

University Dormitory Application Form

<For Exchange Program Student ONLY (SEP)>

Name(in English)			
Country		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Home Institution			
Major & Year	(Major)	(Year)	
Postal Address			
E-mail			
Telephone	Telephone		
Passport No.			
Arrival & Departure date	Arrival in Korea		Departure from Korea
Person to Contact in Emergency	(Name)		
	(Relationship)		(Phone Number)
Period of stay	<input type="checkbox"/> <u>4 months</u> <input type="checkbox"/> <u>6 months (including vacation period)</u>		
Remarks	<p>1. <u>University Dormitory</u> is located in the KGU main campus in Suwon.</p> <p>2. As a rule, two students of different nationalities are accommodated in one room.</p> <p>3. Residents must pay for the dormitory room charge at once, not monthly or weekly. <u>1,700,000 KRW for 4 months or 2,400,000 KRW for 6 months. (Double Occupancy)</u> - The fee is subject to change.</p> <p>4. Meals are not included and meal tickets can be purchased.</p> <p>5. Students must follow the rules and regulations.</p>		

Signature of Applicant

Date

_____ (month) (day) (year)

Please send this form with your exchange application form to the **Office of International Affairs(OIA)**

* E-mail: oiip@kgu.ac.kr

* Address: [Office of International Affairs]

Kyonggi University

154-42 Gwanggyosan-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16227 SOUTH KOREA

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RULES OF RESIDENCE AND CODE OF CONDUCT

IN KGU DORMITORY FOR INTERNATIONAL STUDENTS

I. Accommodation in KGU dormitory for international students

- 1.1. As a rule, students of different nationalities are accommodated in one room.
- 1.2. Accommodation is provided according to the referral signed by the administrative office of Kyonggi University Dormitory, 'Dream Tower.
- 1.3. Students dismissed from KGU lose their accommodation rights and must check out of the dormitory within two days.
- 1.4. Students who have come to study at KGU should pay for their residence for the period of studies at KGU according to the terms specified in the contract.
- 1.5. Violation of the requirement stated in point 1.4 by a student results in evicting the student from the dormitory within a week.
- 1.6. Violation of rules of residence, contract of use of the room and non-compliance with the requirements of administration concerning the number of persons, who live in the room, by international students causes penalties imposed on them, including deprivation of accommodation right.
- 1.7. When moving in the dormitory, the resident deposits a sum of 100,000 KRW with the dormitory administration; the sum is paid back after resident's departure to his/her native country. The resident must submit the 'Deposit Refund Form' for the refund.

II. Residential requirements for international students

- 2.1. International students can move to another room only with the permission of the dormitory administration. Living in the room other than defined in the agreement and accommodation form is the flagrant violation of the present Rules of Residence, which causes penalty points accordingly including deprivation of accommodation right.
- 2.2. International students living in KGU dormitory bear responsibility for violation of safety regulations and fire protection.
- 2.3. International students are not permitted to give their keys or access card to the rooms and passes to the dormitory to the people who do not live in their rooms, as well as to provide rooms for these persons without the permission of the dormitory administration.
- 2.4. Smoking in the dormitory rooms is prohibited.
- 2.5. Consumption of alcohol in the dormitory is prohibited.
- 2.6. Gambling in the dormitory is prohibited.
- 2.7. To meet fire prevention requirements, international students are not allowed to use the following electrical appliances; refrigerators, electric tea pots, toasters, electric stoves, microwave ovens, irons, heating apparatus, and etc.
- 2.8. In case of violating provisions 2.2, 2.3, 2.4, 2.5, 2.6, and 2.7 the following penalty points can be imposed:
 - Eviction from the dormitory for smoking and consumption of alcohol in the dormitory;
 - For using electrical appliances, the electrical appliance is withdrawn; in case of repeated violation and 30 accumulated penalty points, the resident might be evicted from the dormitory. Please refer to the following chart for penalty points.

