
2019 Gwanak Residence Halls

Residency Application and Selection

(For undergraduate freshmen, transfer students,
and readmitted students)

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Changes in 2019

- ☐ Changes in selection method and standard for undergraduate students

A. Background of the change

Until 2018, Gwanak Student Dormitory has been selecting undergraduate students by; randomly selecting freshmen, and delegating each department to select existing undergraduate students. However, due to the issue of selection criteria disclosure and equity have been raised, we have set standards for selection criteria for undergraduate students that is fair and transparent.

B. Changes

- Increase types of priority groups
- Expand location of parents' for application
- Set integrated standards and disclose criteria

C. Selection Criteria for International Students

The selection criteria for Korean freshmen students is income level(60), and location(40). The selection criteria for existing Korean undergraduate students is income level(60), location(20) and GPA(20). However, all international student are given equal points for location and income level. Moreover, the minimum GPA criteria applied for international students is 2.3 out of 4.3. No additional pointing system is applied for grades in the case of international students. Consequently, selection for international students within a given quarter will be random.



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Applicants **must read the notice thoroughly** before applying.

Please note that applicants will be held responsible for everything resulting from not having done so.

1. Schedule

1) Overview



2) Schedule

Events	Period
Residency Application	2. 11(Mon.) 10:00 - 2. 14(Thu.) 18:00
Announcement of Selected Residents	2. 18(Mon.) 11:00
Registration (document submission/ maintenance fee payment)	2. 18(Mon.) - 2. 22(Fri.), 10:00-17:00 * 2. 18 (Mon) Registration would be from 11:00~17:00 * 12:00~ 13:00 Lunch Break
Move-in	3. 1(Fri.) 13:00-18:00, 2(Sat) 9:00-18:00

* Official move-in date may be changed, to be announce on the first week of Feb.



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2. Qualifications for Application

1) Qualifications

- Undergraduate freshmen, transfer students, and readmitted students who plan to study on Gwanak campus during the 1st semester of 2019.
- Students that live in the provinces (whose both parents live in the provinces) or international students
- Areas Restricted from applying: Seoul (except Nowongu and Dobunggu) and neighboring areas (Bucheon, Gwangmyeong, Anyang, Siheung, Gwacheon, Seongnam, Gunpo, Uiwang)

2) Restrictions for Application

- A. Residents of Seoul and neighboring areas : Those with at least one parent living in Seoul (except Nowongu and Dobunggu) or neighboring areas
 - ※ After move-in, a resident whose father or mother moves to Seoul (except Nowongu and Dobunggu) or neighboring areas must move-out voluntarily. If the dormitory finds out otherwise, the resident will be subject to permanent expulsion.
 - (Neighboring areas: Bucheon, Gwangmyeong, Anyang, Siheung, Gwacheon, Seongnam, Gunpo, Uiwang)
- B. Carriers of contagious diseases (Those not vaccinated for tuberculosis, **measles**, etc.)
- C. Readmitted students that have already applied during the application period for existing undergraduates
- D. Others who are judged to be unqualified by the Dean

3) Conditions for Higher Priority (If conditions 1), 2) are satisfied)

- A. Disabled students under [Welfare Law for the Handicapped]
- B. Members of Multi-cultural family under [Multi-cultural Family Law] (**Must hold Korean nationality**)
 - ※ There are additional types of priority group applicable for Korean national students. Please refer to the Korean version announcement in the Korean page.

3. Residency Application

1) How to Apply

- A. Gwanak Residence Halls Webpage
 - Access webpage → Online application → Log in → Student Residence Halls → Gwanak Residence Halls → Residency Application
 - ※ Applicants need to apply for a MySNU ID first
- B. SNU Portal MySNU
 - Log in to MySNU → Academic Affairs → Dormitory → Gwanaksa → Apply for Move-In

2) Checking Application Results



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A. How to Check: Gwanak Residence Halls Webpage or Portal MySNU

- Log in to MySNU → Academic Affairs → Student Residence Halls → Gwanak Residence Halls → Application State
- If is '1st Semester of 2019,' in the list, the application for residency was successful. Details can be found in the 'Residency Application' menu.

