

# Siheung Campus Housing Application Guide for Graduate Students (Family Rooms only)

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- **All applicants must read this announcement thoughtfully before the application. Please note that you are responsible for any inconvenience caused by failing to understand the notice.**
- You can only **apply for the family room this time**. We got a lot of applicants waiting to move in for studios.
- **Siheung Campus Housing has features that is distinguishable from dormitories on other campuses.**
  - Since there are no R.A who manage and support the lives of students, they should be able to manage and take responsibility for their own lives on their own.
  - You can live for up to two years if you maintain your qualifications after moving in, and we do not operate a temporary leave system during the vacation.
  - Students can move into Studios and family rooms, and other members of the school, including teachers, employees, and researchers, reside in the two buildings allocated to the students.

## I .Application Guide

### 1. Schedule

Schedule	Date	note
Application and Document Submission	2021. 4. 12.(Mon.) ~ 4. 21.(Wed.)	
Announcement of Application Result (Acceptances&waiting list)	2021. 4. 27.(Tue.)	
Submission of Contract and Payment of Deposit(1st round)	2021. 4. 28.(Wed.) ~ 4. 30.(Fri.)	
Move-in	2021. 5. 3.(Mon.) ~ 5. 16.(Sun.)	available on weekends and holidays

### 2. Qualifications for Application (current or previous residents of other campus dormitories can also apply.)

- Family Room : Married Graduate Students and Research Students studying on SNU for the 2021 spring semester

- Details

1) Graduate Students : First-year/Current/Returning Graduate Students

2) Master's and Doctoral Combined Program Student

- For Master's and Doctoral Combined Program students who already completed more than two semesters and earned over 24 credits (applied to qualified Ph.D students). An applicant must clarify his or her study track (Master, Ph.D, or other) appropriately.

3) Full-time Graduate Research Students : Students who have completed a regular graduate course and registered as a research student

- Those accepted must submit "Verification of Full-time Research Student(Appendix 4)" with other documents.
- Those who have not registered as research students(payment of research student tuition fee) will be expelled.

### 3. How to Apply / Selection

**A. How to Apply :** Access the application website through the link below, submit an application by filling out a response, and submit with the supporting documents (mail, registered mail, direct submission, etc.)

- Family Room : <https://survey2.snu.ac.kr:443/survey.jsp?p=1468&r=02>

※ We are on the development of a proper application system. Until then we will accept applications by the surveys link above.

※ Confirmation of Application : The Confirmation will be sent via personal email the day after online survey(application) submission. If the applicant does not receive any email, he or she must apply again.

- Where to submit documents : 10<sup>th</sup> Floor Administration Office, Educational Cooperation Building, 173, Seouldaehak-ro, Siheung-si, Gyeonggi-do, Republic of Korea (Only available on weekdays(09:00 ~ 18:00) when submitting document in person)

※ If there is any misgiven information from applicant, he or she shall be excluded from the selection process.

**B. Selection Criteria :** Select among the priority pool first and then select among general applicants second to fill available rooms.

#### 1) Applicant of Priority

① A student who studies or researches at Siheung Campus.

Eg) In case of a student researcher participating in a research project at Siheung Campus, and Students who takes a course at Siheung Campus.

② A student who participated in BK21 Project

- For the Priority applicants, please apply with the required documents(Appendix 1). If the applicants are not selected as priority, he or she will be considered as a general applicant for the next round of screening.

#### 2) General Selection

- Family Room : After points are assigned according to the score table below, the selection will be decided from the highest, and random

selection will be made to the tied applicants.

Applicant				Spouse				Child	
Basic point		Additional Point		Basic point		Additional Point			
Classification 1	Points	Classification 2	Points	Classification 3	Points	Classification 4	Points	Classification 5	Points
Doctor	70	Research Student	20	Doctor	5	Research Student	3	Child	5
Master	40	New Student	12	Master	2	New Student	2		
		Enrolled Student	10			Enrolled Student	1		

(Eg) PhD Research Student + Spouse who is a new student in master's course = 70+20+2+2 = 94Points

※ New students are given a score equivalent to "New student" for 6 months from the date of enrollment.

※ Spouse points will only be assigned if the spouse is a graduate/research student at SNU, and 5 points are awarded for each child.

