
2021 Gwanak Residence Halls

Residency Application and Selection

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

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Changes in 2021

☐ Increase of the Dormitory Fee

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.

☐ 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 next year, move-in on September ~ move-out on August next year).

2021, You could choose "Reside just one semester" only when applying for the Spring semester. However, for 2021, You can now choose this option for both Spring and Fall semesters.

However, from 2021, to provide equal chance to all applicants, "Reside just one semester" option does not have any priorities anymore.

☐ Overview of Global Residence Halls

The Global Residence Halls has a floor space of 18,657.02m²(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. Buildings can accommodate up to 960 people, 2 buildings



for undergraduates (670 people), and 1 building for postgraduates(280).

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 the 1st semester	applying for the 2nd semester
<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 next year.	<ul style="list-style-type: none">- If you check 'Residing 1 semester' and select room type : move in on September, move out on February next year- JUST select room type : move in on September, move out on August next year

- Global Residence Halls' room type (double room, four single room)
- 'You can choose 'Just live ONE semester' (Spring and Fall semester, both available)
- You can move out whenever you want.



Spring 2021 Gwanak Residence Halls Residency Application and Selection

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

Applicants must read the notice thoroughly before applying, and will be held responsible for everything resulting from not having done so.

1. Schedule

1) Overview

1	2	3	4
Application	Announcement	Registration	Moving-in
'21.Feb.8.(Mon) ~ Feb.18(Fri) 10:00~18:00	'21.02.16.(Tue) 11:00	'21.2.16.(Tue) ~ 2.22.(Mon) Weekday 10:00~17:00 *Feb 16: 11:00~17:00 *lunch break: 12:00~13:00 Accepted Applicants	'21.2.28.(Sun) 09:00 ~ 18:00 *lunch break: 12:00~13:00 Registered Applicants
All Applicants			

2) Schedule

Schedule	Date
Application	2021. Feb. 08.(Mon) 10:00 ~ Feb. 12.(Fri) 18:00
Announcement	2021. Feb. 16.(Tue) 11:00
Registration (document submission/ maintenance fee payment)	2021. Feb. 16.(Tue)~ Feb. 22.(Mon) 10:00 ~ 17:00 *2. 16(Tue) Registration would be from 11:00~17:00 * 12:00~ 13:00 Lunch Break
Registration (document/maintenance fee)	2021. Feb. 28.(Sun) 09:00 ~ 18:00 (12:00~ 13:00 Lunch Break)

* Official move-in date may be changed. It will be announced in February.



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 2021.

2) Restriction 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**)

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

※ If you don't have MySNU account, you should apply for ID.

2) Notes for applying building type

For building type application, you can choose between single or multiple applications for the building type, and if you apply for multiple applications, waiting number will be given separately for each type. 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
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A. Notes for Choosing Residence Period

'If you choose 'just live ONE semester', only live during Spring semester(21.3.1 ~ 21.8.28), can choose between

- Double room (Global Bldg. 915~916)
- Four-person room (Global Bldg. 915~916)

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 (NO DISADVANTAGE for the multiple selection). 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.

D. Location

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

E. Income Level

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



F. Checking Application Results

- a) How to Check: Gwanak Residence Halls Webpage or MySNU Portal
- Log into portal → Academic Affairs → Student Residence Halls → Gwanak Residence Halls → Application State
 - If you can see '1st Semester of 2021,' you have successfully applied for residency. Details can be found in the 'Apply to Move-In' menu.
- b) Note
- Your application can be modified during the application period (Feb.08. ~ Feb.12.). [You must click 'save' to reflect your changes.](#)

4. Announcement of Selected Residents

1) **Date** : 2021. Feb. 16(Tue.) 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 : 2021. Feb. 16(Tue.) - Feb.22(Mon.), 10:00-17:00
(Lunch break 12:00 - 13:00)
- Procedure : Visit reception desk (B1 floor, Bldg. 900, administration office) in person and submit. Can be submitted by a representative.

B. Registered Mail

- Period : **2021. Feb. 16(Tue.) - Feb. 19(Fri.)**, Only documents that arrive during



the designated period are valid

- Address: Bldg. 900 B1 Document reception desk, SNU Gwanak Residence Halls, Gwanakro 1, Gwanakgu, Seoul
- **Please register by 2021.Feb.19.(Fri) as possible due to the Covid-19.**

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.
- Documents arriving by registered mail on 2021.Feb.19(Fri) can be checked after 12:00 on Feb.22(Mon).