B. Note

- Applications can be modified during the application period (Feb.11-14). The 'save' button must be clicked reflect changes.

3) Other Notices

A. Choosing Building Type

- Choose one option among ① Buildings available during vacations (919~926, regular buildings), ② Building unavailable during breaks (906, new building), ③ Both
- ① Buildings available during vacations (919~926): Residents who plan to remain in the dormitory during summer/winter vacation(7days or whole vacation) may apply. However, residents cannot choose the building (Bldg. 919, 921~926), and will be selected and assigned randomly.
 - ※ Residents of 'Buildings available during breaks' may also temporarily move-out during breaks. Remaining during vacation is optional
- ② Building unavailable during breaks (906) : Only residents who will not remain in the dormitory during summer/winter vacation may apply. Can only apply upon agreement of 'restriction of residency during breaks'.
- ③ Both : Will be applied for both ① and ②. However, residents cannot choose the building (Bldg. 906, 919, 921~926), as they are selected and assigned randomly. Residents that apply for 'both' and are selected for 'building unavailable during breaks (906)' may not remain in the dormitory during breaks. Can only apply upon agreement of this fact.
- **Please be noticed that there might be remodeling construction for building 919 in fall 2019, so residents of the building may be required to move to the other building. Exact schedule will be announced later.**
- If you want to stay during the whole vacation period, you are recommended to apply for ①. Residents of type ① may choose to stay for 7 days or whole vacation period. Residents of 'Buildings available during breaks' may also temporarily move-out during breaks.
- Residents of type ② can not stay for the whole vacation. However, they may apply for 7 days extended stay after the official end of semester date. The same will apply for students who choose option ③, 'application for both types', and was assigned to building 906.

B. Location

- For international students, location of parents' place is not considered for selection.



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C. Income Level

- For international students, income level is not considered for selection.

D. Waitlist Number

- Applicants that chose ① or ②: will be given a waitlist number for only the room type that the applicant chose.
- Applicants that chose ③: will be given waitlist numbers for both ① and ②. However, residents must move-in to the building announced first, and cannot choose between the two.

4. Announcement of Selected Residents

1) **Date** : 2019. Feb. 18(Mon.) 11:00

2) **How to Check** : Gwanak Residence Halls webpage or MySNU portal

- Log in to MySNU > Academic Affairs > Student Residence Halls > Gwanak Residence Halls > Application State 'Selection Status'

3) Acceptance Classification

A. Accepted Applicants

- Those who can see the assigned dormitory building/room in 'Selection Results'
- Accepted applicants must complete the registration procedure (document submission, maintenance fee payment) during the designated period. Failure complete the registration procedure will result in automatic cancellation of residency

B. Wait-listed Applicants

- Those who can see a waitlist number in 'Selection Results'
- Wait-listed applicants will move-in according to waitlist number (normally announced on a weekly basis)

5. Registration

5.1 Document Submission

1) Schedule and Procedure

A. Visit in Person

- Period : 2019. Feb.18(Mon.) - Feb.22(Fri.), 10:00-17:00 (Lunch break 12:00 - 13:00)
 - * 2. 18 (Mon) Registration would be from 11:00~17:00
- Procedure : Visit reception desk (B1 floor, Bldg. 900) in person and submit. Can be



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submitted by a representative.

B. Registered Mail

- Period : **2019. 2.18(Mon.) - 2.21(Thu.)**, Only documents that arrive during the designated period are valid
- Documents that arrive after 2019. 2.21(Thu.) will not be accepted. They must be submitted in person before 2019. 2.22(Fri.) 17:00.
- 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) Checking for Submission Results

A. Procedure

- Gwanak Residence Halls webpage or MySNU Portal: Log in to MySNU > Academic Affairs > Student Residence Halls > Gwanak Residence Halls > Application State > Registration Result (Documents Submitted)
- Documents submitted in person can be checked on the day of submission, 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. Please note that unqualified residents cannot move-in.**

3) Validity of Documents

A. Regular Documents : Original copies issued no earlier than 3 months before 2019. Feb.18 (Mon.). Only copies of passports whose expiration dates are after the date of submissions will be accepted.