Penalty Points	Violations of Regulations
Immediate Eviction	<ul style="list-style-type: none"> • violence, a theft, sexual harassment, damaging school or dormitory facilities • accumulated '30' penalty points
15 pts	<ul style="list-style-type: none"> • visiting or staying in the building or the rooms of persons of the opposite sex • moving to another room without the permission of the dormitory administration • giving their keys or access card to the rooms and passes to the dormitory to the people who do not live in their rooms • providing rooms for these persons without the permission of the dormitory administration • Smoking in the any place in the dormitory building including the room • Consumption of alcohol in the dormitory • Gambling in the dormitory • carrying and operating any fire hazard objects including cooking or heating apparatus • not responding to the roll-call repeatedly without permission
10 pts	<ul style="list-style-type: none"> • not attending the regular roll-call • any rude actions toward any administrative staff and the security guards, • not following the direction of staff and the dormitory supervisor • conducting unauthorized or illegal group activities • invading the residence right of room- and dormitory mates by spreading the rumors, posting illegal or false information, etc. • failing to follow proper procedures for moving-in, room-inspection, moving-out, etc. • violation of proper use of computer (spreading the virus, illegal copy of using IP, etc.)
5 pts	<ul style="list-style-type: none"> • inappropriate behavior due to the intake of heavy alcoholic drinks and drug • inappropriate sexual behavior in any place of the dormitory building including the room • taking the food out from the dormitory cafeteria • any disturbance to others in the dormitory cafeteria during meal time • failing to keep rooms, kitchens and other common amenities clean • keeping reptiles, birds and other animals including domestic ones in the dormitory
3 pts	<ul style="list-style-type: none"> • losing or failing to carry the key or access card • violating curfew • not returning to the dormitory without notifying to the International Affairs Office in advance
2 pts	<ul style="list-style-type: none"> • equipping or operating unapproved device in the dormitory (nailing, doodling, putting stickers, etc.) • posting unauthorized information on the web site (pictures, contact info, banking account, etc.) • re-issuing the key or the access card key • (re-issuing due to any damages of the card after returning the old one : no penalty points imposed.) • renting the key or the access card key for a temporary use • not returning the rented key or the rented access card on the same day – 2 penalty points per day)

- 2.9. To meet health conditions, residents are not permitted to keep reptiles, birds and other animals including domestic ones in the dormitory.

III. Rights and duties of international students living in KGU dormitory

- 3.1. International students living in KGU dormitory have the right to:
- 3.1.1. use the room provided in accordance with the accommodation form and the agreement on using a room in KGU dormitory for international students;
 - 3.1.2. demand the dormitory's administration to fulfill its obligations on equipping rooms with serviceable furniture, timely repairs of power and water supply systems and sewerage;
 - 3.1.3. demand entrance permit regime and public order protection.
- 3.2. International students living in KGU dormitory are obliged to:
- 3.2.1. follow the present Rules of Residence and Code of Conduct in KGU dormitory for international students;
 - 3.2.2. handle with the dormitory's equipment and inventory with care, keep their rooms clean and serviceable, use water and electrical energy sparingly; when leaving the room, make sure the taps in the bathroom are turned off and drain holes in the bath and the sink are not encumbered with the dishes and other things;
 - 3.2.3. cover expenses for all repair works required in case if international students are guilty of flooding or doing any other damage to the bathroom, common room and neighboring floors of the dormitory;
 - 3.2.4. bear full responsibility for the property provided for them for the temporary use;
 - 3.2.5. pay for the rooms in due time;
 - 3.2.6. let representatives of KGU administration survey sanitary and technical condition of the rooms;
 - 3.2.7. notify the dormitory administration of cases of damaging and destroying the inventory which is the property of KGU;
 - 3.2.8. respect the rights of room- and dormitory-mates, not switch on the ceiling light and loud music after 10 p.m. without the permission of room-mates. The dormitory administration insists on using ear-phones while listening to music and TV programs if the sound of them disturbs room-and dormitory- mates. It is strictly prohibited to make any noise annoying neighbors;
 - 3.2.9. not let any guests stay in the rooms without permission. If an international student would like to invite friends and to celebrate a holiday, he/she should discuss it with the coordinator of the International Affairs Office for the permission in advance;
 - 3.2.10. not visit or stay in the building or the rooms of persons of the opposite sex;
 - 3.2.11. keep rooms, kitchens and other common amenities clean;
 - 3.2.12. strictly follow fire prevention regulations;
 - 3.2.13. strictly observe the above-mentioned rules (in case of violating the rules the agreement on accommodation will be annulled and an international student will have to leave the dormitory);
- 3.3. If an international student living in the room is guilty of losing or damaging the inventory, the dormitory administration charges him the cost of this inventory.
- 3.4. The dormitory administration reserves the right of moving international students to other rooms in case of repairs in their rooms and other building maintenance reasons.

