
Fall 2019 Gwanak Residence Halls Waitlist Application & Selection

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Fall 2019 Gwanak Residence Halls Waitlist Application & Selection

All applicants must read the announcements thoroughly before applying.
Please note that you are responsible for any inconvenience caused by failing to understand the notice.

1. Overall Schedule

1) Overview



2) Schedule

Jul-19

Sun	Mon	Tue	Wed	Thur	Fri	Sat
21	22	23	24	25	26	27
<div>← Online Application for Dormitory (portal MySNU) , Mon ~ Fri (10:00~18:00) →</div>						
28	29	30	31	1	2	3
		Waitlist Number Announced (11:00) Portal MySNU				

Aug-19

Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
				Residents Announced (1st round 11:00) dorm.snu.ac.kr		
4	5	6	7	8	9	10
<div>← 1st Registration (Document Submission and Payment) Mon~Fri(10:00~17:00) →</div>						
11	12	13	14	15	16	17
	Residents Announced (2nd round 11:00) dorm.snu.ac.kr					



2. Qualifications for Application

A. Undergraduate Students

1) **Qualifications** : Undergraduate Students among the international students who will study on SNU Gwanak Campus for the 2019 fall semester

2) **Restriction for Application** (* Check 'Appendix 1. Guidelines for Required Documents')

- ① Insufficient GPA : Undergraduate student with an accumulated GPA of lower than 2.3 (This criteria applies to international students only)
 - Accumulated GPA will include up to 2019 spring semester
 - This restriction does not apply to freshmen or those who cannot calculate their accumulated GPA.
- ② Carriers of contagious diseases (Those not vaccinated for tuberculosis, measles, etc.)
- ③ The person disciplined with a punishment of terminable suspension or more
- ④ Those who have acquired over 6 penalty points (restriction of residency application) within the last 2 years (from the date of application) in Gwanak Residence Halls
- ⑤ Those not studying on Gwanak Campus : students on leave of absence, juniors and seniors in the College of Nursing, students in the regular course of College of Medicine
- ⑥ Others who are judged to be unqualified by the Dean

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

- ① Disabled students under [Welfare Law for the Handicapped]
- ② Members of Multi-cultural family under [Multi-cultural Family Law] (Must hold Korean nationality)

* For Korean nationalities, there are more types of priority groups so please refer to the announcement in Korean page.

B. Graduate Students

1) **Qualifications** : Graduate Students among the international students who will study on SNU Gwanak Campus for the 2019 fall semester

- ① First-year/Existing/Returning Graduate Students: Students residing in Seoul metropolitan areas may also apply. Yet, students from the provinces will receive first priority.
 - Students under integrated programs that have finished more than three semesters in the second semester of 2019 and acquired more than 24 credits(who have qualified as Ph. D students(Please check your identity through your department)), must check the box for "Ph. D student" to be regarded as Ph. D students (Existing Ph. D students will be checked automatically)

② Full-time Graduate Research Students:

- Students who has completed a regular graduate course and registered as a research student
- Only full-time research students can stay at the Gwanak Residence Halls who research over 5 days a week on campus



- If your student status **turns to a research student from the fall semester**, you must mark in the check-box. (If you were a research student in the spring semester, it will be automatically)
- Freshmen or existing students should take care not to check the box for research students to prevent any disadvantage.
- Those accepted must submit "Full-time Research Student Confirmation(see the attached file)" with other documents.
- Those who have not registered as research students(payment of research student tuition fee) will be expelled.

2) Restriction for Application (* Check 'Appendix 1. Guidelines for Required Documents')

- ① Insufficient GPA : Graduate student with an accumulated GPA of lower than 2.7
(This criteria applies to international students only)
 - Accumulated GPA will include up to 2019 spring semester
 - This restriction does not apply to freshmen or those who cannot calculate their accumulated GPA.
- ② Carriers of contagious diseases (Those not vaccinated for tuberculosis, **measles**, etc.)
- ③ The person disciplined with a punishment of terminable suspension or more
- ④ Those who have acquired over 6 penalty points (restriction of residency application) within the last 2 years (from the date of application) in Gwanak Residence Halls
- ⑤ Those not studying on Gwanak Campus : students on leave of absence, juniors and seniors in the College of Nursing, students in the regular course of College of Medicine
- ⑥ 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]

- * For Korean nationalities, there are more types of priority groups so please refer to the announcement in Korean page.

