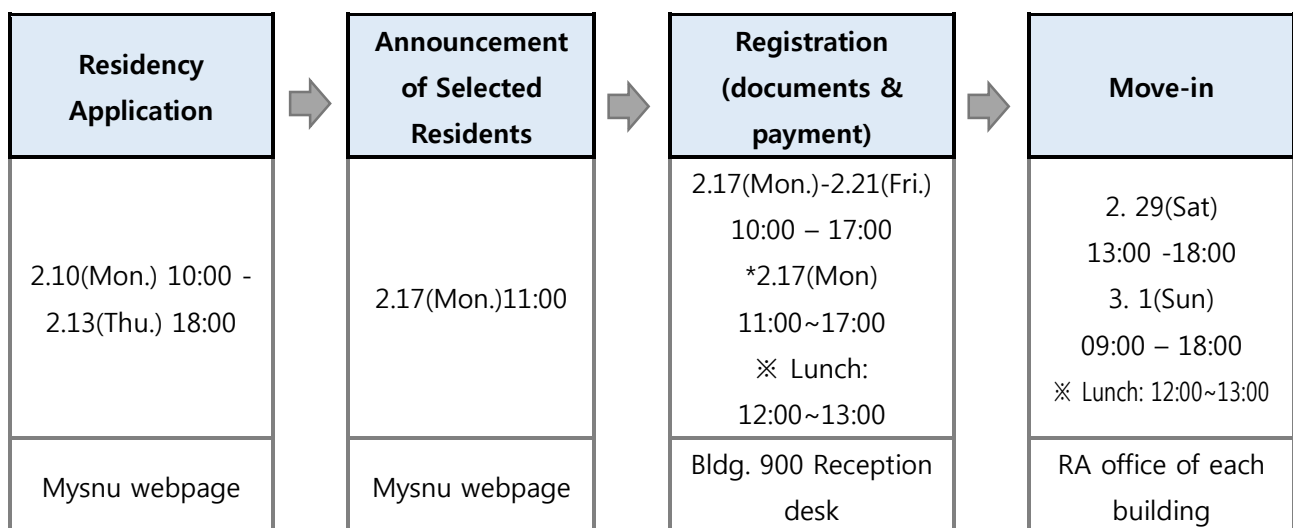


2020 Gwanak Residence Halls Residency Application and Selection

(for Undergraduate freshmen, transfer students, and readmitted students)

- This notice is about applying for residency in Gwanak Residence Halls for undergraduate freshmen, transfer students, and readmitted students in the 1st semester of 2020. (does not apply to existing undergraduates, incoming graduates, and existing graduates)
- As Gwanak Residence Halls is a communal living environment, it is very important to follow the rules. Please check the resident rules and award/penalty guidelines before applying.
- Applicants must read the notice thoroughly before applying, and will be held responsible for results from not having done so.

► Schedule



※ As registration period is short, **please prepare the required documents beforehand**

※ Checking room number : Available from 2020. 2.17(Mon.), written on the bill

► **Contact: Gwanak Residence Halls Admin. Office (☎ 02-880-5401)**

2020. 1. 21.

SNU Gwanak Residence Halls

2020 Gwanak Residence Halls

Residency Application and Selection

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

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Changes in 2020

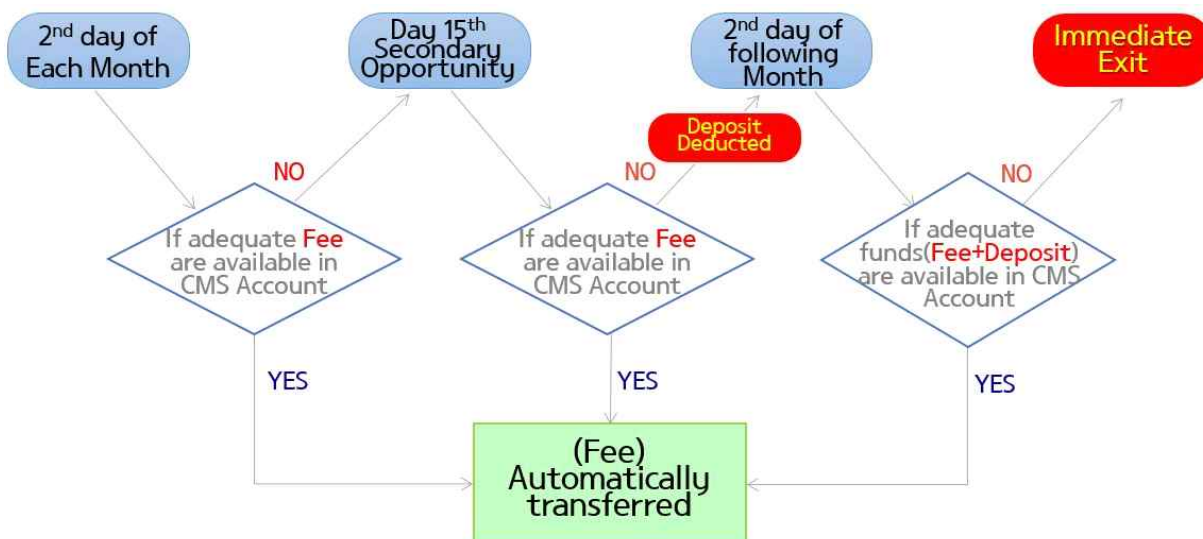
□ Increase of the Dormitory Fee & Change of Payment System

