

2024 Spring semester Dormitory Admission Guide (Foreign students)

1. Notice

1. Submission of tuberculosis test result table

- It takes 3-5 days or longer to issue the "TB Test Results Table" (only students who have submitted in advance can check in)
- Submission period (Jan 18 (Thu) - Feb 1 (Thu) 2:00 PM, 2024)

2. Dormitory Fees and check-in

- If you **do not pay** within the **dormitory fee** payment period, you will be automatically **rejected**.
- You must **fully understand the refund criteria** for early departure and apply

3. Room assignment

- Room assignment is available on the day of check-in (available at the dormitory administration office on the day of move-in on Feb 14)
- Students can be assigned to the room they live in. In this case, the resident must **clean it himself**. (The management office cannot clean the room where the student is moving in)
- Room can be reassigned to save energy and utilize vacancy

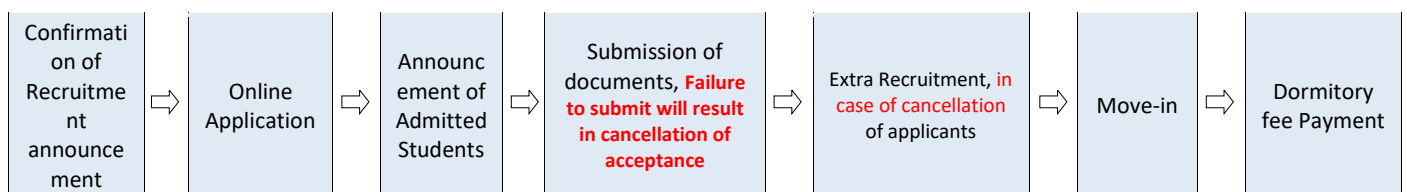
4. Regarding the use of convenience facilities

- No restaurant** in Dormitory (Bitsoljae) (only 24-hour convenience stores and communal cooking rooms are available)
- Students entering the dormitory **are not allowed to use the dormitory parking lot**.

5. Things to notice

- It's **impossible to change** the period of employment after selection and employment.
- One-time smoking in an unspecified place in the dormitory, forced exit**.
- Dormitory access restrictions ⇨ **01:00 ~ 05:00**.
- You must **check the details of the recruitment notification** and apply.
- It's mandatory to check the notice on the dormitory website (<https://kw.happydorm.or.kr>) frequently.
- You must familiarize yourself with the "**Bitsoljae Living Guide**" on the dormitory website in advance & apply.

2. Registration procedure



3. Eligibility

- Kwangwoon University international students enrolled undergraduate, language, and graduate students.
- Those who are scheduled to enter or return to school in the Spring semester of 2024.

4. Detailed schedule

Section	Period	Details
Announcement of Successful Applicants	2024.01.18.(Thu) 15:00	<ul style="list-style-type: none"> ▷ Kwangwoon University Homepage Notice or OIA website. ▷ Result announcement schedule may change depending on the circumstances.
	Announcement of Additional Successful Applicants & Recruitment	<ul style="list-style-type: none"> ▷ In case of failure to fulfill the first recruitment Additional recruitment is scheduled after 1:00 pm on Feb 2
Dormitory fee Payment period	Payment upon move-in	<ul style="list-style-type: none"> ▷ Requested to leave if not paid within the payment period ▷ Payment immediately after receiving information on the account number to be paid on the move-in day ▷ Unable to pay in installments or credit card
Submission of supporting documents Tuberculosis test	2024.01.18. (Thu) ~ 02.01(Thu) 14:00	<ul style="list-style-type: none"> ▷ Pulmonary tuberculosis test (chest X-ray) ▷ Examination history after DEC 16, 2023 ▷ Submission method: Email – m951158w@naver.com, Email Subject - StudentID, Name (20240203_김광운) ※ Students who submit a certificate of tuberculosis test are admitted to dormitory & can move-in from August 16th (Tue) ※ Existing residents in the second semester of the 2022 school year also must submit again ※ If not submitted, it will be considered a waiver of registration and will be notified to the prospective candidate of acceptance
Move-in start date	2024.02.14. (Wed) 10:00 ~ 17:00 [Announcement on the check-in to the room] Unable to move in on weekends and holidays	<ul style="list-style-type: none"> ※ Entry procedure ◎ Choose the date that you can enter the dormitory while applying → If you want to change a date, chen0808@kw.ac.kr contact through this email ◎ Visit the dormitory management team ◎ Identification (must have an ID or student ID) ◎ Submission of application documents
Move-in period	※ Entry on a designated date ※ 2023.02.14. (Wed) ~ 2024.03.29.(Fri)	<ul style="list-style-type: none"> (Tuberculosis test results need to be applied at the check-in date before) Not allowed to check in without test results ◎ Dormitory fee payment information ◎ Enter the company after receiving the dormitory access card ◎ Complete an individual equipment checklist and submit it to the dormitory (dormitory) operation team ◎ After joining the company, the dormitory (dormitory) must attend the orientation of the new employee ※ Due to flight ticket issues, I would like to move in after April 1st ※ Those who wish to move in after April 1 due to problems such as air tickets must be notified to the person in charge of the international exchange team (chen0808@kw.ac.kr) in advance → Only authorized officials can move in after April 1st

