.
- ④ Students who will not study in Gwanak campus in 2014 spring semester (Including students on leave of absence, non- full time research students, and medical college students)
- ⑤ Students who are judged to be inapt for living in by the Dean of Gwanaksa

## 4. Information of the Residence Term Guarantee Policy for Current residents

### [Revocation of the Residence Term Guarantee Policy]

#### 1) Reason

- The number of the waiting students has been rising steadily because of the Residence Term Guarantee Policy. For this reason, the Gwanaksa decide to revoke the Residence Term Guarantee Policy from 2014 application.
- ★ The graduate students who living in the dorm now only can extend the terms of residence.(Incoming students from 2014 do not apply with this policy.)
- ★ The graduate students who living in the dorm are assured with the guarantee for the terms we noticed at first time.
- ★ A Grantee for the current resident of Gwanaksa to receive a priority for a TWIN ROOM the following year. We do not offer resident term guarantee policy for a SINGLE ROOM.  
(Therefore, To get this priority, MUST click the residency term guarantee in application form and do not click other choices)

#### 2) Who is eligible for the Residence Term Guarantee

- 2013 current Graduate & Research residents who apply for only twin room in 2014 application

#### 3) How to apply

- When filling the application form, applicants MUST click the "Residence Term Guarantee" box.
- If an applicant doesn't check the box "Residence Term Guarantee", the

applicant will lose their priority, which means, you will have the same probability of getting accepted as a new applicants.

#### **4) The maximum period of Residence guarantee.**

- 2013 New residents; Masters candidate 4 semesters, PhD candidate 8 semesters.(Total residence period as a research student cannot exceed two semester for students in a master's program and 4 semesters for students in a doctoral program)
- 2012 New residents; Masters candidate 4 semesters, PhD candidate 8 semesters.(Total residence period as a research student cannot exceed two semester for students in a master's program and 4 semesters for students in a doctoral program)
- 2011 new residents; Masters Candidate 6 semesters, PhD candidate 10 semesters.(Total residence period as a research student cannot exceed two semesters for students in a master's program and 6 semester for students in a doctoral program)
- 2010 fall semester new residents; Masters Candidate 6 semesters, PhD candidate 10 semesters. (Total residence period as a research student cannot exceed two semesters for students in a master's program and 6 semesters for students in a doctoral program)

#### **5) Additional Information**

- ① The minimum unit of the residence is "Semester"; for example, even if a resident stays for just a month during a semester, the whole semester would be treated as his/her period of stay.
- ② It doesn't need to stay continuously
- ③ even if you check-out in the middle of semester, the whole duration of stay will be counted

- ④ If a student upgrades from Masters to Doctoral course, stay-duration will be applied newly and the previous stay-duration will be disappeared.
- ⑥ The whole duration of stay also include duration of single-room stay.
- ⑦ Although maximum period of residence guarantee is over, it is possible to apply the dormitory.
- ⑧ There is no residence guarantee policy for single room. Single room will be randomly assigned and PHD applicants are given priority over Master applicants.
- ⑨ Only accepted students can stay at the same room if applying movement option.

## 5. Free Medical Check-up

1) **Period** : 2013. 12. 9(Mon) ~ 11(Wed), 10:00~17:00

(except Sat, Sun & lunch time 12:00~13:30)

2) **Place** : **SNU Medical Center**

- ※ Taking the medical check-up during the above period, you do not necessary to bring the medical certificate when you register Gwanaksa. However, some result cannot be delivered to Gwanaksa. In this case, we will require your date of medical check-up. Thus, please leave a memo on your medical check-up date.
- ※ If you miss the above medical check-up period, you have to submit your medical certificate when you enroll in Gwanaksa.