3. Application for Residency

A. How-to Application

- Visit webpage → Click "Online Application" → Portal MySNU log in → Student Residence Halls → Gwanak Residence Halls → Residency Application
- * You must apply according to your **student status for 2019 fall semester**. Residents advancing from undergraduate to Master's program or Master's program to Ph. D program need to apply from the account (shown under student number/name on the top-left corner of the portal) for the student status of the new program. If your student status does not match, you are subject to be evicted.
- * If you don't have a portal ID yet, first apply for an ID then log in
- * If you are a current resident, you are not eligible to apply for the dormitory for fall semester. If you want to do, you should move out before the application period(July. 22).



B. Notes for Room Selection

Along with an opening of Global Residence Halls in this fall semester, the existing residences(Gwanak Residence Halls) will be integrated with Global Residence Halls.

A ratio of local and international students for a prospective residency at Global Residence Halls is 40(local):60(international). Therefore a waitlist number will be given to local and international students separately by the given ratio. Also, those who are selected as additional residents will be assigned to the units in the same ratio as well.

Please mind that you can choose either one building or the whole buildings and you will get the whole waitlist numbers for choosing the whole buildings.

1) Undergraduate Residence Halls

① Room Selection

Options

※ Building 906 is unavailable to stay during winter vacation

Buildings available during vacations (915~916 global buildings, 919~926 regular buildings)

Room Selection	Ⓐ Double Room(New Bldg.906) Ⓑ Double Room(Regular Bldgs. 919~926),
	Ⓒ Double Room(Global Bldg. 915~916) Ⓓ A building with four single rooms(Global Bldg. 915~916)
	Ⓔ Multiple

- Choose one among Ⓐ Double Room(New bldg.906), Ⓑ Double Room(Regular bldgs. 919~926), Ⓒ Double Room(Global Bldg. 915~916), Ⓓ A building with four single rooms(Global Bldg. 915~916) and Ⓔ Multiple

Ⓐ Double Room(New Bldg.906): Only residents who will not remain in the dormitory during winter vacation may apply with an agreement of "Restriction on residency during vacations".

Ⓑ Double Room(Regular Bldg. 919~926): Residents who plan to remain in the dormitory during winter vacation may apply. However, residents cannot choose the specific building to stay(between Bldg. 919 and Bldg. 921~926).

※ Residents may also permanently move-out during winter vacation. Remaining during the vacation is optional.

Ⓒ Double Room(Global Bldg. 915~916): Residents who plan to remain in the dormitory during winter vacation may apply.

※ Residents may also permanently move-out during winter vacation. Remaining during the vacation is optional.

Ⓓ A building with four single rooms(Global Bldg. 915~916): Residents who plan to remain in the dormitory during winter vacation may apply.

※ Residents may also permanently move-out during winter vacation. Staying during the vacation is optional.

Ⓔ Multiple: "Multiple" covers all types above. However, the type of the room cannot be chosen and will be designated randomly. Please be noticed that if the



residents who have chosen “E Multiple” are selected for Bldg.906, they cannot stay in the dormitory during winter vacation. You can apply for “E Multiple” only after you agree with the content before click “application”

- ※ Applicants who apply for A, B, C, or D will be given a waitlist number for each corresponding type of room.

Applicants who apply for E will be given separate waitlist numbers for A, B, C, or D. However, residents must move-in to the type of room according to their waitlist number which is announced first. Applicants cannot choose one among them.

2) Graduate Residence Halls

① Room Selection

Options

Room	A Single Room(Regular Bldg.918) B Single Room(New Bldgs. 900~906),
Select	C Double Room(New Bldgs. 900~905) D Double Room(Global Bldgs. 917)
ion	E A building with four single rooms(Global Bldgs. 917) F Multiple

- Choose one among A Single Room(Regular Bldg.918), B Single Room(New Bldgs. 900~906), C Double Room(New Bldgs. 900~905), D Double Room(Global Bldgs. 917), E A building with four single rooms(Global Bldgs. 917) and F Multiple
- F Multiple: “Multiple” covers all types above. However, the type of the room cannot be chosen and will be designated randomly.
- ※ Applicants who apply for A, B, C, D, or E will be given a waitlist number for each corresponding type of room.
- Applicants who apply for F will be given separate waitlist numbers for A, B, C, D, or E. However, residents must move-in to the type of room according to their waitlist number which is announced first. Applicants cannot choose one among them.

