

※ This information apply only to Bongryonghaksa (Natural Sciences Campus Dormitory).  
Information for Myungryunhaksa (Humanities and social sciences Campus Dormitory) can be found on their notice by selecting the 'Myungryunhaksa' on the first page of the dormitory homepage.

Summer vacation 2025

# Dormitory Admission Guidance

(Natural Sciences Campus Dormitory)

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# 1 Dormitory Introduction

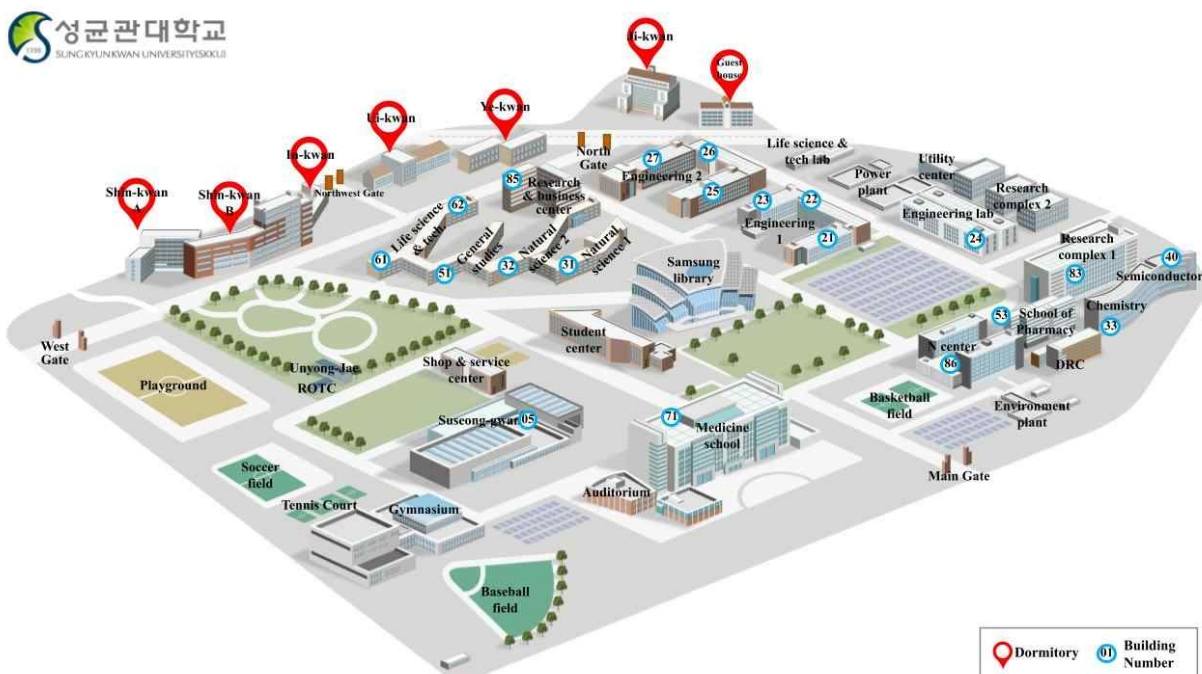
## 1. Dormitory Organization

- The Natural Sciences (Suwon) Campus dormitory, known as **Bongryonghaksa** (봉룡학사/鳳龍學舍), is comprised of 5 dormitory buildings, known as In-, Ui-, Ye-, Ji-, and Shin-kwan, all of which are managed directly by the university.
- The Humanities and Social Sciences (Seoul) Campus dormitory, known as **Myeongnyunhaksa** (명륜학사/明倫學舍), is comprised of E, G, C, I, K and M- Houses, and leased studio accommodation.



## 2. Campus map

- In-, Ui-, Ye-, and Shin-kwan are located in the university, but Ji-kwan is located in front of the north gate of the university (10m away).



### 3. Facilities in dormitory

	Items
In-room Facilities	-Heater and air conditioner, Desk, Chair, Bed, Wardrobe, Wireless internet router, Wastebasket, Broom & Dustpan
Communal Facilities	-Free to use : iron, water purifier, microwave oven, vacuum cleaner -Requiring payment: Coin Laundry, Laundry drier, printer
Special notice for each Dorm	-In/Ui/Ye/Ji : <b>Toilets &amp; showers are communal by floor.</b> Slippers are required in rooms. -Shin-kwan : <b>Toilets &amp; showers in each room.</b> Shoes should be removed in rooms. -Heating and Cooling system <b>is central. Not individual system (temperature cannot be controlled by room).</b> Further information for supply schedule of Heating & Cooling, Please check Dormitory website.