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. Passport(Copy of passport): Only a passport with at least six months left until the expiration date remaining is valid (e.g. As of start date of document receiving(21.02.16.), the date of expiration of the passport should not be before 21.08.16.). Otherwise, move-in can't be done.
- B. Health Certificate : **Original copy issued no earlier than 6 months before move-in date (2021. 02. 28).**
- 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 Maintenance Fee Payment

- 1) **Period** : 2021. Feb. 16(Tue.) - Feb.22(Mon), Weekdays 10:00-17:00

(Cannot be deposited during other hours)



2) Procedure (Check 'Appendix 4. How to Print the Bill')

① Print the bill : Log in to Portal > Academic Affairs > Student Residence Halls > Gwanak Residence Halls > Print Bill

② Deposit maintenance fee to virtual account on the bill

- Transfer through bank teller, ATM, smart phone, or Internet banking
- Choose one between Nonghyup or Shinhan Bank (use tuition payment system)

*** Maintenance fee cannot be paid overseas (deposit to virtual account is not possible overseas)**

3) Check Payment Results

A. Procedure

- Check on Gwanak Residence Halls webpage or MySNU Portal : Log on to Portal > 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 the maintenance fee. The payment may not be processed due to various errors in the virtual account, the 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 3. Maintenance Fee Payment System')

- Undergraduate

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	248,100	218,000	215,100	124,800	167,700
Deposit	248,100	218,000	215,100	124,800	167,700
Total fee	496,200	436,000	430,200	249,600	335,400

* Dormitory expenses reflect the fluctuation rate of consumer prices. The relevant details are adjusted after deliberation by the relevant committee.



- Graduate

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	248,100	218,000	303,000	215,100	223,900
Deposit	248,100	218,000	303,000	215,100	223,900
Total fee	496,200	436,000	606,000	430,200	447,800

※ Dormitory expenses reflect the fluctuation rate of consumer prices. The relevant details are adjusted after deliberation by the relevant committee.

- ※ The amount above is for residency of one month(March) for the Graduate & 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.

4. Note

1) Multiple apply

If applying to 'multiple', waiting numbers are given to both Regular, New, and Global Buildings, but it is not allowed to select room.

For example, if a person is allowed to move into a regular building in the order of waiting for a regular building, he/she may not remain as a waiting person for a new building. He/She will lose his/her occupancy status if he/she doesn't move into a regular building. In addition, occupancy cannot be selected if the number available for occupancy in the regular, new, and global building is simultaneously applied upon additional acceptance(random allocation).

2) 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.

3) Move-in

- A. Move-in Date : 2021. Feb. 28(Sun) 09:00-18:00
 - ※ Official move-out date may change, please refer to the Move-in announcement
- B. Period of Residency: 2021. 2. 28(Sun) - Official move-out date in Feb. 2022
(**'residing 1 semester' for Global Residence Halls: move-out on August 28th, 2021**)
 - ※ 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 move-in day, and some dormitory areas may be off-limits for vehicles

3) Others

- A. Schedule for additional acceptance announcement: Refer to 'Information on waiting list(non-selected)' attached.
 - B. Application for abandonment of occupancy: If you want to give up your move-in right before you move in and get a refund on your fee and deposit due to personal reasons, you must apply for 'Residency Cancel' (see appendix 4).
 - C. Check webpage for resident rules or other dormitory related information (recommended before move-in)
 - D. 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 arrive after move-in date
 - E. Address for sending parcels : Bldg. 9XX Room XXX, SNU Gwanak Residence Halls, Gwanakro 1, Gwanakgu, Seoul
- Please call Gwanak Residence Halls Administration Office (02-880-5401) for further questions.

2021. 01. 18.

SNU Gwanak Residence Halls



Required Documents

1. Required Documents for International Students

※ Must submit **original documents within three months** of Registration date (document submission)

Existing Undergraduate Students

- ① Copy of passport (1 copy)
 - Only a passport with at least six months left until the expiration date remaining is valid
- 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)**