IV. Order of hosting guests and entrance permit regime

- 4.1. Admission to the dormitory for the residents living in it is free from 5:00 a.m. to 1:00 a.m.

- 4.2. Visiting the dormitory by the persons not studying in KGU is prohibited. Students living in the dormitory should meet their guests in the lobby. Besides, the guest should leave his/her ID document at the residence office.
- 4.3. Responsibility for guests' observation of rules of residence and code of conduct in KGU dormitory for international students is borne by the persons who invite them.
- 4.4. Any rude actions toward any administrative staff and the security guards, refusal to submit a pass or ID document are considered the flagrant violation of Rules of Residence and Code of Conduct in KGU dormitory for international students.

I take the responsibility to follow the above Rules of Residence and Code of Conduct in KGU dormitory for international students and understand that KGU can impose any of the listed penalties on me if I do not follow them.

Signature of Applicant

Date

_____ (month) _____ (day) _____ (year)

KYONGGI UNIVERSTIY DORMITORY RESIDENCE OFFICE

Housing Information

☛ Residence Office

- Tel : +82-31-547-5501~3
- Business hours : <Mon ~Sat> 09:00 ~ 22:00
<Sun & Holiday> 09:00 ~ 22:00

☛ How To Make a Call from the Dormitory

- Can make only extension calls and receive incoming calls.
- Cannot make local and long-distance calls.

From Outside to the dormitory

- First, dial 031-547-5500
 - After the message, press #1 (for male building) +room number or press #2 (for female building)+room number. When the room number is three digits, add 0 in the front to make four digits.

Example : To make a call to room number 304 for male building,
after the message, press 1-0-304.

☛ Information for Dormitory Fee

☎ Contact: Dormitory Office 031) 547-5501~5 / <http://dorm.kyonggi.ac.kr>

Category	Double Room (KRW)	Stay Period
One Semester (Approximately 4 months)	1,700,000	First semester (end of Feb. ~ end of June) Second semester (end of Aug. ~ end of Dec.)
Semester (Approximately 6 months)	2,400,000	First semester (end of Feb. ~ end of Aug.) Second semester (end of Aug. ~ end of Feb.)

- ★ Including 100,000 KRW of deposit
- ★ The dormitory fee above is based on 2019 academic year and may be subject to change.
- ★ Extension Charge : ₩12,000/day (Double Room)
- ★ Extension request must be notified 3 weeks in advance

☛ Facilities at the Dream Tower

★ Coin Laundry Room

Coin laundry room is on the 2nd floor of each building. It opens 24 hours.

★ Student Lounge

There is a student lounge every floor and it opens 24 hours. Vending machine and water purifier are available.

★ Physical Fitness Center

There is a physical fitness center at the basement of the building.

Hours: Mon ~ Sun 09:00~23:00

★ Mini Stop: A Convenience Store (1F)

Open 24 hours, Korea's No. 1 Convenience store chain Family Mart offers only the highest quality products and services for its customers.

★ Cafe Grazie (1F)

Enjoy coffee in American style with baked bread and tasty sandwiches.

Hours: Mon ~ Fri 08:00~20:00 / Sat ~ Sun 10:00~20:00