※The above information may be partially delayed or changed due to changes in academic schedules, etc.

5. Selection method

A. General Selection

Selection priority	Applicants
1	Exchange students
2	Freshman, Transfer students(Undergraduate, Trainee, Graduate students)
3	Senior year, an excellent student in the previous semester
Tied selection criteria	Comprehensive selection of dormitory rewards and penalties, etc and lottery through the system

1. Special selection may be made for personnel necessary for the operation of the dormitory (dormitory student floor leader, etc

2. Tied selection criteria: Comprehensive selection of dormitory rewards and penalties, etc and lottery through the system

3. Additional selection: If the tuberculosis test document is not submitted during the guidance period, it will be considered unregistered and the preliminary number will be notified of acceptance. Alternatively, additional applications will be received as needed.

6. Period of stay and dormitory fees (Based on 1 person in a double room)

Type	Period	Days	Deposit	Dormitory fee	Remark
6months Double room	2024.02.14 (Wed) ~ 2024.08.07 (Wed)	176days	KRW 100,000	KRW 1,823,040	Single payment

※ Note: The length of stay and cost may vary depending on the circumstances and will be notified on advance., **unable to change the period of stay after selection & moving in dormitory**

7. Restricted students

- Those who have been suspended for disciplinary punishment by Kwangwoon University.
- Those who have been forced to leave the dormitory or has received more than **12 penalty points** for the second semester of 2023.
- Those who withdraw for a semester or are planning to take a semester off (Returning students in 2024 1st semester can apply)
- Severe snoring, contagious diseases and carriers (Pulmonary Tuberculosis, etc.
- Those whose submitted documentary evidence is different from the application information.
- Those who fail to comply with the dormitory operating regulations and rules, those who do not agree to the conditions of recruitment in the dormitory.
- Others who are deemed inappropriate by the dormitory director

8. Required documents before move-in ⇨

Failure to submit documents will be considered unregistered and rejected- **Tuberculosis examination results table**

- Only documents issued after June 16, 2023: The issue period takes more than 3 to 5 days (Prepare in advance)
- Those who joined the Happy Dormitory for the second semester of 2022 are also required to submit.

i. Submission period: 2024. 01. 18. (Thu) ~ 02. 01. (Thu) 14:00

ii. Submission method: Email submission → **m951158w@naver.com**,

Email subject must include – student ID, name(Korean) (Eg. 20230203_김광운)

9. Document at check-in day ⇨ **Unable to join if submission documents are insufficient**

A. Application form

1) You can print and submit documents with notices and fill them out on the site on move-in day.

10. Preparations for dormitory move-in

A. Identification card (student card, resident registration card, driver's license, etc.)

B. Personal items such as bedding

11. Refund criteria for cancellation of successful applicants for 2024 Spring Semester

A. If you cancel by February 13, 2024 (Tue), you will be refunded 100% of the dormitory fee

B. From February 15, 2024 (Thu), refund criteria for withdrawal will be applied for cancellation

12. Related to unauthorized immigration ⇨ **Dormitory not allowed to enter during school period**

A. After April 1st, non-resident officials without permission

B. If you want to cancel your residence in the dormitory after applying for the dormitory: You must pay the dormitory fee following the refund processing regulations as you are deemed to have lived in the dormitory from February 14th.

(e.g., If you cancel your move-in on February 22, you will have to pay 8 days of living expenses + penalty)

13. Refund criteria for withdrawal

Type	Refund Criteria	Remarks
6months	Balance after deducting 10% (penalty) of the remaining dormitory fee for remaining days of stay will be refunded. No refunds will be made after the start date of the official final exam for the check-out semester.	Not possible to enter dormitory next semester

※ For the official final exam start date, refer to the final exam implementation notice on KWU website.

14. Inquiries: 국제교류팀 (Office of International Affairs) Hwado Building #103

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