## 6. Announcement of the result and waiting number

**: 2013. 12. 23(Mon) 11:00 Gwanaksa Homepage or My-snu Portal site**

- ① Visit Gwanaksa Homepage:
  - Korean: <http://dorm.snu.ac.kr>   - English: <http://dorm.snu.ac.kr/eng>
  - Click the banner “온라인 입사 신청” or “On-Line Application for GAS”
- ② Visit My-snu portal site(<http://my.snu.ac.kr>)
  - Log-in Portal → Academic information → Dormitory → Gwanaksa

→ Check the Application

※ Unaccepted applicants will receive waiting list number and it's only valid until spring semester of 2014.

## 7. Optional choice for Accepted students

1) Apply for one of "Cancel the Movement", "Roommate Selection", "Life pattern" and Women's building

2) Period : 2013. 12. 23(Mon) 11:00 ~ 12. 27(Fri) 18:00

- These options are only available for accepted students of Gwanaksa on 24 Dec. Unaccepted students who get waiting number are not available for those services.

3) How to apply

: log in Gwanaksa homepage and click the one of the below option.

① **Cancel for selection the same room:**

- if you don't want to live at the same room which you currently lived in 2013, click "Cancel the movement selection". Otherwise you will live in the same room.

(The existing way) The students who want to live in the same room apply.

→ (Changed way) The students who don't want to live in the same room.

- **How to : Check the "Cancel for selection the same room"**

- **If you check this box, you gonna live different room.**

② **Roommate Selection:**

- Both applicants should be successfully accepted and both should apply the roommate choice option

- If one of roommates doesn't apply it or fail to fill in the roommate information, your roommate will be randomly assigned.

③ **Life Pattern Selection:**

- Click your life pattern

- Please remember and understand that life pattern cannot be matched 100%. Therefore, your roommate may have different life pattern

④ **Women Residential Building 901 (this is only for female students):**

- Click "Woman Only Residential Building", then you will be assigned to Bldg.901.
- If you are currently living in Bldg.901 and also want to live in the same room continually, please don't click "Cancel for selection the same room". If you just click "Woman Only Residential Building", you can be assigned to another room in Bldg.901.
- Also remember that you could be assigned to other building due to lots of applicants of Bldg.901.

- ▶ If you want to apply ② & ③, you should click "Cancel the movement selection"
- ▶ If you want to live in the same room, please don't click the "Cancel the movement selection box".

## 8. Registration (Documents submission & Payment)

▶ Only applies to accepted student

: 2014. 1. 6(Mon) ~ 15(Wed), 10:00 ~ 17:00

※ Detailed information will be delivered with the result of announcement

※ Students who fail to submit the required document and pay the fee within registration period will be considered to give up the registration and your reserved room will be handed over to the next candidates automatically. Therefore, you MUST submit all required documents and pay the fee.

## 9. Additional Information

1) Extra Announcements of additionally accepted candidate

- 1st : 2014 January 17, Friday, 11:00



- 2nd : 2014 January 27, Monday, 11:00
  - 3rd : 2014 February 24, Monday, 11:00
  - ※ From 4th Round: Every Monday 11:00
- 2) If there is any false statement in the application documents (including identity, GPA, address, etc.), you will be asked to move out.
  - 3) If the student's school status is changed by leave of absence, completion or graduation, the person should check out voluntarily. If he/she is exposed, he/she will be expelled.(If you become research student, you have to submit the certificate of research student)
  - 4) The residence period is a year from 01 March 2014. Dormitory fee have to be paid monthly.
  - 5) When it comes to combined master and doctorate program students, Gwanaksa regards the starting of doctoral course from the 5th semester, because the school records change at the 5th semester from master to doctor categories.
  - 6) Please find Gwanaksa regulation and other information on our website.
  - 7) Single Room is randomly assigned (Bldg. 900~906 & 918).
  - 8) From 2014, check in and out & Cancellation for check in procedures are noticed on My-snu portal site. We'll notice more details on the Gwanaksa website.
  - 9) Check Gwanaksa website frequently. Gwanaksa do not contact the candidates about the result personally. Students have to check the result by themselves through our website.
- For further information, please contact to Gwanaksa Administration Office (02-881-9200) or visit Gwanaksa homepage.

**12 November 2013**

**SNU Gwanaksa**