
2016 Gwanak Residence Halls Guidelines of Application & Selection for Incoming International Undergraduate Students

Table of Contents

1. Schedule p.1
2. Application for Move-in p.2
3. Announcement of Accepted Students p.3
4. Registration p.3
4.1 Document Submission p.3
4.2 Maintenance Fee Payment p.5
5. Note p.7
.....	
[Appendix 1] Medical Certificate and Measles Vaccination Certificate p.9
[Appendix 2] Maintenance Fee Payment System p.10
[Appendix 3] How to Print the Bill p.11
[Appendix 4] How to Apply for Cancellation of Residency p.12



2016 Gwanak Residence Halls Guidelines of Application & Selection for Incoming International Undergraduate Students

All applicants must read carefully through these guidelines before they apply. Gwanak Residence Halls does not take any liability on any problems that arise due to failure of doing so.

1. Schedule

1) Timeline



2) Schedule

	Period
Application	2. 1(Mon) 10:00 ~ 2. 5(Fri) 18:00
Announcement	2. 12(Fri) 11:00
Registration	2. 15(Mon) ~ 2. 19(Fri), 10:00~17:00
Move-in	2. 28(Sun) 13:00~18:00, 3. 1(Tue) 9:00~18:00



2. Application for Move-in

1) How to Apply: Gwanak Residence Halls Website (dorm.snu.ac.kr)

- Access the Gwanak Residence Halls Website → Online Application → mySNU portal login → Academic Affairs → Dormitory → Application

※ If you do not have a portal account, please register your identification (student id) and login.

2) How to Check the Application State

A. Methods to Check: Gwanak Residence Halls Website or mySNU portal

- mySNU login → Academic Affairs → Dormitory → Gwanak Residence Halls→ Application State
- If you see the information for the 1st semester of 2016, it means that your application has been successful. You can check more detailed information in the 'Residency Application.'

B. Note.

- During the application period (Feb.1~5), you may modify your application information. Please note that after you change your information, you must click the 'save' button before exiting the site.

3) Qualifications for Application

A. Qualifications

- Students from the provinces (whose parents both reside in the provinces) or students with foreign nationalities
- Students from these areas may not apply : Seoul and neighboring areas (Bucheon, Gwangmyeong, Anyang, Siheung, Gwacheon, Seongnam, Gunpo, Uiwang)

B. Restriction for Application

- ① Residents of Seoul and neighboring areas : Those with at least one parent residing in Seoul or neighboring areas
 - ※ After move-in, a resident whose father or mother moves to Seoul or neighboring areas must move-out voluntarily. If the dormitory finds out otherwise, the resident will be subject to expulsion.
- ② Carriers of contagious diseases(Those not vaccinated for tuberculosis, measles, etc.)
- ③ Readmitted students who have already applied during the undergraduate application period
- ④ Others who are judged to be unqualified by the Dean



3. Announcement of Accepted Students

1) Period : 2016. 2.12(Fri) 11:00

2) Procedure : Gwanak Residence Halls website or mySNU portal

- Log-in to Portal > Academic Affairs > Dormitory > Gwanak Residence Halls >
> Application State 'Application Results'

3) Acceptance Classification

A. Accepted Applicants

- In the 'Application Results,' the accepted applicant will see the assigned dorm building and dorm room.
- During the designated period, the accepted applicant must submit the required documents and make the dormitory fee payment in order to move-in.

B. Waitlist Applicants

- In the 'Application Results,' the waitlist applicant will see a waitlist number.
- The waitlist applicants should wait for the additional announcements for acceptance, which will be announced on the Gwanak Residence Halls website every two weeks. The waitlist number is important, since you will have to check each round of additional acceptance to check if your number is included.
- Refer to '2016 Gwanak Residence Halls Announcement for Waitlisted Students' for more information.