The dormitory fee of SNU Gwanak Residence Halls has been frozen for 10 years since 2010 in order to ease the burden on residents.

Annual increase in consumer prices and labor costs continues to cause financial difficulties in the management of the dormitory. We established new dormitory fee which reflected social-economic conditions in order that we can provide pleasant and convenient residential environment for residents based on more stable financial environment.

Also, in order to ease the burden on residents for quarterly payment and to make more convenient payment, the payment and refund system of undergraduate dormitory is changed to that of graduate dormitory which is monthly payment system via CMS(Cash Management Service). Monthly payment through CMS can be applied from all domestic bank and financial investment company (stock company) accounts and is operated under the following system.

○ Monthly Payment System via CMS





- Upon initial move-in, maintenance fee for the first month (March) 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 (April).
- Residents must visit their main bank to apply for CMS. This can be done with personal bank accounts. Maintenance fee can be paid without extra commission.

☐ Operation of Global Residence Halls

The Global Residence Halls, which opened in the second semester of the 2019, maintains high ratio of foreign residents to strengthen support for foreign students. In order to ensure stable housing for Korean and foreign students entering the second semester, the period of residence has been subdivided into the two semesters(move-in on March ~ move-out on February, move-in on September ~ move-out on August).

Considering the characteristics of an overseas university and high percentage of exchange students who only reside 1 semester and return to their own country, the applicants who apply for 'residing only 1 semester' will be selected first. After securing an extra seat for the second semester, the applicants for move-in on September ~ move-out on August can ensure stable residence. That is the goal of introduction of the two semesters.

☐ Overview of Global Residence Halls

The Global Residence Halls has a floor space of 18,657,02 square meters (5,653 pyeong) and consists of three buildings (bldg. 915~917) which have 2 underground floors and 9 floors. Those buildings are separated into double room and four single room. The total capacity is 960 students and the two undergraduate's buildings(bldg. 915~916) accomodate 670 students.

In addition to living space for supporting autonomous learning and community activities of Korean and foreign students, the Global Residence Halls is equipped with seminar rooms, lounge rooms, community rooms, club rooms, fitness centers, etc. and is available to cook and laundry. For convenience facilities, we provide convenience store, coffee shop, and fast food restaurant.



○ Global Residence Halls' Residence Type for Each Semester

Residence Type and Residence Period	
applying for 1 semester	applying for 2 semesters
<ul style="list-style-type: none">- If you select 'Residing 1 semester', the official residence period is: move-in on March ~ move-out on August.- If you select only room type, the official residence period is: move-in on March ~ move-out on February.	<ul style="list-style-type: none">- If you select only room type, the official residence period is: move-in on September ~ move-out on August.

- Global Residence Halls' room type (double room, four single room)
- Choosing 'Residing 1 semester' can be available when you apply on the first semester.
- You can move out whenever you want.



2020 Gwanak Residence Halls Residency Application and Selection

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

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. 10(Mon.) 10:00 - 2. 13(Thu.) 18:00
Announcement of Selected Residents	2. 17(Mon.) 11:00
Registration (document submission/ maintenance fee payment)	2. 17(Mon.) - 2. 21(Fri.), 10:00~17:00 * 2. 17(Mon) Registration would be from 11:00~17:00 * 12:00~ 13:00 Lunch Break
Move-in	2020. 2. 29.(Sat) 13:00~18:00, 2020. 3. 1.(Sun) 09:00~18:00 (12:00~ 13:00 Lunch Break)

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



2. Qualifications for Application(For International Students)

1) Qualifications

- Undergraduate freshmen, transfer students, and readmitted students who plan to study on Gwanak campus during the 1st semester of 2020.