3) Checking Application Results

- ① How to check: Gwanak Residence Halls website or portal MySNU
 - Log into portal → Academic Affairs → Student Residence Halls → Gwanak Residence Halls → Application State
 - If you can see ‘2019 2nd semester’, application is well under process. Details of application can be checked under ‘Residency Application’ menu
- ② Note
 - During residency application period (7. 22 - 7. 26), you can fix the details of application. **Yet, you must click ‘save’ button at the end to reflect changes.**

4. Announcement of Waitlist Numbers

A. Announcement time: 2019. 7. 30. (Tue) 11:00



B. How to check: Gwanak Residence Halls website or portal mySNU

- Log into portal mySNU > Academic Affairs > Student Residence Halls
> Gwanak Residence Halls > Application State 'Acceptance State'

C. Others

- Check respective **waitlist number** in 'Acceptance State'
- Waitlist numbers are randomly assigned, not on a first-come-first-serve basis
- For vacancies after 2nd semester registration of current residents, newly accepted residents will move in according to the order of waitlist numbers

5. Announcement & Registration of Additional Acceptances

A. Schedule

1) 1st Round

- Announcement: 2019. 8. 1(Thu) 11:00
- Registration: 2019. 8. 5(Mon) ~ 8. 9(Fri), 10:00 ~ 17:00 (Lunch break 12:00 ~ 13:00)

2) Rounds following the 1st

- Announcements: Every Monday 11:00
- Registration: Tue ~ Fri that week, 10:00 ~ 17:00 (Lunch break 12:00 ~ 13:00)

※ If Monday is a public holiday, additional acceptances will be announced on Tuesday, and registration will take place from Wednesday to Friday. There will be no announcement on Chuseok holiday week in September.

B. Registration

- Refer to 'Appendices 1-3' for required documents and maintenance fee payment
- Detailed announcement will made along with the list of accepted residents
- ※ Prepare Health Certificate, Measles Vaccination Certificate (or Antibody Test Results) beforehand

6. Note

A. Cancellation of Residency

- 1) If document submission and fee payment are not completed within the given period, the student will be regarded to have given up the residency, and his or her residency will be automatically **cancelled**.
- 2) Once a false resident registration or false records (student state, GPA, address, etc.) (ex: research student/course completed student applying as regular student) are revealed during document submission, residency will be automatically **cancelled**.
- 3) If below situations occur while living in dormitory after move in, the resident must voluntarily move out, and will be immediately expelled if found.
 - ① If father or mother move the address to Seoul or metropolitan areas
 - ② Student status changes (leave of absence/course completion/graduation)
- 4) Illegal room transfer or substituted move-in will lead to immediate expelling of



residents. Penalty information will be reported to student's department and Office of Student Affairs, and may be documented on the transcript.

B. Move-in

- 1) Expected move-in day: 2019. 9. 1(Sun) 09:00~18:00
- 2) Residency Period: Last day of 2019 winter operation (planned as 2020. 2. 28). Yet, there may be transfers and move-out during breaks according to situations in the dormitory.
- 3) Undergraduate students who wish to reside during the winter break must complete the registration procedures (paying maintenance fee) during the winter residency application period. Graduate students should pay maintenance fee on a monthly basis.
- 4) There will be many vehicles on the move-in day, and some parts of the dormitory can be closed off to them.

3) Other

- A. Refer to '2nd Semester Additional Acceptance Announcement' to check your residency status and required documents.
 - B. Awareness of dormitory rules: Before moving in, residents must be fully aware of the living rules and other information for living in the dormitory must (can be found on Gwanak Residence Halls webpage)
- If you have further inquiries, please contact the Gwanak Residence Halls Administration Office (Call 02-880-5401).

2019. 6. 20.
SNU Gwanak Residence Halls



Guidelines for Required Documents

1. Required Documents for International Students

※ Must submit **original documents within three months** from 2019. 8. 5.

