

International Student **Dormitory** Guidebook



SUNGSHIN UNIVERSITY
OFFICE OF INTERNATIONAL STUDENT SERVICES

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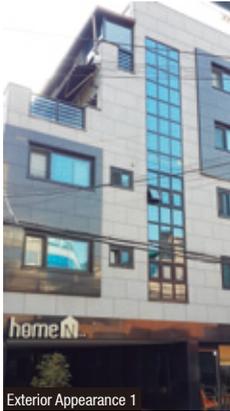
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International Student Dormitory Guidelines

1. While staying at the dormitory, students are not allowed to change their residence without permission from the International Student Services Team. If they need to move out for personal reasons, the students need to get the approval beforehand. However, in such cases, refund is not available.
2. The residents are not allowed to stay outside overnight. They are also not allowed to go out from midnight until 6:00 am. If the students need to stay out inevitably, they must ask for permission from the International Student Services Team.
3. When the residents have visitors, they must ask for a pass for their guests in advance. However, their guests cannot stay at the dormitory overnight.
4. Students should not disclose their passwords for the dormitory. Anyone who does may be expelled from the dormitory and cannot object to the decision.
5. The residents are held responsible for maintaining their personal and shared spaces (e.g., living room, bathroom, kitchen, etc.) clean and sanitary.
6. Garbage should be collected according to type. (e.g., Garbage, Food Waste, and Recyclable Materials).
7. The residents should avoid any action that may disturb the other residents, such as running in the hallway and playing loud music.
8. Compensation will be expected from the residents in case they cause damage to any of the dormitory properties.
9. Students should turn off all the electricity and make sure that the doors are tightly closed.
10. Those who do not follow the guidelines above can be subject for expulsion, and in this case, refund is not available.

Pictures of International Student Dormitory



Exterior Appearance 1



Exterior Appearance 2



CCTV



Room 1



Room 2



Room 1



Bathroom



Study Lounge

Move-In and Move-Out

1. Qualifications for Residence

Foreign undergraduate and graduate students, exchange students and language course students are eligible to reside at the International Student Dormitory.

2. How to Apply for Dormitory

- 1) When prospective exchange students apply for the exchange program to Sunshin University, they should indicate their intention to stay at the dormitory on the application form. The dormitory application can be completed after they arrive in Korea. Foreign undergraduate and graduate students as well as language course students can submit a dormitory application form before a residential registration period.
- 2) In order to stay at the International Student Dormitory for the following semester, the current students must submit an application form during the notice period and pay their deposit.

Application Deadline

Fall semester – by May / Spring Semester – by November

(In case a resident does not pay the deposit within the specified period, permission for extension may not be granted.)

- 3) In order to stay at the dormitory during summer or winter vacation, students must submit an application form during the notice period and pay the full amount. They will be assigned to new rooms.
- 4) Students who temporarily visit home countries for vacation should pack their belongings and leave them at a separate space.

3. Residential Registration

- 1) An applicant with permission for dormitory residence must complete the registration procedure below as they arrive in Korea.

Fill out a dormitory application form ⇒ Receive confirmation and payment bill ⇒ Make payment for housing fee and deposit ⇒ Move into a dormitory ⇒ Attend the orientation session ⇒ Submit the medical examination report and pledge ⇒ Dormitory registration is now completed.

- 2) Notes for Moving Into a Dormitory

- Deadlines for housing fees and deposit will be notified to the students prior to their move into the dormitory. Students should pay their fees according to deadlines.
- Dormitory orientation and fire prevention and safety education are mandatory for the new residents.
- Students cannot change rooms without staff confirmation.
- Passwords for the main gates and rooms should not be disclosed to anyone else.

- Move-in Hours: Between 9:00 am~5:00 pm from Monday to Friday. Students are not allowed to check in outside these hours.

4. Move-Out Procedure

- 1) In case the residents plan to move out from the dormitories before their programs end, they must submit the Move-out Application and Application for Refund to the International Student Services Team one month prior to their move-out.
- 2) One day prior to their moving out, our dormitory coordinator will visit the students' rooms to check the conditions of the facilities and equipment, as well as the cleanliness of the rooms.
- 3) In case of loss or damage of any equipment or residence building, the resident is responsible for the compensation.
- 4) Move-Out Hours: Between 9:00 am ~ 5:00 pm from Monday to Friday. The students are not allowed to check out outside these hours.

