1. Dormitory Application

① Access [http://dez.dongseo.ac.kr/source/sur/06/htm/](http://dez.dongseo.ac.kr/source/sur/06/htm/) through Internet Explorer

② Enter your ID and Password to log in

At left menu, Click “신청(Apply)” → select “학부생(undergraduate)” or “대학원생(graduate)”

→ Enter ID and P/W (ID: student number, P/W: last 7 digits of alien registration number) → Click “Log in”
1) After logging in, you can find the page above. Section 1 is automatically completed upon log in.

2) Cell phone and email information should be filled in by students themselves at section 3. (These are required fields. In case of not having a cell phone, please enter a random number.)

3) Select the preferred dormitory to reside in next semester at section 3.

4) Enter the current dormitory and current room number. If you don’t currently reside in a dormitory, choose “None”.

5) Enter your bank account information (Korean account) at section 5.
Fill in the Application Form - 2

1) Input desired roommate’s information (name, student number), desired room number, and any other applicable comments (in English or Korean) at section 1.

2) Clicking box 2 certifies agreement that your application may be processed using your personal information for the dormitory application.

3) Clicking icon 3 causes your application to be saved and processed.
2. Confirmation of Dormitory Application

① Confirming dormitory applications

Click “조회(Application Confirmation)” at the left menu → Enter student number at blank 2 → Click the icon labeled “조회”

② If 신청완료” is displayed as below, the dormitory application has been completed.

3. Checking Application Results and Printing the Form for Dormitory fees

① Check the result of the dormitory application as shown below

Click “결과/고지서(Result & Invoice)” at the left menu → Enter student number at blank 2 → Click the icon “조회”
② After checking the result for dormitory PASS/FAIL and room number, print the form for dormitory fees and make the payment listed.

Check the dormitory building and room number at section 1 → Check the result of PASS or FAIL at section 2 → Click “기숙사비 고지서 출력 (Printout dormitory fee form)” to print.

※ After printing the form, the dormitory fee payment must be made only at Nonghyup bank (4F, International House 2). Other banks cannot accept payment.