Existing Undergraduate Students	Graduate School	
	Students in Coursework	Research Students
① Copy of passport (1 copy) ② 1 copy of health certificate - Required items : ㉠ Chest X-ray check, ㉡ antibody test for measles(or immunization records against measles; only considered complete when vaccinated twice)		③ Full-time research student certificate (1 copy)
-	-	

※ **Health certificates should be in Korean or English.**

2. Health Certificates

A. **Required Items** : Check X-ray check, antibody test for measles

B. Validity of Chest X-ray : **Within 6 months from move-in date (2019. 9. 1)**

C. Validity of Health Certificates

- **Health certificates should be in only Korean or English.**
- Health certificates from official medical institutions are valid.
- Doctor's note, confirmation note, letter of notification, and copies of charts are invalid
- Health certificates without an official seal from the hospital is invalid

D. Other Notices

- Only those who have been judged 'normal' may move-in
- **Residents of Gwanak Residence Halls from 2015 to 2018 do not need to submit test results regarding antibodies for measles. The dormitory holds related records**
- We recommend having a **'Student Health Certificate for Dormitory Move-in'** (health certificate from SNU Health Center) even for those who have tested and vaccinated for measles through SNU Health Center (in case the result of antibody test/vaccination is not automatically notified to the dormitory)



[Appendix 2] Maintenance Fee Payment System

Dormitory Maintenance Fee Payment System

1. Undergraduate Dormitory

1) Payment System

- Paid every quarter

Classification	Residence Period		Payment Period	Selection
2 nd semester	Early September ~ Official move-out date in December		Registration period by Each Residence Period	Essential
Winter Break	7-day opening	live for 7-day after Official move-out date in December	Sometime in November	Only for volunteer
	Entire opening	Official move-out date in December ~ Late February 2020		

- Upon initial registration, maintenance fee for the 2nd semester along with facility deposit (100,000 won) is paid through a virtual account
- Residents who want to live for winter break should choose one opening type(7-day or entire) and pay the maintenance fee in winter break payment period. (later Notice on Winter break application will be)

▶ How to apply by type of applicant

- Applicants for 7-day open : among residents in Bldg. 906, Bldg. 919-926, who want to live for 7-day after Official move-out date.
- Applicants for Entire open : among residents in Bldg. 919-926, who want to live for entire winter break.

2) Total Fee

A. Total fee

Category	Global Building		New Building	Regular Building	
	Bldg. 915~916		Bldg. 906	Bldg. 921~926	Bldg. 919
	Double room	A building with four single rooms	Double room	Double room	Double room
Maintenance fee	906,000	796,000	762,000	456,000	528,000
Deposit	100,000	100,000	100,000	100,000	100,000
Total fee	1,006,000	896,000	862,000	556,000	628,000



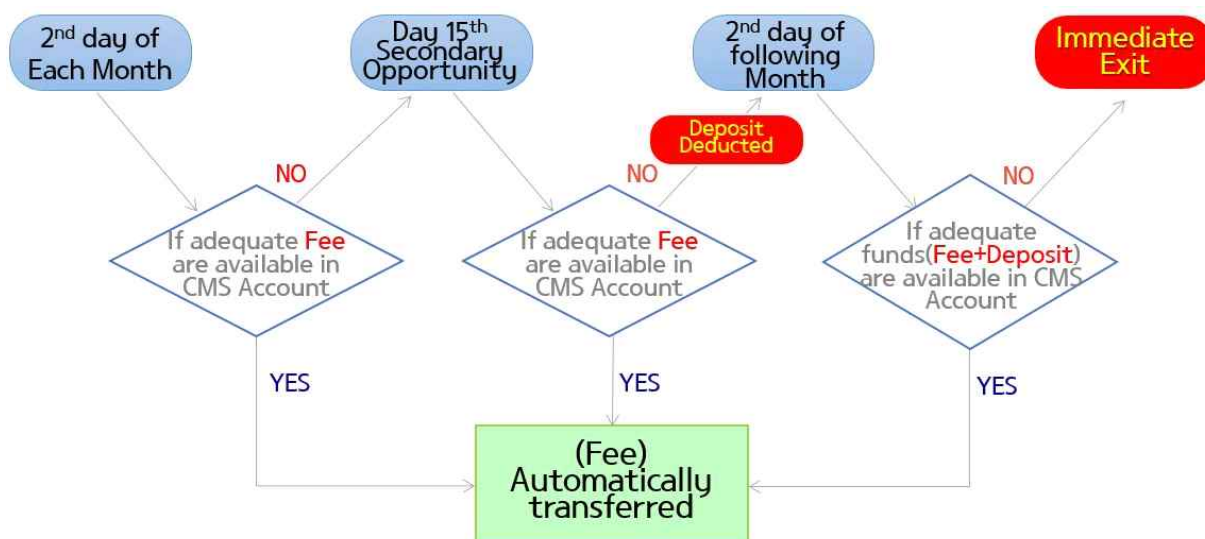
※The management cost of building 915, 916, and 917 was adjusted through deliberation of relevant committees reflecting consumer price inflation rate of previous year