#### 4. Announcement of Result of Application

A. the date of the announcement : 2021. 4. 27.(Tue.)

B. How to Check : Siheung Campus Website [시설안내-주택시설-모집안내]

C. Waitlist Number : Ranking is given in the order of selection criteria and randomly assigned among tied Applicants

D. Expiration date of waiting number : 2021. 7. 31.

#### 5. Submission of Contract and Payment of Deposit

A. Confirmation of move-in : If selected as a resident, submit a residential contract and proof of deposit payment (remittance receipt) to confirm move-in

B. date of submission : 2021. 4. 28.(Wed.) ~ 4. 30.(Fri.)

※ **If deposit is not paid and the residential contract is not submitted within the specified schedule, the move-in selection will be cancelled.**

※ When the result is announced, details such as payment of deposit and submission of documents will be announced.

#### 6. Note

A. Move-in

1) Move-in date : 2021. 5. 3.(Mon.) ~ 2021. 5. 16.(Sun.)

2) Period of residence : 2years (However, if the end of contract is within the semester, the end of the semester (end of January, end of July) is regarded as the end of your stay contract)

(Eg) If you move in on Feb. 2021, the expiration date of the residence period is the end of July 2023.

- ※ The date of move-in shall be selected individually during the period of payment of deposit and submission residential contract.
- ※ You must leave within one month of the expiration of the period of residence, and in unavoidable circumstances, you can extend the period of residence by up to one year through examination.
- ※ If a resident violates any rule of Siheung Campus Housing, he or she should leave the housing before the end of that month. For those who want to leave the housing permanently, the resident must request to leave before two months of the move out date.
- ※ The total length of residence for the same student number is two years, and regardless of the length of residence and reason for move-out are not allowed to apply for re-entry

## B. Cancellation of Residency

※ **If you are selected as two or more tenants including dormitories on other campuses, you must choose one to move in.**

- 1) If document submission and fee payment are not completed within the given period, the student will be regarded to have given up the residency, and his or her residency will be automatically cancelled
- 2) If below situations occur while living in dormitory after move in, the resident must voluntarily move out, and will be immediately expelled if found. ① Student status changes(Leave of absence for two or more consecutive semesters, course completion, graduation) ② Where the Steering Committee decides to expell him/her due to significant public interest needs
- 3) Those who have not registered as research students(payment of research student tuition fee) will be expelled
- 4) Illegal room transfer or substituted move-in will lead to immediate expelling of residents. Penalty information will be reported to student's department and Office of Student Affairs, and may be documented on the transcript.

## C. Self-quarantine

- 1) Siheung Campus does not provide support for self-quarantine facilities to respond to COVID-19, so you should move in after completing individual self-quarantine before the move-in date.

## II. FAQ

Q. Can I choose which floor and room to stay?

A. No, it will be randomly assigned and you can not change your room after the assignment.

Q. Is there any woman or man only building?

A. In Siheung Campus Student Dormitory, there are only two buildings so no gender regulation is on such floor or building. In addition, you may have university staff and professors at the same building.

Q. If living in Gwanak Campus Residence or accepted to Spring semester dormitory at Gwanak Campus, can I still apply for Siheung Campus Dormitory?

A. All on and off campus residents of Gwanak Campus can apply for Siheung Campus Dormitory. However, if you are accepted by both dormitories, you must choose only one place to stay either at Gwanak or Siheung.

Q. Will I get disadvantage for a record of living Gwanak Campus or other campus previously?

A. No, we do not put disadvantage on such personal history.

Q. Is there a school shuttle bus from Gwanak to Siheung Campus (vice versa)?

A. Yes, there are school shuttle buses (Monday to Friday) for SNU students, faculty members, and staffs. You can refer to our homepage for bus interval and location of bus stop. You may also use public transportation (Bus 3500) from Gwanak Campus Main Gate to Siheung Campus.

Q. While I stay in Siheung Campus Dormitory, can I ask for temporary leave during summer/winter break?

A. No, we do not allow for temporary leave. You also need to pay for utility fee and monthly rent despite your temporary leave in Siheung.

Q. What kind of furniture or facilities in the dormitory?

A. Please refer to [Appendix5] Siheung Campus Housing Facilities

## <Guidelines for Required Documents>

### I . Documents for Applicant of priority(If applicable)

- ① A student who studies or researches at Siheung Campus : A proof of Appendix 3 AND Enrollment Certificate
- ② A student who participated in BK21 Project : Certificate of Research Participation from SRND system at MySNU
- ※ The applicant must submit required documents for applying Family Room.