### 4. To Be Prepared Individually

	Items
For All	-Bedding (blanket, pillow, sheet, etc.), clothing, towels, toiletries, -hair dryer, desk lamp, personal computer, internet LAN cable, laundry basket, laundry detergent, personal hygiene products, emergency medicine, etc. -Power Strip Usage Policy( <b>For further details, Please refer to page 11.</b> ) *The mattress size is 100cm × 200cm
For Each Dormitory	-In/Ui/Ye/Ji-kwan: bathroom slippers (Slippers are required in rooms) -Shin-kwan: toilet paper, drying rack

### 5. Allowed/Prohibited items

	Items
Allowed Items	-Computer, printer, desk lamp, charger, hair dryer, automatically power off curling iron, USB humidifier, hand-held vacuum cleaner and fan are allowed
Prohibited Items	- <b>Electric heat mat (sitting mat) / hot water mat, electric heaters, candles, flammable products alcohol, coffee machine, massage machine, electric scooter, etc.</b> -All electric items excepting the allowed items. -Please refrain from using noisy keyboards.
Facility Registration	-Required to Register for usage of facilities (Bicycle, Motorcycle, Refrigerator) <b>* Mini refrigerator which is less than 50L can be prepared by individual. Please check our dorm website. (Facility notice)</b> -Tag/sticker should be attached within 7 days from check-in/purchase date. -Refrigerator sticker need to register again, bicycle tag is valid one year. -GLS > Application/Graduation Requirements Management > Dormitory > Application of facility usage Confirmation from the Dorm Office > Receive identification tag/sticker and attach on the bicycle

## 6. Checking Detailed Information and Photo of Facility

- Dormitory homepage <https://dorm.skku.edu>
- Dormitory homepage ▶ Click the “English” button ▶ Guide ▶ Dormitory ▶ Select the dormitory which you want
- You can check each dormitory's room facility photos, floor plans, conveniences, etc., and requirements of what you need to prepare yourself.

## 2 Resident Selection

### 1. Qualified Applicant

- Undergraduate and graduate students of Spring semester, 2025
  - Both enrolled students and students on gap-year can apply.

### 2. Non Qualified Applicant (Can apply but will be FAIL)

- Those who are prohibited from living in the dormitory because of penalty points

### 3. Schedule

Stage	Details	Schedule	Remarks
1st	Apply	May 22 <sup>nd</sup> (Thu) 11:00 ~ May 26 <sup>th</sup> (Mon)	- Individual application on GLS - Application of Dormate available.
	Announce	May 30 <sup>th</sup> (Fri) 11:00	- Check individually on GLS
	Payment	May 30 <sup>th</sup> (Fri) 11:00 ~ Jun 4 <sup>th</sup> (Wed)	- Payment not available on 23:00~01:00 (system checking) - After 17:00, System will be overload, so we can't check the error. We recommend arranging the payment before 16:00.
2nd	Apply	Jun 5 <sup>th</sup> (Thu) 11:00 ~ Jun 9 <sup>th</sup> (Mon)	- Same as 1 <sup>st</sup> Selection. - <b>Dormate is not available.</b>
	Announce	Jun 13 <sup>th</sup> (Fri) 11:00	
	Payment	Jun 13 <sup>th</sup> (Fri) 11:00 ~ Jun 16 <sup>th</sup> (Mon)	
Room Announce		Jun 23 <sup>rd</sup> (Mon) 17:00	- Check individually on GLS
3rd	Waiting list	Jun 19 <sup>th</sup> (Thu) 11:00 ~ Aug 5 <sup>th</sup> (Tue), 2025	- First-come, First-served for Vacancy - Please check dorm office for further information. - Application of Waiting list for summer semester by Jun 26 <sup>th</sup> (Thu).

- ※ The closing time of the last day of application or payment is until midnight. If you apply near the closing time, it may not be processed correctly due to system errors. Regarding this, Dorm office is never take any responsibility, so we recommend that you complete the application one hour before the deadline.

#### 4. Selection of check-in date

Check-in Schedule	Date	Remarks
Summer vacation	Jun 24 <sup>th</sup> (Tue) ~ Aug 23 <sup>rd</sup> (Sat) [60nights 61days]	- Can't check-in earlier. - After application, Changing check-in date is unavailable.
Summer semester	Jun 24 <sup>th</sup> (Tue) ~ Jul 12 <sup>th</sup> (Sat) [18nights 19days]	- After check-in date, full refund is unavailable.

- You only can select one between Whole vacation and Only for summer semester.
- You only can select one between Seoul campus dorm and Suwon campus dorm.
- The dorm application has nothing to do with the application of the summer semester.  
So, You can apply for the dormitory without applying the summer semester classes.