2) Restrictions for Application

- A. Carriers of contagious diseases (Those not vaccinated for tuberculosis, **measles**, etc.)
- B. Readmitted students that have already applied during the application period for existing undergraduates
- C. 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 → Student Residence Halls → Gwanak Residence Halls → Residency Application

2) Notes for applying building type

Applying for building type can be available for only one of two types. If you choose multi type, waiting number will be given to all building. In case of Global Residence Halls, the waiting number will be separately given to domestic students and overseas students according to the ratio(domestic students 40: overseas students 60) The additional acceptance will be done according to that ratio.



building option	<input type="radio"/> New building double (bldg. 906) <input type="radio"/> Regular building double (bldg. 919~926) <input type="radio"/> Global building double (bldg. 915~916) <input type="radio"/> Global building four single (bldg. 915~916) <input type="radio"/> Multiple
--------------------	--

A. Notes for Choosing Residence Period

If you choose for '☐ Residing only 1 semester', you can choose Global building double or Global building four single (bldg. 915~916) with the type for residing only 1 semester(2020.3.1.~2020.8.29.)

B. Notes for Choosing Building Type

- Building unavailable during the vacations (bldg.906) : Only residents who will not stay at the dormitory during summer/winter vacations may apply. Can only apply upon agreement of 'restriction on residency during breaks'. (After official end-of-school day, residing is available until June 24th for summer and December 14th for winter)
- Buildings available during vacations(bldg.919~926, bldg.915~916) : Residents who plan to stay at the dormitory during summer/winter vacations may apply.
 - ※ Residents of 'Buildings available during breaks' may also temporarily move-out during breaks. Remaining during breaks is optional.
- Multiple : Will be applied for all building type(bldg. 906, 915~916, 919, 921~926). However, applicants cannot choose the certain building (Bldg. 906, 915~916 919, 921~926), as they are selected and assigned randomly. Applicants that apply for 'Multiple' and are selected for 'building unavailable during breaks (906)' may not remain in the dormitory during the vacations. Can only apply upon agreement of this fact.

C. Waiting Number

- Only 1 type: Waiting number will be given to only the room type that the applicant chose.
- Multiple: Waiting number will be given to all buildings.
 - ※ The applicants must move-in to the building announced first. There is no choice option.

3) Checking Application Results

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 2020,' in the list, the application for residency was successful. Details can be found in the 'Residency Application' menu.



B. Note

- Your application can be modified during the application period (2.10. ~ 2.13.). You must click '**save**' to reflect your changes.

4. Announcement of Selected Residents

1) **Date** : 2020. 2. 17(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 to 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 : 2020. 2.17(Mon.) - Feb.21(Fri.), 10:00-17:00 (Lunch break 12:00 - 13:00)
 - * 2. 17(Mon) Registration would be from 11:00~17:00
- Procedure : Visit reception desk (B1 floor, Bldg. 900) in person and submit. Can be submitted by a representative.

B. Registered Mail

- Period : **2020. 2.17(Mon.) - 2.20(Thu.)**, Only documents that arrive during the designated period are valid
- Documents that arrive after 2020. 2.20(Thu.) will not be accepted. They must be submitted in person before 2020. 2.21(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

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 2020. 2.17 (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 (2020. 3. 1).**
- C. Measles Vaccination Certificate : No restriction on the date, as long as vaccination can be confirmed.

4) Required Documents ※ Check 'Appendix 1'

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:** 2020. 2.17(Mon.) - 2.21(Fri.), 10:00-17:00
* 2. 17(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 2.17(Mon.) 11:00 - 2.21(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')

Category	Global Building		New Building	Regular Building	
	Bldg. 915~916		Bldg. 906	Bldg. 921~926	Bldg. 919
	Double	A building with four single rooms	Double	Double	Double
Maintenance Fee	247,100	217,100	214,200	124,300	167,000
Deposit	247,100	217,100	214,200	124,300	167,000
Total	494,200	434,200	428,400	248,600	334,000

- ※ The management cost of building 915, 916, and 917 was adjusted through deliberation of relevant committees reflecting consumer price inflation rate of previous year
- ※ The amount above is for residency of one month(March) for the Undergraduate dormitory. Additional maintenance fees need to be paid every month after move-in.
- ※ 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 after from the move out date.