### II. Required Documents - International Students

#### ○ Family room

- Family Relations Certificate(or Marriage Certificate, Birth Certificate )
- Copies of your and your family's passports(1EA respectively)
- Enrollment Certificate(If your spouse is attending SNU, you need a spouse's Enrollment certificate as well)

[Appendix2]

<Siheung Campus Dormitory Monthly Rent and Utility Fee(Graduate Students)>

1. Fees

Category	Deposit	Monthly Rent	Utility Fee Deposit	Utility Fee
Studio	200,000	100,000	79,000	TBA Monthly
Family Room	4,000,000	200,000	150,000	TBA Monthly

- Every month, residents need to make the payment upfront. On the move in month, fees start counting from the day you move in.
- Utility Fee includes general electricity, gas, water, heating etc. This also includes maintenance fee of public spaces. Residents may receive different amount of monthly utility fee depending on their usage.

2. Payment Detail

- Deposit and Utility fee deposit are collected once when first move in and will be refunded within 10 days of your permeant leave. However, if a resident has unpaid monthly rent or utility fee, he or she might get less amount of deposit and utility fee deposit – this also contains clean use of room facilities.
- Utility fee must be paid within the assigned period. There may be extra fee added for consistent late payment and Siheung Campus Administration can ask the resident for leave.



## Verification of Research or Study in Siheung Campus

(For Siheung campus Housing Application)

Faculty		Department		Master/Doctoral
Student ID	_____ - _____	Name	(Sign)	

Summary	<p>Write a summary of what you study or research at Siheung campus. (a research project or class in which one is taking part)</p> <p>Submit appropriate evidence (such as confirmation of participation in research, lecture plan, course application details, etc.) as an attachment file.</p>
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Attachment : Evidence file.

I certify that the above information is true and correct.

Date yyyy. mm. dd

Faculty : \_\_\_\_\_ Department \_\_\_\_\_

Professor \_\_\_\_\_ (sign)

# Verification of Full-time Research Student

(For Siheung campus Housing application)

semester : \_\_\_\_\_ Academic year : 2021

Faculty		Department		Master/Doctoral
Student ID	_____ - _____	Name	(Sign)	

I hereby verify that this student is a full-time research student

- who does not have any occupation other than being a student,
- and works on research more than 8 hours a day, 5 days a week during the designated period,
- in Seoul National University.

I acknowledge that the student must voluntarily inform and move out from the residence halls if the one does not register as a research student or if there is a change in student status(ie. employment). Otherwise, the student can be evicted from the residence halls.

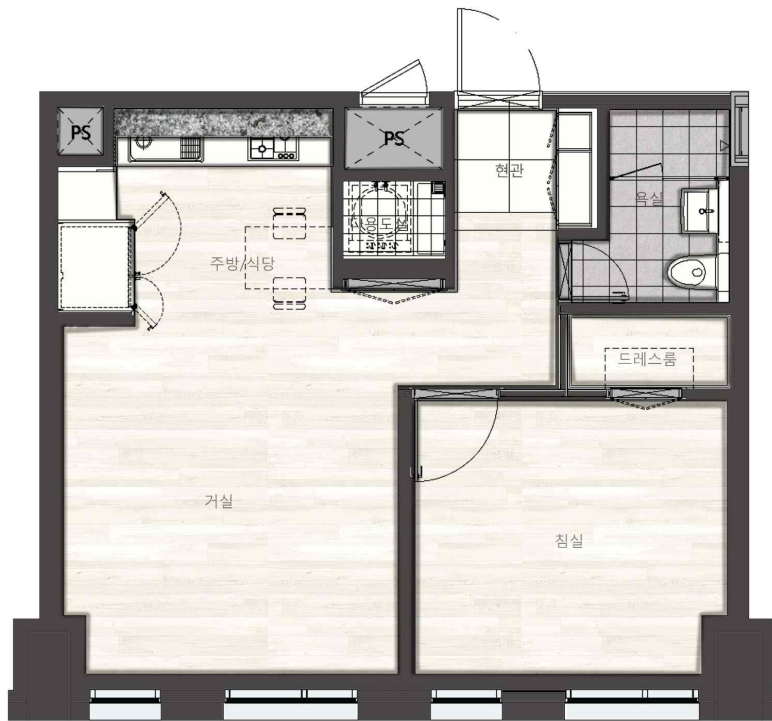
I certify that the above information is true and correct.

Date yyyy. mm. dd

Faculty : \_\_\_\_\_ Department \_\_\_\_\_

Professor \_\_\_\_\_(sign)

Family room(52m<sup>2</sup>)



Appliances

in room

- 3burner gas Stove
- electric oven
- A/C

- ※ There is coin laundry and convenience stores in the building 104.
- ※ There is no water purifier at public space in Siheung campus housing building.
- ※ There is no pre-installed curtain or blind.