Housing Expenses

1. Housing Fee and Deposit

- 1) Students who live in the dormitory must pay the housing fees and deposit within the designated period.
- 2) A housing fee includes rent, maintenance cost and utility charges.
- 3) Housing fees are paid per semester.

Room Types	Amount		Remarks
	Housing Fees (KRW)	Deposit (KRW)	
Single	₩ 2,700,000	₩150,000	
Double and Triple	₩ 1,575,000		
Quad (4 People)	₩ 1,350,000		

- 4) Housing fees for vacation are listed below.

Type	1 Day (KRW)	1 Week (KRW)	1 Month (KRW)	Remark
Single	₩25,000	₩150,000	₩600,000	
Double and Triple	₩15,000	₩100,000	₩350,000	

- 5) The deposit (150,000KRW) is only required to new residents, and it is expected to be returned as they move out.
- 6) A housing fee includes utility charges such as electricity, water, gas and the Internet. If the total utility charges of a semester exceeds ₩200,000, the extra amount must be paid by the student.

2. Housing Fee and Deposit Return

- 1) In case a student moves out for personal reasons such as illness or any reason at the equivalent level of seriousness, he/she is expected to submit the application for move-out and materials and go through the move-out procedure.
- 2) Our dormitory coordinator will check the room facilities and payment for utility charges before the students move out. The deposit will be returned to the students after it has been completed.
- 3) Refund Policies of the Housing Fees

Period of Residence	Calculated Amount of Refund
	Housing fees
Within 1 month from the date of move-in	Refund 7/9 amount of total fees
Between 1 month and 2 months from the date of move-in	Refund 5/9 amount of total fees
After 2 months from the date of move-in	No refund

- 4) Students are responsible for the service fees applied during a wire transaction if they request for a deposit return via wire transfer.

Dormitory Regulations

These terms are focused on ensuring the safety and comfort for all international students who reside in the dormitories. The students should be aware of the contents below.

1. Student Responsibilities

- 1) All dormitory residents must follow the dormitory policies and procedures.
- 2) The residents should follow the instructions of the dormitory coordinator.
- 3) The residents must take good care of the dormitory facilities and equipment.
- 4) The residents are responsible for keeping the personal and public spaces clean.
- 5) The residents must take care of their own belongings. They are responsible for their money and valuables in case of loss or damage inside the dormitories.
- 6) The residents must submit a copy of the dormitory application, TB test result, and dormitory pledge.
- 7) The residents must conserve electricity, gas and water.
- 8) Between 12:00 am and 6:00 am, the residents are expected to stay inside their dormitories and remain quiet.
- 9) Dormitories are shared spaces with the other residents. All residents should be respectful of the other residents.

2. Prohibition

- 1) The residents must not steal or damage the shared items or belongings of the other residents.
- 2) The residents are not allowed to let outside visitors enter, sleep or eat in their rooms.
- 3) Guests of the opposite gender are not allowed.
- 4) The residents are not allowed to leave their rooms without notice in case of overnight stay outside.
 - ※ Students must submit an application for overnight stay **【Form 4】** if they are staying outside for more than a day.
- 5) The residents must not refuse to follow the instructions of the dormitory coordinator.
- 6) The residents must not refuse to recycle or place items in inappropriate bins.
- 7) The residents must not damage or relocate any facility or equipment inside their rooms or buildings.
- 8) The residents are not allowed to move to other rooms on their own.
- 9) The residents are not allowed to keep flammable materials or belongings.
- 10) The residents should not make too much noise.
- 11) Raising pets or bringing animals in the dormitories are not allowed.
- 12) Smoking and drinking are prohibited in all areas of the dormitories.
- 13) Any violence towards other residents is prohibited.
- 14) The residents should not return to their dormitories later than 12:00 am.
- 15) The residents are not allowed to move in or move out on their own outside the expected hours.

3. Inspection

The dormitory coordinator checks the maintenance and cleanliness of the rooms on designated days. Regular inspection will be done twice a week at each dormitory, and additional inspections may be done at different times.

Bonus and Penalty Points

In order to maintain a clean and comfortable environment, bonus points and penalty points will be given to the residents.

1. Bonus Points

- 1) In case of an extension to their stay for another semester, the student will be prioritized on dorm arrangement for the extended semester.
- 2) Based on the cleanliness of the room and saving on utility charges, a student will be selected each month and given a reward.