#### 5. Matters to be considered

Dorm		In	Ui	Ye	Ji	Shin A					
		4plr	2plr	2plr	2plr	2plr	4plr	4p4r	6p3r	3p3r	1plr
Under graduate	M	●	-	-	●	●	-	●	●	●	-
	F	-	-	●	-	●	●	●	●	●	●
Graduate	M	-	●	-	●	●	-	●	●	●	-
	F	-	●	-	-	●	●	●	●	●	-

- Shin-kwan B is not open during the vacation.
- Shin-kwan A is available for Male/Female/Graduate/Undergraduate.  
(gender separated by floor : 1<sup>st</sup> to 5<sup>th</sup> floor is female, 6<sup>th</sup> to 10<sup>th</sup> is Male.)
- All vacancy of Dormitory will be filled at 1<sup>st</sup> selection.
- If the number of applicant of Graduate students for Shin-kwan A is under capacity, Undergraduate student could be selected.
- 1plr of Shin-kwan is designed for the disabled. The disabled have priority.
- If you not arrange the payment on time, Dormitory is canceled automatically.
- Rooms are assigned according to the Check-in Schedule (Whole summer vacation or only for summer semester) Please select your schedule carefully.
- You can't check-in before check-in date.
- You can check-in after regular check-in date but unused period is not refundable.

## 6. Dorm fee(Summer vacation-60 Nights, Summer semester-18 Nights)

Dormitory		Fee/day	Summer vacation	Summer semester	Deposit
In-kwan		₩4,800	₩288,000	₩86,400	₩30,000
Ui/Ye/Ji-kwan		₩7,000	₩420,000	₩126,000	
Shin B	2p1r	₩11,900	₩714,000	₩214,200	₩50,000
	4p1r	₩8,300	₩498,000	₩149,400	
	4p4r	₩14,400	₩864,000	₩259,200	
	6p3r	₩11,500	₩690,000	₩207,000	
	3p3r	₩18,800	₩1,128,000	₩338,400	
	1p1r	₩23,400	₩1,404,000	₩421,200	

### ■ No early check-in for vacation.

■ Dormitory fee is variable by each Dormitory/Selection of meal/Check-in date. You can check your own dormitory fee on GLS after admission announcement.

■ Deposit will be refunded 3 weeks after Check-out to bank account on GLS. If Your room is not clean or defect on facility, we will deduct it from your deposit.

## 7. How to Apply for Dormitory

■ All procedure is on GLS. (Apply, Check Selection result, Print the invoice.)

■ The admission application system will not be in English, so you may need to download the “Guidance for Dormitory Application on GLS” file.

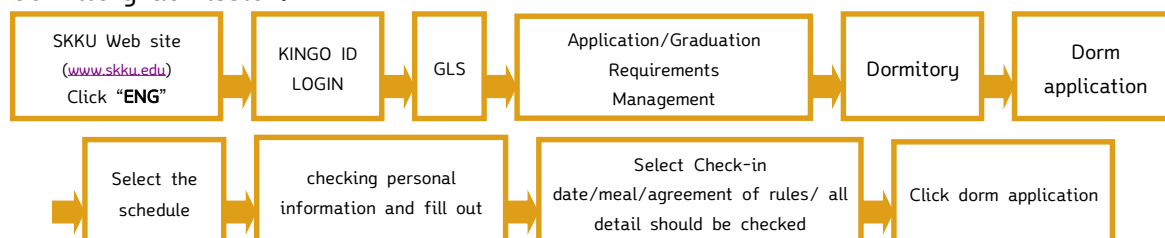
■ To confirm what you apply



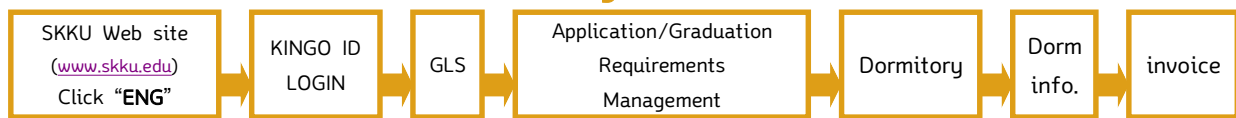
‘application’ appeared and when clicking it, the detailed information of your apply is appearing

■ After submitting your admission application, you can modify the contents until the end of the application period. But After the application period, modification is impossible.

■ After paying SKKU's enrollment fee, freshman should go to the university homepage (<https://www.skku.edu>), and join Kingo Portal. Then it will be possible to apply for dormitory admission.



## 8. How to Check the Results and Payment



### ■ Check result

- After the announcement of result, You can find 'Success/Failure' at Dormitory info at GLS.  
(※There is no individual phone call or text message for the result. Please check on GLS.)

### ■ Payment

- Arrange the payment at account on invoice. Total amount is including dormitory fee, meal fee, deposit.
- Bank account on invoice is single-use account. Account holder name is applicant's name. Payment amount should be **exactly same** as invoice. If you deposit more or less, payment will be failed.
- If you don't arrange the payment on time, Dormitory is canceled automatically.

## 9. Principle of selecting Dormitory residents

- Freshman of 2025 Spring semester have priority. And enrolled student except freshman will be selected by GPA of right before semester.
- Not select separately for school grades/departments.
- If there are specific room type which is still have vacancy after 1<sup>st</sup> selection, Someone who select that room type by 2<sup>nd</sup> preference has priority. So if you don't select 2<sup>nd</sup> ~ 7<sup>th</sup> preference, your priority will be last one.
- Specific major student who has priority for the dormitory still have to be qualified. and Priority is only valid for 1<sup>st</sup> selection. If failed, will be selected randomly among 2<sup>nd</sup> ~ 7<sup>th</sup> preference.
- If there is tie score when selection of enrolled students, penalty point and received credits could be considered.