B. Deposit: The deposit paid during initial registration will be fully refunded within 2 weeks after move-out if proper move-out procedures are followed and there is no problem with the facilities.

2. Graduate Dormitory

1) Payment System

- Paid every month (automatically withdrawn on the 2nd of each month)



- Upon initial move-in, maintenance fee for the first month (September) along with deposit (one month worth of maintenance fee) is paid through a virtual account. Maintenance fee is automatically withdrawn through CMS (Cash Management Service) from the following month (October)
- Residents must visit their main bank to apply for CMS. This can be done with personal bank accounts. Maintenance fee can be paid without separate commission
- Current residents do not need to reapply for CMS. However, if there is change in student status, the resident must reapply

2) Maintenance Fee

A. Maintenance fee (every month)

Category	Global Building		New Building		Regular Building
	Bldg. 917		Bldg. 900~906	Bldg. 900~905	Bldg. 918
	Double room	A building with four single rooms	Single room	Double room	Single room
Maintenance fee	247,100	217,100	293,000	208,000	190,000
Deposit	247,100	217,100	293,000	208,000	190,000
Total fee	494,200	434,200	586,000	416,000	380,000

※The management cost of building 915, 916, and 917 was adjusted through deliberation of relevant committees reflecting consumer price inflation rate of previous year



- B. Deposit: The deposit paid before move-in will be fully refunded within 2 weeks after move-out if no maintenance fee is overdue and there is no problem with the facility
- C. Transfer date : 2nd of every month (second transfer attempt on the 15th for residents who did not pay on the 2nd)
- D. If maintenance fee is unpaid
- ① On the 2nd of that month : SMS regarding unpaid fees sent
 - ② On the 15th of that month : SMS regarding unpaid fees sent **[deposit deducted]**
 - ③ On the 2nd of next month : opportunity to pay both deducted deposit + maintenance fee given. If unpaid, the resident will expelled.
- ※ **If there is change to contact information, the resident must modify personal information on MySNU Portal and notify the Building RA.** The resident will be held responsible for anything resulting from not having done so.

3) CMS Application Procedure

A. Application procedure

- ① Through visiting the bank in person: Visit bank → fill out 'CMS application'
- ② Through Internet banking: Internet banking → utility bill/court → giro payment → apply for automatic giro payment
- ※ Some banks may not accept Internet applications. Ask your main bank.
- ③ Common information

Category	Information
Institution	SNU Gwanaksa (Gwanak Residence Halls)
Fee Type	Dormitory Fee
Institution Code	9980310536
Payer ID	Student ID
Enter other personal information as required	

B. Application Period

- ① CMS application period: 2019. 8. 5(Mon) - 8.30(Fri)
- ② CMS duration: September - February 2020



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 process of printing a bill on the mysnu portal. The steps are numbered 1 through 7:

- Click '학사정보' (Academic Information) in the top navigation bar.
- Click '기숙사' (Dormitory) in the left sidebar.
- Click '관악사' (Gwanak Residence Halls) under the dormitory section.
- Click '고지서출력' (Print Bill) in the sidebar.
- Click the 'Search' button in the top right of the search results area.
- Click the '고지서출력' (Print Bill) button in the search results area.
- A pop-up window shows the bill details, including a table for '인세 혹은 파일럿 저장' (Deposit or Pilot Storage) and a table for '입금계좌' (Deposit Account).