4. Registration

4.1 Document Submission

1) Procedure and Schedule

A. Visit in Person

- Period : 2016. 2.15(Mon) ~ 2.19(Fri), Weekdays 10:00~17:00 (Lunch hour 12:00 ~ 13:00)
- Procedure : Visit the reception desk(B1 floor, Gwanak Residence Halls Bld. 900). Can be submitted by others.

B. Registered Mail

- Period : 2016. 2.15(Mon) ~ 2.18(Thur)
 - ※ Only documents that arrive during the designated period are valid
- Documents that arrive after 2016. 2.18(Thur) will not be accepted. They must be submitted in person.
- The registered mail must be sent in the name of the applicant.
- Address: Bldg. 900 Administration Office, SNU Gwanak Residence Halls, Gwanakro 1, Gwanakgu, Seoul (서울특별시 관악구 관악로 1 서울대학교 관악학생생활관 900동 행정실)

2) Check Submission Results

A. Procedure : Gwanak Residence Halls webpage or MySNU Portal

- Log-in to Portal > Academic Affairs > Dormitory > Gwanak Residence Halls > Application State > Room Assignment (Document Submitted)
- Documents submitted in person can be checked on that day, and documents submitted via registered mail can be checked the following day.

B. Note

- Documents cannot be submitted via regular mail, parcel service, fax, or e-mail
- The resident's qualification can be checked upon document submission. The receptionist may request additional documents if needed. Unqualified residents may not move-in.

3) Validity of Documents

A. Regular documents : Original copies issued no earlier than 3 months before Feb.15th 2016

- Regular documents refer to all documents besides health certificate

B. Medical Certificates: Original copy issued no earlier than a year before move-in date (Febr.28th, 2016)

- As long as the dates of vaccinations can be proved, there is no restraint on the date for the measles vaccination certificate.



4) Required documents ※ Check Appendix 1. Health Certificate and Measles

International Students

- ① Medical Certificate (Mandatory : Chest X-ray)
- ② Measles Vaccination Certificate
- ③ Copy of your passport

※ Medical Certificate is only valid if it is in Korean or English.



4.2 Maintenance Fee Payment

1) Period & Procedure

A. Period: 2016. 2.15(Mon) ~ 2.19(Fri), Weekdays 10:00~17:00

※ Cannot be deposited during other hours

B. Procedure

① Print the bill

- Log-in to Portal > Academic Affairs > Dormitory > Gwanak Residence Halls > Print Bill
- You may only print the bill from 2.15(Mon)~2.19(Fri).

② Deposit maintenance fee to virtual account on the bill

- Transfer through bank teller, ATM, smart phone, or the Internet
- Choose either Nonghyup or Shinhan Bank (use tuition payment system)
- When depositing maintenance fee, the applicant does not have to utilize his own account; in other words, the name of the depositor does not have to match the applicant.
- Maintenance fee cannot be paid overseas (deposit to virtual account is not possible overseas)

2) Check Payment Results

A. Procedure

- Check on Gwanak Residence Halls webpage or MySNU Portal : Log-in to Portal > Academic Affairs > Dormitory > Gwanak Residence Halls > Application State > Room Assignment (Payment Received)
- Check on Nonghyup/Shinhan Bank webpage : Transfer details can be checked through the bank

B. Note

- The resident must check the payment result after paying maintenance fee. Payment may not be processed due to various errors in virtual account, transferred amount, etc.
- Maintenance fee cannot be paid overseas. Those overseas during the registration period must have others in Korea pay on behalf of them.

4) Maintenance Fee (Check 'Appendix 2. Maintenance Fee Payment System')

Category	Bldg. 921~926	Bldg. 919
Maintenance Fee	456,000	528,000
Deposit	100,000	100,000
Total	556,000	628,000

※ The amount above is for residency of one semester (March - mid-June) for the undergraduate dormitory, and additional maintenance fees need to be paid every quarter after the move-in.



2016학년도 학부 신입생·편입생·재입학생 대상
관악학생생활관 입주신청 및 선발 안내

- ※ The deposit is paid only once upon initial move-in. If there is no problem with the facility and room cleanliness upon move-out, it will be fully refunded within 2 weeks.