## 10. Assigning Rooms

- Room assignment will be done after payment. It is policy to put students of same year and different major together. When applying, you select your sleeping type and it is considered for dorm management to allocate rooms.
- Assigning room as same as current room. (Stay continuously without check-out)
  - If you are selected at same dormitory & room type as current room, No need to check-out.
  - If you apply the dormate, your room number could be changed.
  - depending on Dormitory vacancy status
- Resident who wants to change the room should visit dorm office and apply for the room change until Jun 16<sup>th</sup> (Mon) 17:00
- Bongryonghaksa do not have the dormitory only for the foreigner, so students from all countries can be roommates each other.



## 3 Cafeteria: Further notice will be uploaded

### 1. Cafeteria

- Shin-kwan cafeteria will be open on Summer vacation.

Location	Meal	User	Payment
Shin-kwan	Lunch, Dinner (No breakfast)	For all resident	On-site

- Due to decrease of resident, cafeteria will supply lunch and Dinner only.  
(※If there is change, we will notice at dorm website.)
- No need to apply in advance. You can pay at cafeteria.
- For more detail, Please check notice on dorm website.

## 4 Dormate (Roommate)

### 1. Purpose

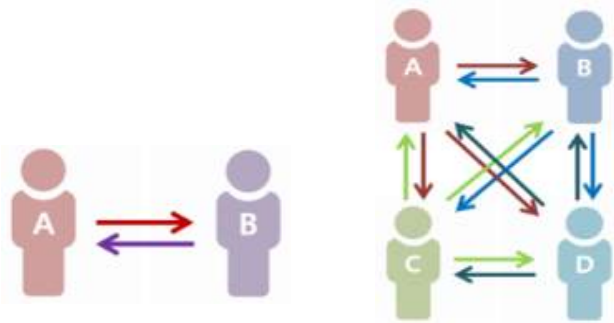
- This is the benefits to exemplary students who have followed the rules of the dormitory.
- For your satisfactory dormitory life, You can select your roommate.

### 2. Qualified applicants

- Applicants who don't have any penalty point on Spring semester of 2025.
  - Applicants who didn't stay at dormitory on Spring semester also can apply for dormate.
  - Freshman of 2025 Spring semester can't apply. (Available from 2025 Fall semester)
- Student who applies for the 1<sup>st</sup> selection.  
(If you selected at 1<sup>st</sup> but canceled by unpayment, Your dormate also canceled.)
- Student who selects In/Ui/Ye/Ji/Shin-2p1r/Shin-4p1r/Shin-6p3r as 1<sup>st</sup> preference.
- If you apply dormate, your room number could be changed.

### 3. How to check the result

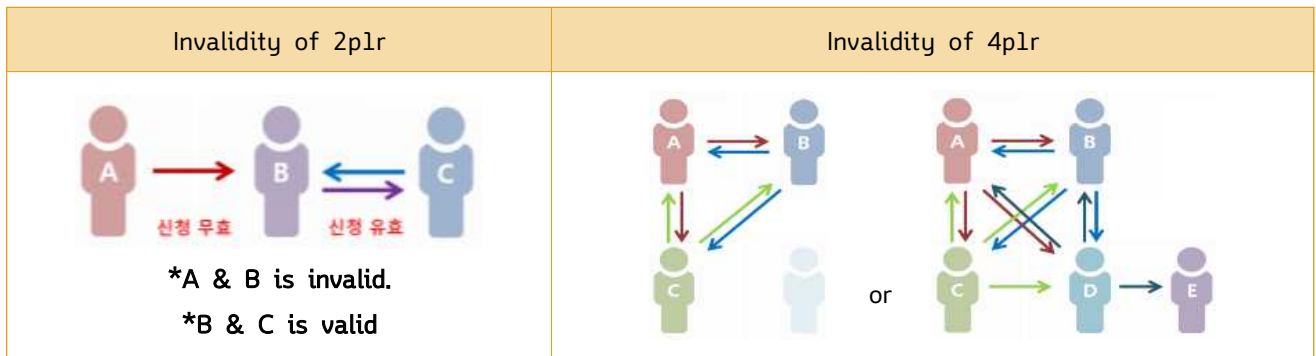
- Dormitory applying procedure is including dormate. It is only possible that applicants is qualified.
- Applicants of Ui/Ye/Ji/Shin 2p1r should appoint 1 person, In/Shin 4p1r should appoint 3 people, Shin 6p3r should appoint 5 people as dormate.



- For further information, please check 'Guidance for Dormitory Application' on GLS
- Result of dormate should be checked individually. (**\*No phone call or message**)
- We try to select all applicants of dormate, but if there are too many applicants, we will consider the grades.