- Regular documents refer to all documents besides the health certificate and measles vaccination certificate.

B. Health Certificate : Original copy issued no earlier than 6 months before move-in date (2019. 3. 1).

C. Measles Vaccination Certificate : No restriction on the date, as long as vaccination can be confirmed.

4) Required Documents ※ Check 'Appendix 1'



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International Students

- ① One copy of Health Certificate (Required items : Chest X-ray check)
- ② Measles Vaccination Certificate
- ③ Copy of passport (One copy)

※ All documents should be only in Korean or English.

5.2 Payment

1) **Period:** 2019. 2.18(Mon.) - 2.22(Fri.), 10:00-17:00

* 2. 18 (Mon) Payment time would be from 11:00~17:00

2) **Procedure** (Refer to 'Appendix 3')

- ① Print the bill : Log on to MySNU > Academic Affairs > Student Residence Halls > Gwanak Residence Halls > Print Bill
 - ※ You can only print the bill from 2.18(Mon.) 11:00 - 2.22(Fri.) 17:00
- ② Deposit maintenance fee to virtual account on the bill
 - Transfer through bank teller, ATM, smart phone, or the Internet banking
 - Choose either Nonghyup or Shinhan Bank (use tuition payment system)
 - When depositing maintenance fee, the deposit does not have to be made in the applicant's name.
 - **Maintenance fee cannot be paid overseas** (deposit to virtual account is not possible overseas)

3) **Check Payment Results**

A. Procedure

- Gwanak Residence Halls webpage or MySNU Portal: Log on to MySNU > Academic Affairs > Student Residence Halls > Gwanak Residence Halls > Application State > Registration Result (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 the 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')



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Category	Bldg. 906	Bldg. 919	Bldg. 921-926
Maintenance Fee	762,000	528,000	456,000
Deposit	100,000	100,000	100,000
Total	862,000	628,000	556,000

- ※ The amount above is for residency of one semester (March - mid-June), and additional maintenance fees need to be paid every quarter after the move-in.
- ※ The deposit is paid only once upon initial move-in. If the resident follows the proper move-out procedure (online application, room inspection, etc.) and there are no problems with the room (cleanliness and facility), it will be refunded within 2 weeks after the move-out.

6. Note

1) Loss of Qualification

- A. Incomplete submission of documents and payment of maintenance fee during the designated period will be considered as forfeit of residency, and will result in automatic loss of qualification
- B. False resident registration or provision of false information regarding residency qualifications (student status, address, conditions for higher priority, etc.) 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. Resident will be expelled immediately upon exposure.
 - ① Either parent moving to Seoul or neighboring areas
 - ② Change in student status (leave of absence/coursework completion/graduation)
- D. The student status of residents will be checked on the mid of march. Resident will be expelled immediately upon exposure of false student status.
- E. Unauthorized rental of rooms and move-in will result in immediate expulsion. The penalty will be notified to the resident's department and the Student Division, and may be left on the student records.

2) Move-in

- A. Move-in Date : 2019. 3. 1(Fri.) 13:00-18:00, 3. 2 (Sat) 09:00-18:00
- ※ Official move-out date may change, please refer to the Move-in announcement
- B. Period of Residency: 2019. 3. 1(Fri.) - Official move-out date in Feb. 2020
- C. **Move-in/out schedule is subject to change** depending on dormitory circumstances
- D. Heavy traffic is expected on move-in day, and some dormitory areas may be



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off-limits for vehicles

3) Others

- A. Schedule for Announcement of Additional Acceptance: Refer to '2019 Announcement for Wait-listed Applicants'
- B. Cancelling Residency: If for personal reasons the applicant wishes to cancel the residency and receive the maintenance fee (including deposit) before the official move-in, he/she needs to apply to 'cancel residency' (Refer to 'Appendix 4')
- C. Checking Dormitory Rules: Residents must be familiar with dormitory rules and other relevant information with before move-in (can be found on the dormitory webpage)
- D. Sending Parcels
 - ① Address : Bldg. 9XX Room XXX, SNU Gwanak Residence Halls, Gwanakro 1, Gwanakgu, Seoul
 - ② Due to the limit of storage space in the dormitory parcel center, it is advised to bring important belongings in person first, and then send other belongings through parcels after the move-in date.