5. Note

1) Loss of Qualification

- A. Incomplete submission of documents and payment of maintenance fee during the designated period will be considered as abandonment of residency, and will result in automatic loss of qualification
- B. False resident registration or provision of false information (student status, GPA, address, etc.) regarding residency qualifications (ex: students who have completed their coursework/research students applying as students in their coursework) during document submission will result in automatic loss of qualification
- C. After move-in, if any of the conditions below apply, the resident must move-out voluntarily. If the dormitory finds out, the resident will be expelled immediately.
 - ① Either parent moving to Seoul or neighboring areas
 - ② Change in student status (leave of absence/coursework completion/graduation)
- D. Unauthorized rental of rooms and move-in will result in immediate expulsion. The penalty will be notified to the resident's department and Student Division, and may be left on the student records.

2) Move-in

- A. Move-in Date: 2016. 2.28(Sun) 13:00~18:00, 3. 1(Tue) 09:00~18:00
- B. Period of Residency : One year from 2016. 2.28. However, maintenance fees need to be paid accordingly
- C. Residents may have to move, or move-out during vacations depending on dormitory circumstances
- D. Much traffic is expected on move-in day, and some dormitory areas may be off-limits for vehicles

3) Etc.

- A. Check for additional acceptance for waitlisted students on the Gwanak Residence Halls website. Refer also to '2016 Gwanak Residence Halls Announcement for Waitlisted Students' notice.
- B. Apply to Cancel Move-in: If for personal reasons before the official move-in the applicant wishes to cancel the residency and receive the deposit, he or she will need to apply to cancel the residency (Refer to Appendix 4)
- C. Please refer to website for dormitory rules and regulation and other information



related to Gwanak Residence Halls (We recommend reading this before you move in)

- D. Address for sending parcels : Bldg. 9XX Room XXX, SNU Gwanak Residence Halls, Gwanakro 1, Gwanakgu, Seoul
- E. Due to the limit of storage space in the dormitory parcel center, it is advised to bring important belongings first in person, then send other belongings through parcel, to be picked up after move-in

- Please call Gwanak Residence Halls Administration Office (02-880-5401) for further questions.

2016. 1. 12

SNU Gwanak Residence Halls



[Appendix 1] Information on Medical Certificate and Measles Vaccination

Information on Medical Certificate and Measles Vaccination

1. Medical Certificate

1) Authentication of Medical Files

- You must submit an official medical certificate, not letters or copies of medical charts.
- The official medical certificate may be issued from the health center, hospital, or department of family medicine. It must include the doctor's signature, the official seal and name and address of the institute where you received your medical examination.
- You may only move-in after you have been diagnosed as "normal" in your medical certificate.

2) Medical Examination Requisites

- The chest x-ray result in your medical certificate is necessary to verify whether you have any history of Tuberculosis (TB).
- There may be a slight difference between medical tests depending on which medical institution you receive an examination from. The requisites of the medical examination may depend on that institution.

3) Terms of Validity for Medical Certificate

- **Must have been issued within 1 year of the move-in date (February 28, 2016)**

2. Proof of Measles Vaccination (Immunity to Measles)

- 1) Get a vaccination for Measles and submit the report which proves that you have received the vaccination twice.
- 2) If you have already received the vaccination twice, please submit the report with the information.