#### 4. Case of invalidity of dormate

- Didn't appoint each other. ex) A appointed B, but B didn't appointed A or appointed C. In case of Shin-kwan 6p3r, there is only 5 applicants, it will be canceled.



- One of the applicants is excluded from the selection or selected to another dormitory or room type
- Dormitory is canceled because of unpayment
- Graduate&Undergraduate, Male&Female, Freshman student appoint each other as dormate.
- **Appoint dormate by Student ID. So if there is typo on your dormate student ID, it is also invalid.**

#### 5. Dormate life rules

- Dormate could get double penalty points for what can be considered as joint responsibility in the penalty rule.
- For further information of dormate, You can find at FAQ of dormitory website.

## 5 Submission of Tuberculosis Test Results

### 1. Mandatory submit of Tuberculosis test result

- For safe life in dorm, All residents must submit the tuberculosis test result which is conducted **within 2 month before the Check-in date.**

(But, Residents of 2025 Spring semester no need to submit)

- Tuberculosis test result is valid which is issued **after Apr 1<sup>st</sup> 2025.**
  - Test result must include the phrase "Normal/Full recovery/Not contagious".
  - You need to write down your student ID, name, room No. at the top of the result.
  - **Without Tuberculosis test result, Check-in is extremely impossible.**
- You can check your recent tuberculosis test date, penalty point, grades of right before semester at GLS.

#### <Applicants who need to submit TB test result>

	Tuberculosis test date	Remark
<b>Mandatory</b>	<ul style="list-style-type: none"> <li>- Get test result <b>before Apr 1<sup>st</sup> 2025</b></li> <li>- Never get Tuberculosis test before</li> </ul>	<b>Without Tuberculosis test result, Check-in is extremely impossible.</b>
<b>Exemptive</b>	<ul style="list-style-type: none"> <li>- If you submit tuberculosis test report after <b>Apr 1<sup>st</sup> 2025.</b></li> <li>- Residents of 2025 Spring semester</li> </ul>	<b>No need to submit again.</b> But if your Student ID is changed, You need to check with Dorm office.

- Test report including **name, gender, date of birth, date of chest x-ray.**
- Only Clear results **(Normal/Tuberculosis not found/Full recovery)** can be accepted.
- You need submit Test report. Not x-ray film.
- Test result must be submitted by paper on check in date. (E-mail or Post is not acceptable.)
- Tuberculosis can usually be diagnosed by chest x-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an x-ray machine. The results can take 1-7 days. so please prepare it before check-in date in advance.
- We only check the result of Tuberculosis. other disease is not considering.

## 6 Check-in Process

### 1. Admission Procedure

- Check-in date : From Jun 24<sup>th</sup>

(Before regular check in date, You can't check-in or keep your luggage.)

- Check-in time (\*Must be punctual)

Check in date	Check in time
Jun 24 <sup>th</sup> (Tue)	15:00~21:00
After Jun 24 <sup>th</sup> (Tue)	09:00~17:00

- On Jun 24<sup>th</sup>, Check in is available from 15:00 because of Spring semester check-out.
- Check-in after selected check-in date is available. (Unused date is not refundable)
- Not allowed the entrance of other people except residents.

- Check-in Procedure



- Temporary dorm office at each dormitory

- Dorm office is at Shin-kwan A.

But, for residents convenience, it is operated at each dormitory when Check-in period.

Dormitory	In/Ui/Ye-kwan	Ji-kwan	Shin-kwan
Location	Ui-kwan entrance	1 <sup>st</sup> floor of Ji-kwan	Auditorium at Shin-kwan B B1F

### 2. Admission Period Assistance Details

- Courier or Parcel : You can send your luggage by courier 3-5 days before check-in date.
  - Luggage could be lost. You need to write your Name and Contact detail on Box.
  - Please find your luggage at Parcel storage.
- Handcart: We have handcart for carrying luggage. but Elevator is small so it could be very crowded. We recommend you bring your own Cart or Suitcase with wheel.
- Parking: We will provide one free parking ticket per person for campus parking lot. Ji-kwan is located outside of campus so parking is free. (No need tickets)

### 3. Remarks

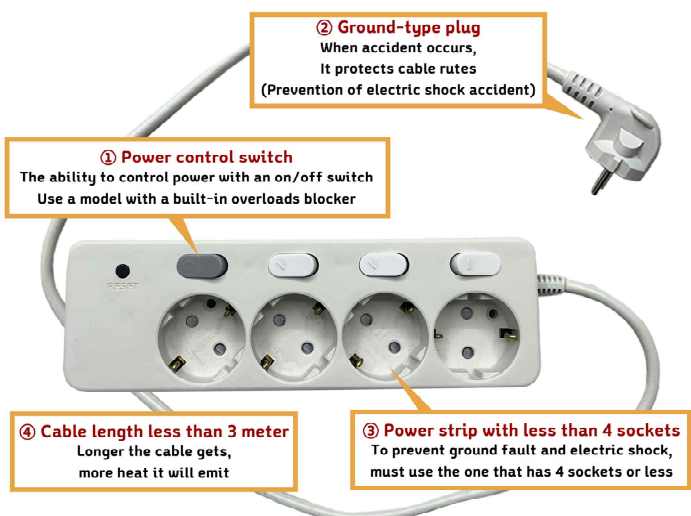

- Dormitory life is communal and the room is small, so please do not bring things which could give your roommate discomfort, or prohibited items with you.
- To avoid discomfort to your roommate, try not to bring your family into the room or aisle during your stay, and try to do your own cleaning and laundry, not relying on your family.