■ Questions : Gwanak Residence Halls Admin. Office (02-880-5404)

2019. 1. 23
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[Appendix 1] Health Certificate and Measles Vaccination Certificate

Health Certificate and Measles Vaccination Certificate

1. Health Certificate

1) Validity of Health Certificate

- Must be 'certificates', or 'health certificates'
- Doctor's note, confirmation note, notification letter, and copies of charts are invalid
- Health certificates from only public health centers, general hospitals, and internal medicine departments that have an official seal from the institution are valid
- Only those who have been judged 'normal' may move-in.

2) Required Items

- Must include chest X-ray to check for tuberculosis
- Required tests for a health certificate may differ depending on institution (decided by the institution)

3) Only health certificates **within 6 months from move-in date (2019. 3. 1)** are valid

2. Measles Vaccination Certificate (Measles Antibody Test)

1) Issue measles vaccination certificate

- Print 'vaccination certificate' from Korea CDC's NIP (nip.cdc.go.kr)

2) Verify vaccination (**valid only if 2nd vaccination is complete**)

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] Undergraduate Dormitory Maintenance Fee Payment System

Undergraduate Dormitory Maintenance Fee Payment System

1. Maintenance Fee Payment Schedule

* Yearly Maintenance Fee Payment Schedule

Semester	Period of Residency		When to pay	Registration
1 st semester	Early March ~ Mid-June		Move-in	Mandatory
Summer vacation	7 days	7 days from the official move-out date in June	May	Optional
	whole vacation	Mid-June ~ Late August		
2 nd semester	Early September ~ Late December		Early June	Mandatory
Winter vacation	7 days	7 days from the official move-out date	November	Optional
	whole vacation	Late December ~ Late February 2019		

- Upon initial move-in, payment for the 1st semester along with facility deposit be paid through virtual account. Afterwards, three additional times for summer vacation, 2nd semester, and winter vacation.
- If payment for summer/winter vacations are not made, the resident may not reside during the vacations. If payment for the 2nd semester is not paid, the resident may not reside after August 2019.
- Residents can opt for 7 days or whole vacation residency. The payment should be made on time along with each residents' option.
 - ▶ **Vacation residency option**
 - Residents of #906, #919~926 can opt for 7 days residency.
 - Residents of #919~926 can opt for whole vacation residency.



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[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 > Student Residence Halls > 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 process of printing a bill on the mysnu portal. It shows the navigation path from the main portal to the specific bill printing page. Key steps are highlighted with red boxes and numbered circles: 1. Clicking '학사정보' in the top navigation bar; 2. Clicking '기숙사' in the left sidebar; 3. Clicking '관악사' under '기숙사'; 4. Clicking '고지서출력' under '관악사'; 5. Clicking the 'Search' button in the top right of the '관악사 고지서출력' page; 6. Clicking the '고지서출력' button at the bottom right of the search results; 7. Clicking the printer icon in the browser toolbar to print the bill.



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[Appendix 4] How to Cancel Residency

How to Cancel Residency

1. Application 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) Period : **Registration Date** (document submission / maintenance fee payment) - **Designated Move-in Date**
 ※ Must apply until 2019. 2. 28(Thu.) for full refund
 - 3) How to Apply
 - A. Access webpage : Log on to MySNU > Academic Affairs > Student Residence Halls > 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. Click '학사정보' (Academic Information) in the top navigation bar.

2. Click '기숙사' (Residence Hall) in the left sidebar.

3. Click '관악사' (Gwanak) in the left sidebar.

4. Click '입사포기신청' (Residency Cancellation) in the left sidebar.

5. Enter the required information in the form fields.

6. Click '입사포기신청' (Residency Cancellation) in the top right corner of the form.