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.
 - 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 : **2020.2.29.(Sat) 13:00~18:00, 3.1(Sun) 09:00~18:00**(Lunch break 12:00~13:00)
 - * After the official move-in date: you can move in weekdays 19:00 ~ 23:00
- B. Period of Residency: Move in date ~ February 2021.
 - ※ 'residing 1 semester' for Global Residence Halls: move-out on August 29th, 2020
 - ※ official move-out date will be announced later
 - ※ Residents may be required to move to a different building or vacate the rooms during the summer/winter breaks if the need arises by the circumstances within the residence halls.
- C. **Move-in/out schedule is subject to change** depending on dormitory circumstances
- D. Heavy traffic is expected on the move-in day. Some areas may be off-limits for vehicles

3) Others

- A. Schedule for Announcement of Additional Acceptance: Refer to '2020 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)

2020. 1. 21.
SNU Gwanak Residence Halls



[Appendix 1] Guidelines for Required Documents

Guidelines for Required Documents

1. Required Documents for International Students

※ Must submit **original documents within three months** from 2020. 2. 17.

Undergraduate Students (Foreign Students)

- | |
|---|
| <ul style="list-style-type: none">① Copy of passport (1 copy)② 1 copy of health certificate<ul style="list-style-type: none">- Required items : ㉠ Chest X-ray check, ㉡ antibody test for measles(or immunization records against measles; only considered complete when vaccinated twice) |
|---|

※ 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 : only certificates which the examination date is **after Sep 1st, 2019** are valid.

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 2019 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)

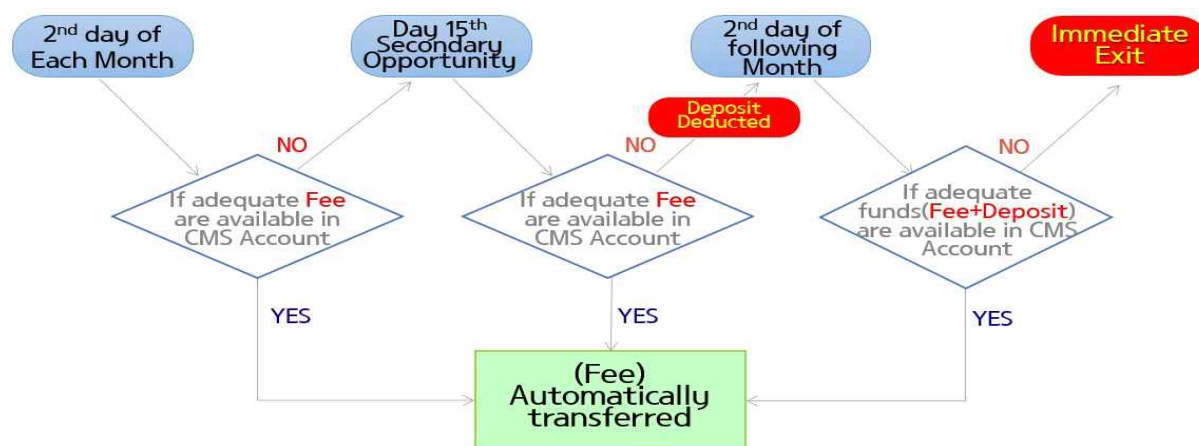


[Appendix 2] Undergraduate Dormitory Maintenance Fee Payment System

Undergraduate Dormitory Maintenance Fee Payment System

1) Payment System

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



- Upon initial move-in, maintenance fee for the first month (March) along with deposit (one month worth of maintenance fee) is paid through virtual account. Maintenance fee is automatically withdrawn through CMS (Cash Management Service) from the following month (April)
- Must visit main bank to apply for CMS. Can be done with personal bank accounts. Maintenance fee can be paid without separate commission
- Once you register for CMS, residents do not need to register again every year. However, if the student's status or the student ID changes, residents must register CMS again.

2) Maintenance Fee

A. Maintenance fee (every month)

Category	Global Building		New Building	Regular Building	
	Bldg. 915~916		Bldg. 906	Bldg. 921~926	Bldg.919
	Double	A building with four single rooms	Double	Double	Double
Maintenance Fee	247,100	217,100	214,200	124,300	167,000
Deposit	247,100	217,100	214,200	124,300	167,000
Total	494,200	434,200	428,400	248,600	334,000

※ 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. Tentative 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 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: 2020. 2. 17(Mon) – 2. 28(Fri.)
- ② CMS duration: April 2020 ~ February 2021

C. Note

- CMS can be registered with an account that does not belong to the resident. Their parents or friend can register for CMS with their own account by visiting the bank or through internet banking(in the case of Shinhan Bank) themselves.



[Appendix 3] How to Print the Bill

How to Print the Bill

1. How to Print the Bill

- ① Log on 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

4 A pop-up will appear showing accounts from Nonghyup and Shinhan Bank. Make the payment to one of these accounts.



[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 2020. 2. 28(Fri) 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 bar.

2. Click '기숙사' (Dormitory) in the left sidebar.

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

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

5. Enter information in the form fields.

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