## 7 Dormitory Life Rules

### 1. Dormitory Etiquette

- As a communal space, Dormitory have regulations on safety/communal living/hygiene. If resident violates the rules, the penalty points will be given.
- depending on the level of imposed penalties, you can be moved out or lose the right to apply for dormitory.
- In order to reduce the complaint of resident for Noise at night, Dormitory have curfew.
  - You will get penalty if you pass the gate during curfew time (01:00 ~ 05:00)
  - Curfew is only for undergraduate student. No curfew for graduate students.
  - No curfew on Weekend and Exam period.

### 2. Power strip Usage

Dorm power strip Extension	Restricted to use
 <p>② Ground-type plug When accident occurs, It protects cable routes (Prevention of electric shock accident)</p> <p>① Power control switch The ability to control power with an on/off switch Use a model with a built-in overloads blocker</p> <p>④ Cable length less than 3 meter Longer the cable gets, more heat it will emit</p> <p>③ Power strip with less than 4 sockets To prevent ground fault and electric shock, must use the one that has 4 sockets or less</p> <p>To prevent accidents, personally brought extension must meet the following criteria.</p>	 <p>No switches of controlling power or blocking overloads</p> <p>Power strip with more than 5 sockets</p>

※ If you use non-standard power strip, You will get penalty point and your power strip will be impounded.

### 3. Noisy keyboard

- There are lots of complaints because of the Noisy keyboard. We recommend you to use non-noise keyboard.

### 4. Stay out overnight

- We will contact your family or roommate if there is no passing record more than 5 days without any information to us.
- If you stay out overnight more than 5 days, we recommend you to upload your stay out plan at GLS.

## 5. Penalty Points Under Dormitory Life Rules

Category	Article	Penalty	Points
S a f e t y	1	Acts that cause harm, disgust, or threats to others, or other serious behaviors deemed unsuitable for communal living.	20
	2	Acts of unauthorized entry into a dormitory or aiding others for such purpose.	20
	3	Acts of bringing opposite sex to the dorm without permission (including both floor and room).	20
	4	Acts of intentional damage to dormitory facilities and belongings.	20
	5	Acts of possessing or using fire hazardous materials (see Appendix 1) and objects.	15
	6	Acts of smoking outside of designated smoking areas and storing cigarette butts inside the dormitory.	10
	7	Acts of possessing unauthorized electronics (see Appendix 2 for authorized electronics) and non-compliant multitaps, or using items subject to facility registration (see Appendix 3) without registering them.	5
	8	Acts of unusual ways of entries and exits to/from the dormitory.	5
C o m m u n a l  L i v i n g	9	Acts of proxy enrollment or unauthorized entry or modification of room.	15
	10	Acts of not adhering to the resignation time on the official check-out date or occupying a room beyond the permitted duration.	15
	11	Acts of defaming others or spreading false information.	10
	12	Acts of drinking alcohol inside the dormitory or causing harm to others or damaging facilities and property due to drunkenness, including becoming unconscious or engaging in inappropriate behavior.	10
	13	Acts of bringing unauthorized animals, plants, or other items into the dormitory.	10
	14	Acts of failing to submit required dormitory documents (e.g., tuberculosis test certificates, etc.).	10
	15	Acts of bringing alcohol (including empty bottles/cans) into the dormitory.	8
	16	Acts of sharing access means for entering dormitory facilities with others (especially outsiders) or disclosing personal information.	8
	17	Acts of responding disrespectfully or refusing to comply with the guidance of staff (including facility staff, security personnel, cleaning staff, etc.) or dormitory advisors.	5
	18	Entering or exiting during curfew time (01:00-05:00)	3
	19	Granting access to non-residents or residents from other rooms into the room without the permission from roommate	3
	20	Acts of using and relocating dormitory facilities and items without permission, or causing disorder or damage in shared spaces.	3
	21	Obstructing others with loud noise (e.g., playing instruments, loud conversations, gaming, answering calls).	3
	22	Using computer or light (excluding the table lamp) without the consent of the roommate after 24:00	3
	23	Acts of posting or distributing materials without permission.	2
	24	Being uncooperative with education or training related to communal living and safety (e.g., orientation, fire safety training, fire evacuation drills, etc.).	2
	25	Failing to report or tolerating violations of roommate.	2
	26	Acts of leaving personal items (e.g., laundry drying racks or umbrellas, etc.) in public spaces, or parking a bicycle outside of designated areas.	2
	27	Acts of hammering nails or damaging property in rooms or public areas.	2
	28	Being uncooperative in submitting required dormitory documents.	1
H y g i e n e	29	Cooking or eating outside designated areas or eating in the room without a roommate's consent.	5
	30	Acts of not using mattress covers or sheets, resulting in the contamination of the mattress.	3
	31	Acts of leaving trash outside designated areas or failing to separate waste properly.	3
	32	Acts of receiving delivered food inside the dormitory, or leaving empty food containers inside the dormitory.	2
	33	Being indifferent for organization, tidiness, and cleanliness of the room (including the bathroom and shower).	4
Safe	34	Acts of placing prohibited or inappropriate items in public appliances (e.g., microwaves, toasters, washing machines, dryers, irons) or leaving the area unattended while in use.	5