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

2. Health Certificates

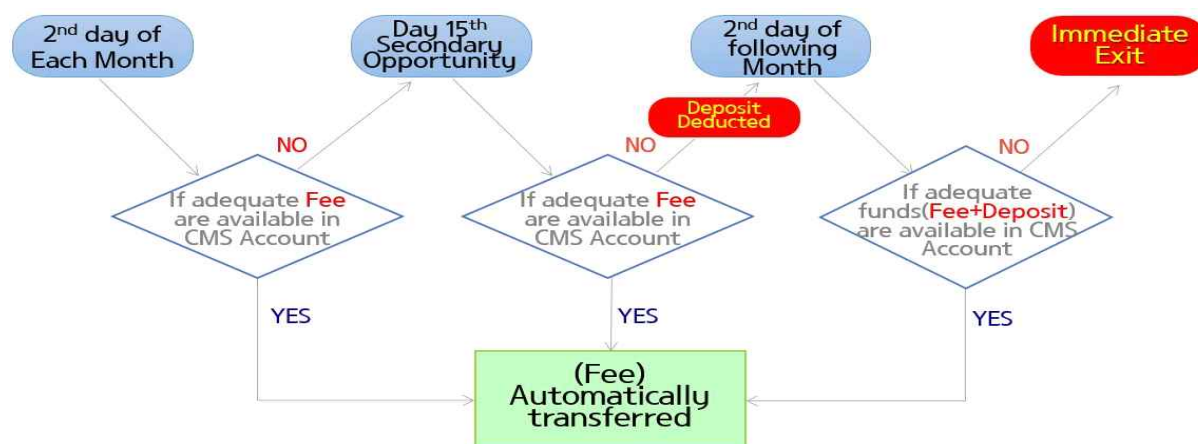
- A. **Required Items** : Check X-ray check, antibody test for measles
- B. Validity of Chest X-ray : **Within 6 months of move-in date (2021. 2. 28)**
- C. Validity of Health Certificates
 - **Health certificates should be in only Korean or English.**
 - Health certificates from official medical institutions(with an official seal) 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
 - 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)



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)

- Undergraduate

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	248,100	218,000	215,100	124,800	167,700
Deposit	248,100	218,000	215,100	124,800	167,700
Total fee	496,200	436,000	430,200	249,600	335,400



- Graduate

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	248,100	218,000	303,000	215,100	223,900
Deposit	248,100	218,000	303,000	215,100	223,900
Total fee	496,200	436,000	606,000	430,200	447,800

- A. 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
- B. Tentative transfer date : 2nd of every month (second transfer attempt on the 15th for residents who did not pay on the 2nd)
- C. 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: 2021. Feb. 16 (Mon) - 2. 26(Fri.)
- ② CMS duration: April 2021 ~ February 2022



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.



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

The screenshot shows the SNU Gwanak Residence Halls Print Bill page. The page has a blue header with navigation links and a left sidebar with a search menu. The main content area displays the 'Print Gwanak Residence Halls Bill' form. The form includes fields for 'Year' (2020) and 'Sem.' (1st Semester). Below these fields, there are three columns of tables for '2020년 2학기(상반기) 관악재' (Gwanakjae 2nd Semester (1st Half) 2020). Each table has a 'Search' button in the top-right corner. A red box highlights the 'Print Bill' button in the top-right corner of the page. A red box highlights the 'Gwanak Residence Halls' link in the left sidebar. A red box highlights the 'Print Bill' link in the left sidebar. A red box highlights the 'Print Bill' button in the top-right corner of the page. A red box highlights the 'Print Bill' button in the top-right corner of the page.

1. Click 'Gwanak Residence Halls' in the left sidebar.

2. Click 'Print Bill' in the left sidebar.

3. Click 'Print Bill' in the top-right corner of the page.

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



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 2021. 2. 26(Fri) for full refund to receive 100%
 - 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

The screenshot shows the '관악사 입사포기신청' (Gwanak Residence Hall Withdrawal Application) page. Red boxes and numbers 1 through 6 indicate key steps and fields:

- 1**: Points to the '학사정보' (Academic Information) tab in the top navigation bar.
- 2**: Points to the '기숙사' (Dormitory) link in the left sidebar.
- 3**: Points to the '관악사' (Gwanak) link in the left sidebar.
- 4**: Points to the '입사포기신청' (Withdrawal Application) link in the left sidebar.
- 5**: Points to the '박스 내 항목에 내용 입력' (Enter content in the box items) instruction, highlighting the application details section.
- 6**: Points to the '입사포기신청' (Withdrawal Application) button in the top right corner of the application form.

The application form includes the following sections:

- 관악사 입사포기신청** (Gwanak Residence Hall Withdrawal Application)
- 관악사 입사포기신청** (Gwanak Residence Hall Withdrawal Application) - Form title
- 인적사항** (Personal Information):

대학(원)	학과(부)
과정	학기
학번	성명
핸드폰번호	이메일
- 사용 등록수 정보** (Usage Registration Information):

등록	호실
방 종류	좌석
- 날짜정보** (Date Information):

입사일자	입사포기일자
입사포기사유	
- 예치금 입금계좌번호** (Deposit Account Number):

은행	선택	계좌번호
예금주		
계좌변경사유		

※ 타인명의 계좌번호 기재 시 위 사유 반드시 작성 하주세요 .