

# Information for Dormitory

## Application

1. Students who wish to live in the dormitory must apply **every semester** by filling out a dormitory application form
2. The form will be available at GSI office
3. If two applicants of the same gender would like to be roommates, they can fill out one application form together

**Application Period:** At the end of semesters (TBD / in June, December)

**Room Placement:** Room placements will be decided by the end of vacation and can be viewed on the GSI website (<http://uni.dongseo.ac.kr/gsi>)

## Payment

1. Apart from the dormitory fee; a deposit is required for students entering the dormitory for the first time
2. The bill is available at the GSI office at the beginning of the semester
3. If you need to stay at the dormitory during the vacation, you must inform the GSI office and get the bill at the beginning of the vacation. You can pay for the full vacation or on a daily basis
4. Visit the NH bank on campus to pay the bill

## Procedure

No.	Procedure	Details	Period (Date)	Venue
1	Application (Semester)	Fill out the form and submit the application form	End of semester (June/December)	GSI office
2	Placement	Room placements will be made by the International Exchange Center and announced by the GSI office through the website	End of Vacation (February/August)	GSI website
3	Moving-in	Move into the dormitory	End of Vacation (February/August)	-
4	Payment (Semester)	Get the bill from the GSI office and pay in cash	Beginning of Semester (March/September)	NH bank on campus
6	Application (Semester and Vacation)	Fill out and submit the application form for next semester Notice if you are staying in the dormitory during the vacation.	End of Semester (June/December)	GSI office
7	Moving-out	Move out of the dormitory	End of Semester (June/December)	-
8	Payment (Vacation)	Get the bill from the GSI office and pay in cash	Beginning of Vacation (March/September)	NH bank on campus
9	Follow-up	Payment list	Beginning of Semester March/September	Int'l Exchange Center
10	Consult	Students who cannot not pay the tuition must consult with their academic advisor	Beginning of Semester March/September	Academic advisor's office