- ▶ Total points of 20 or more: Expulsion and permanent restriction from re-entry to the dormitory.
- ▶ Total points of 15 or more: Expulsion and restriction from re-entry for one year.
- ▶ Total points of 10 or more: Expulsion from dormitory.
- ▶ Residents must vacate the dormitory within 4 days of receiving the expulsion notice.  
(Penalty points that occur within 15 days from check-out carry over to the next semester or vacation period.)
- ▶ For repeated violations and those selected for 'Dormate', the punishment may be aggravated as double.
- ▶ Residents not residing in the corresponding dorm are considered as non-residents and imposed the same penalty points.
- ▶ For matters subject to common responsibilities, all of them may be penalized and applied to non-private personnel, which may put them at a disadvantage in their next application.
- ▶ Violations identified by dormitory security staff or management will be reported to dormitory advisors for further action.
- ▶ While the listed penalty points are the standard, dormitory directors or administrative staff may adjust the points based on the circumstances of the violation. For violations not explicit listed, penalty points will be assigned based on their severity.

\*Appendix

Clssf.	Category	Contents
1	Fire hazard materials and items	Petroleum products, solvents, scented candles, mosquito coils (including electric type), incense sticks, etc.
2	Allowed electronic devices	Computers, printers, desk lamps, chargers, hairdryers, USB humidifiers and air purifiers, small vacuum cleaners, fans, automatic hair straighteners, etc.
3	Items subject to facility registration	Refrigerators, bicycles, vehicles, USB humidifiers, USB air purifiers, etc.

## 8 Refund policy

### 1. Dormitory Fee Refund Policy

Cancel Dormitory	Standard	Decide to cancel the Dormitory until 1 day before check-in date.
	Refund	100% Refund
	How to apply	<ul style="list-style-type: none"> <li>- GLS→Dorm application→click the [Leaving dormitory]</li> <li>- You should apply until the day before your check-in date.</li> <li>- <b>If you cancel the enrollment of University, still need to cancel the Dormitory separately.</b></li> </ul>
Mid term Check-out	Standard	<ul style="list-style-type: none"> <li>- Cancel the dormitory on check-in date without check-in.</li> <li>- Decide to cancel the Dormitory after check-in date.</li> <li>- If remaining date is less than 30 days, No refund.</li> <li><b>After 2025. 07. 24(Thu), No refund</b></li> </ul>
	Refund	<ul style="list-style-type: none"> <li>- 15 days of dorm fee will be deducted from remaining date.</li> <li>- If remaining date is less than 30 days, No refund.</li> </ul>
	How to apply	<ul style="list-style-type: none"> <li>- Before check out day, you must visit dormitory office to <b>fill out the application form</b> after cleaning your room.</li> <li>- Dormitory office is closed on holiday. So, Please visit in advance.</li> </ul>

- It is essential to agree with refund policy. So you need to visit Dormitory office before check-out. If you check-out without this process, we consider visiting day as the check-out day, so it's meaningless if you move out without visiting office.

ex) If you move out on weekend, and visiting office on next Monday, then your check-out date is Monday.

- For check-out process, you need to visit Dormitory office when working time.
  - Dormitory office working time : 09:00~17:30. (Closed on weekend and Holiday.)
- It is not refundable for residents only for summer semester. Because the staying period is under 30 days.
- Check-out Refund policy will be applied to Compulsory by penalty point or Disease as well.
- Deposit will be refunded when check-out. But if there are Non cleaning or Defect on facility, we will deduct it from deposit.
  - ₩10,000 for Non cleaning, Losing card key, Waterproof sheet
  - Actual cost for other facility.
- All residents need to report facility status on Check-in list. In case of defect or missing on facility which is not remarked on Check-in list, residents need to take responsibility.
- If there is no waterproof sheet when you check-in, you must visit security office and receive it. And leave on mattress when check-out.
- Refund process will take maximum 3 weeks. If there is typo on bank account, it will be delayed. Please well check your bank account number.

## 9 Open Kitchen

- Open kitchen is only for foreign students who need to cook their own meal because of cultural differences.