Category	Required Documents
Measles vaccination verified	Submit 'vaccination certificate'
Vaccinated, but not verified on webpage	Submit 'measles antibody test results' after an antibody test ※ If the resident knows the hospital of vaccination, the resident may visit the hospital for a 'vaccination certificate' and submit it.
Not vaccinated	Submit 'vaccination certificate' after measles vaccination ※ Those not vaccinated must prepare beforehand to complete the 2 nd vaccination before document submission period



[Appendix 2] Maintenance Fee Payment System

Maintenance Fee Payment System

1. Undergraduate Dormitory

A. Paid every quarter (four times a year)

B. Schedule

Category	Period of Residency	Payment Period (tentative)	Mandatory/Optional
1 st semester	Early March ~ Mid-June	Initial move-in	Mandatory
Summer vacation	Mid-June ~ Late August	Late May	Optional
2 nd semester	Early September ~ Late December	Middle of July	Mandatory
Winter vacation	Late December ~ Late February 2017	Late November	Optional

2. Additional Notes

A. Payment

- Upon initial move-in, maintenance fee for the 1st semester along with facility deposit is paid through virtual account. Afterwards, maintenance fees are paid three additional times for summer vacation-2nd semester-winter vacation.

B. Deposit

- Upon initial registration, maintenance fee for the 1st semester along with facility deposit (100,000 won) is paid through virtual account. Once paid during initial registration, no additional deposit is required for the academic year.
- The deposit is refunded once the resident no longer resides in the dormitory and moves out completely. If the resident follows the move-out procedure and there are no problems with the facility, the deposit will be refunded within 2 weeks from the move-out date.

C. Regarding Summer Temporary Move-out

- Those who have paid the maintenance fee during the summer vacation residency application period may reside during summer vacation.
- Those who wish to move-out temporarily for summer vacation and move back in for the 2nd semester may simply not pay the maintenance fee during the summer vacation residency application period. However, maintenance fee for the 2nd semester must be paid. If not, the resident may not reside after August 2016



[Appendix 3] How to Print the Bill

How to Print the Bill

1. How to Print the Bill

- ① Log-in to Portal > Academic Affairs > Dormitory > Gwanak Residence Halls > Print Bill
- ② Click 'Search' button in top-right corner
- ③ Print the bill

※ Example of how to print the bill

The screenshot illustrates the steps to print a bill on the mysnu portal. The top navigation bar features '학사정보' (Academic Information) as the first item. The left sidebar contains a list of services, with '기숙사' (Dormitory) and '관악사' (Gwanak Hall) highlighted. The main content area displays a search form for '관악사 고지서출력' (Gwanak Hall Bill Printing). The search form includes fields for '년도' (Year) set to 2015 and '학기' (Semester) set to 1학기 (1st semester). A 'Search' button is highlighted. Below the search form, a '고지서출력' (Bill Printing) button is highlighted. A separate window shows the resulting bill, which is a table with columns for '인세 혹은 파일로 저장' (Inse or Save as File) and '관리비' (Management Fee). The bill includes details for the student's dormitory and fees.



[Appendix 4] How to Apply for Cancellation of Residency

How to Apply for Cancellation of Residency

1. Applying for Cancellation of Residency

- 1) For : Those who wish **not to move-in** and receive refund of maintenance fee (including deposit) before designated move-in date
 - 2) Application Period
 - Registration Date(document submission/maintenance fee payment) ~ Designated Move-in Date ※ Must apply at least 1 day before move-in (2.27, Sat) for full refund
 - 3) How to Apply
 - A. Access webpage : Log-in to Portal > Academic Affairs > Dormitory > Gwanak Residence Halls > Residency Cancel Application
 - B. Fill-in application : Cancellation date, reason for cancellation, account number for refund (maintenance fee/deposit), etc.
 - C. Click 'Apply' in top-right corner
- ※ Example of how to apply for cancellation of residency

① 학사정보

② 기숙사

③ 관악사

④ 입사포기신청

⑤ 박스 내 항목에 내용 입력

⑥ 신청

관악사 입사포기신청

관악사 입사포기신청

인적사항

대학(원)	학과(부)
과정	학기
학번	성명
핸드폰번호	이메일

사용 동호수 정보

동	호실
방 종류	좌석

날짜정보

입사일자	입사포기일자
입사포기사유	

해치금 입금계좌번호

은행	선택	계좌번호
예금주		계좌번호

※ 타인명의 계좌번호 기재 시 위 사유 반드시 작성 해주세요.