

2023 Spring semester Dormitory Admission Guide (Foreign students)

1. Notice

1. Notice related to Health & COVID-19

- ⇒ Only students who have confirmed **negative COVID-19 results** can enter (**negative test result within 48 hours from the date of admission**)
- ⇒ Unvaccinated [Test negative person] may be restricted from using the public dormitory space.
- ⇒ Students **diagnosed with COVID-19 must do self-isolation** during the period of admission and **immediately leave the dormitory**. Re-entry is possible after the quarantine period is lifted.
- ⇒ Students with a history of **overseas visits** within 14 days from the date of entry are not allowed.
- ⇒ A person with a fever **over 37.5°C is not allowed**
- ⇒ To prevent the spread of COVID-19, relatives (**including parents**) are prohibited from entering the dormitory (**including on the day of move-in**)
- ⇒ It takes 3-5 days or longer to issue the **“TB Test Results”** (only students who have submitted in advance can check in)

2. Dormitory fee and refunds

- ⇒ 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 allocation

- ⇒ Room assignment is available on the day of check-in (available at the dormitory administration office on the day of move-in on August 16th)
- ⇒ Students can be assigned to the room they live in. In this case, the resident must clean themselves. (The management office cannot clean the room where the student is moving in)
- ⇒ Room can be reassigned to save energy and utilize vacancy

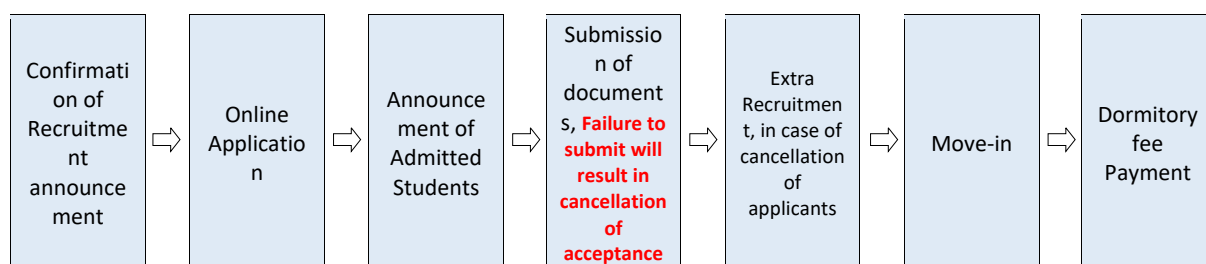
4. Regarding the use of convenience facilities

- ⇒ To prevent the spread of COVID-19, public spaces (physical training rooms, etc.) may be operated or closed on a limited basis.
- ⇒ **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 know

- ⇒ It is **not possible to change** the period of stay after selection and after moving in.
- ⇒ Students caught **smoking once in an unspecified place in the facilities are forced to leave the dormitory**.
- ⇒ Dormitory access restrictions ⇒ **01:00 ~ 05:00**
- ⇒ Students must **check the details of the recruitment notification** and apply
- ⇒ It is mandatory to check the notice on the dormitory website (<https://kw.happydorm.or.kr>) frequently.
- ⇒ Students are required to familiarize yourself with the **“Bitsoljae Living Guide”** on the dormitory website in advance & apply.

2. Registration procedure



3. Eligibility

- A. Kwangwoon University international students enrolled undergraduate, language, and graduate students.
- B. Those who are scheduled to enter or return to school in the first semester of 2023.

4. Detailed schedule

Section	Period	Details
Announcement of Successful Applicants	2023.01.18.(Wed) 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 1:00pm on January 25
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 move-in day ▷ Unable to pay in installments or credit card
Submission of supporting documents	Tuberculosis test	<ul style="list-style-type: none"> ▷ Pulmonary tuberculosis test (chest X-ray) ▷ Examination history after December 16, 2022 ▷ Submission method: Email – m951158w@naver.com, Email Subject - StudentID, Name (20230203_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
	COVID-19 Screening test	<p>※Submit on move-in day※</p> <ul style="list-style-type: none"> ※ COVID-19 Screening Test (Diagnostic Test) Results in Document or Phone Text 1) Those who have not done COVID-19 Screening Test cannot enter the dormitory. 2) Only test done within 48 hours of move-in date is accepted.
Move-in start date	<p>2023.02.14. (Tue) 10:00 ~ 16:00</p> <p>[Announcement on the check-in to the room]</p> <p>Unable to move in on weekends and holidays</p>	<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)

Move-in period	※ Entry on a designated date ※ 2023.02.16. (Tue) ~ 2023.08.08.(Tue)	<ul style="list-style-type: none"> ◎ Submission of application documents (COVID-19 and Tuberculosis test results need to be applied at the check-in date) Not allowed to checkin 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 dormitory, students are required to attend the Orientation for new students in the dormitory. ※ Those who wish to move in after April 1st due to problems such as air tickets must notified the person in charge of the international exchange team (chen0808@kw.ac.kr) in advance. → Only permitted students can move in after April 1st
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※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

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

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

D. 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	2023.02.14. (Tue) ~ 2023.08.08. (Tue)	176days	KRW 100,000	KRW 1,757,920	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

- a. Those who have been suspended for disciplinary punishment by Kwangwoon University.
- b. Those who have been forced to leave the dormitory or has received more than **12 penalty points** for the second semester of 2022.
- c. Those who withdraw for a semester or are planning to take a semester off (Returning students in 2023 1st semester can apply)
- d. Severe snoring, contagious diseases and carriers (Pulmonary Tuberculosis, etc.
- e. Those whose submitted documentary evidence is different from the application information.
- f. 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.
- g. 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

A. Tuberculosis test results

- 1) Only documents issued after December 16, 2022 is accepted. Issue period takes more than 3 to 5 days so students are required to prepare in advance.
- 2) Those who joined the Happy Dormitory for the second semester of 2022 are also required to submit.
- 3) Submission period: 2023/01/19 (Thu) ~ 2023/02/10 (Fri) 13:00**
- 4) Submission method: Email → m951158w@naver.com,**

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

9. Document required on move-in day ⇨ **Failure to submit required document will not be permitted enter dormitory**

A. Application form

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

B. COVID-19 Screening Test (Diagnostic Test), Results can be submitted in document or through Cell Phone Text

- 1) ※ Students without test results cannot enter the dormitory ※**
- 2) Inspection recognition period: Only inspection results within 48 hours of the check-in date is accepted.**

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 2023 First Semester

- A. If you cancel by February 13, 2023 (Monday), you will be refunded 100% of the dormitory fee.
- B. From February 14, 2023 (Tue), refund criteria for withdrawal will be applied for cancellation.

12. Regarding unauthorized resident ⇨ **Dormitory not allowed to enter during school period**

- A. Students who move-in without permission after April 1st are recognized as an unauthorized residential.
- 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 15, you will have to pay 8 days of staying cost + 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) Donghae Arts Center #111 (문화관 111호, 02-940-5014~6, E-mail : chen0808@kw.ac.kr)

Office of International Affairs