Open kitchen	Location	Users
Ui-kwan kitchen	Ui-kwan 1F	Only for Ui-kwan residents
In-Kwan kitchen	In-kwan B1F	For residents of All dormitory

- Application for Summer vacation will be on **2025.06.04.(wed)~2025.06.10.(Tue)**
- Application will be proceeded by Google form. Please check notice on dorm website.
- **Current user also need to apply for upcoming semester again.**
- Cabinet & Refrigerator number will be given **on a first-come-first-serve basis.**
- **Standing room system: Applicants who fail to get cabinet still can use the open kitchen facility without cabinet/shelf/refrigerator.**
- Current users who success to get the cabinet for next semester will be assigned at same cabinet. If you want to change the cabinet number, you need to come dorm office **by Jun 10<sup>th</sup>.**
- All stuff for cook should be prepared by yourself. We only for cook top, refrigerator, microwave.
- For using refrigerator, all stuff should be stored at airtight box. Please prepare it by yourself.  
※ Refrigerator airtight box size : Max. 316×232×155mm
- In case of rice cooker, you need to register it on GLS.
- Be sure to check and follow the open kitchen rules on the notice.



# Open kitchen Rules

- Rule 1.** Open-kitchens of In-kwan and Ui-kwan are operated in separate system.
- Rule 2.** Foreign residents in the dormitories can use open kitchen by an advance application within a preset period. Notice about application and signing out will be posted in advance.  
 ※Users who will leave the dormitory must CLEAN items on the cabinet & Refrigerator. After check out, all items left in the cabinet, Refrigerator etc. will be discarded.
- Rule 3.** Fighting is not allowed no matter what.(Violence, assault, quarrel, curse, threat, swearword, etc., which are very unpleasant to the other person) ★ *Immediately stop using the Open kitchen*★
- Rule 4.** No responsibility for loss or theft. Keep your items well.
- Rule 5.** Foods cooked in open-kitchen cannot be brought into own rooms and lounge, and can be eaten only in the open-kitchen.
- Rule 6.** If the equipment of open-kitchen is damaged, the relevant amount of money should be paid.  
 (In case of damage to other student's property compensation should be negotiated.)
- Rule 7.** Cabinet and Refrigerator should be used according to the given number which was issued previously when applying for the open-kitchen.
- Rule 8.** Hours of use are limited to an hour and a half, as open-kitchen is a communal kitchen.  
 for each meal time.
- Rule 9.** Cleaning and arrangement are down to users, caution is given on the poor condition of cleaning and arrangement. After caution, penalty points are imposed or Yours can be discarded.
- Rule 10.** Refrigerator should be used following the established rules.
- [ Refrigerator using rules ]**  
 The following rules are established for sanitary and efficient refrigerator use. If the rules are violated, all things will be disposed.  
 ① Only one prepared airtight container can be used for storage in refrigerator.  
 ② Everything that goes into the refrigerator must be placed in an airtight container.  
 ※ foods and items not in the container will be discarded after the first warning and old foods that had passed the expiration date will be discarded right away.
- Rule 11.** Hours of open-kitchen use are as follows.  
 ① 07:00~10:00 ② 11:00~15:00 ③ 16:00~23:00  
 (Access and Use out of operating hours is prohibited for inspection of manager.)  
 ※ During Ramadan, the operating hours are extended. ③23:00 —01:00a.m.
- Rule 12.** Only registered kitchen appliance can be used with the identification tag.  
 Kitchen appliance without the identification tag will be disposed after the first warning. ※ Users should register 'the electronic usage' on GLS and it should be renewed every semester (spring-summer/ fall-winter)
- Rule 13. Violations and penalty points of open-kitchen**  
 1) Intentional facilities damage in open-kitchen [20]  
 2) Acts such as Rule3 or stealing other student's property [20]  
 3) Possessing or using of inflammables (fuel gas, petroleum product, thinner, etc.) causing fire or ignition. [15]  
 4) Arbitrary use of open-kitchen, without advance registration [5]  
 5) Breaking the using time (one and a half hour) of open-kitchen [3]  
 6) Accessing and Using out of operating hour [3]  
 7) Using unappointed cabinet, refrigerator and grain airtight container [5]  
 8) Not following the rules, directions of open-kitchen inspector.  
 (manager, security guard, staff) [5]  
 9) Not following the refrigerator using rules [3]  
 10) Making noise like loud singing, stereo, or party and so on [3]  
 11) Poor condition of arrangement or cleaning of open-kitchen [4]  
 12) Drinking or storing alcohol in the kitchens [8]

## 10 Inquiries

	Dormitory office of Natural Sciences Campus
Website	<a href="https://dorm.skku.edu">https://dorm.skku.edu</a> (Need log-in to use Q&A)
E-mail	dorm@skku.edu
Tel	(031) 290-5181~5186
	Weekdays 09:00~17:00 (lunch : 12:00~13:00)

\*When check-in/out period, Dormitory office will be very crowded. So we recommend you using E-mail.