2. Penalty Points

- 1) Immediate expulsion from the dormitory: If the penalty points reach 50, the student has to move out without receiving any refund.
- 2) Warning: If the penalty points reach 30, the student may not be allowed to stay at the dormitory for the next semester.

Details of Bonus and Penalty Points

NO.	Details	Bonus Points	Penalty Points
1	Excellent contribution to dormitory life	10	
2	Clean and organized rooms (for all residents in the chosen room)	10	
3	Conservation of electricity, water and heating expenses	10	
4	Stealing others' belongings		Immediate Expulsion
5	Guests entering a dormitory		10
6	Letting guests of the opposite gender in		10
7	Breaking curfew (Residents must return by 12:00 am.)		10
8	Refusing to follow the regulations/dormitory coordinator's instructions		10
9	Refusing to throw the recyclables in the recycling bins		10
10	Damaging or modifying any facility/equipment Graffiti and attaching promotional materials		10
11	Moving or relocating any dormitory facility/equipment		10
12	Changing rooms without confirmation		10
13	Possessing or using flammable items		10
14	Making too much noise (e.g., loud music, talking loudly on the cellphone, etc.)		10
15	Raising or bringing in pets at dormitory		10
16	Smoking or drinking in a dormitory room		10
17	Refusing to submit dormitory application materials		10
18	Breaking move-in and move-out hours		10
19	Missing the orientation or fire prevention and safety education		10
20	Improper attire and/or wearing shoes inside a room		10
21	Not cleaning up personal/public space after use		10
22	Any misbehavior that interrupts the peace in the dormitory		10

How to Use Amenities at Dormitory

<p>How to Open the Door</p> 	<p>How to Use the Heater</p> 
<ul style="list-style-type: none"> • Touch the electronic key. Once the key validates, enter the password and then press *. 	<ul style="list-style-type: none"> • Press '온수' to make hot water available. • Press '난방' to heat your room.
<p>How to Use the Air Conditioner</p> 	<p>How to Use the Electronic Stove</p> 
<ul style="list-style-type: none"> • Press the orange button to turn the unit on and off. • Room temperature should not go below 28°C and it should not be left on for a long period of time. • Turn off the air conditioner when you leave your room. 	<ul style="list-style-type: none"> • Turn the white knob clockwise. • When you cook, start with 9 and then lower the heat gradually. • when finishing cooking, check the heat.
<p>How to use a washing machine</p>	
	
<ul style="list-style-type: none"> • Open the door and put the laundry. • Open upper left compartment and pour the "drum washer only" detergent. 	<ul style="list-style-type: none"> • Press "전원" at the right side. • Turn the knob to "쾌속30". • "물 온도 (temperature of water)" must be "냉수(cold water)". • Press "동작/일시정지" to start and pause.

Facilities Around the International Student Dormitory

- ① Sungshin Fitness Center
 - a gym inside the campus that offers a low membership fee
- ② Purchasing Daily Necessities
 - Donam Traditional Market, Lotte Super, Daiso (around Sungshin University Station, Subway line 4)
 - Convenient Stores (24/7) 7-Eleven, GS, CU
 - Emart (around Mia Station, Subway line 4)
- ③ Banks
 - KB Kookmin Bank (by Exit 1, Sungshin University Station)
 - KEB Hana Bank (by Exit 7, Sungshin University Station)
 - SC Standard Chartered Bank (by Exit 3, Sungshin University Station)
 - Woori Bank (2nd floor of Sungbuk-gu Office)
- ④ Theater
 - CGV (10th-12th floor of Utah Building by Exit 1, Sungshin University Station)
- ⑤ Hospital
 - Sungbuk-gu Health Center (20m away from exit 5 of Sungshin University Station)
 - Ophthalmology, dental clinic, and dermatology are located by Sungshin University station.
- ⑥ Hair Salon, Restaurants
 - A lot of hair salons and restaurants are lined up from Sungshin University to Sungshin University station.
- ⑦ Airport Limousine
 - An airport limousine, “6011,” goes to Incheon International and Gimpo Domestic Airports from the bus stop “Donamdong and Sungshin University Station” in front of the KB Kookmin Bank.



How to Separate Garbage Collection?

When throwing out garbage, the students may separate them into garbage, food waste, and recyclables. In addition, each separated garbage should be placed in the designated garbage bags. When the residents do not dispose garbage according to the regulation, they may be requested to pay a fine.

※ The residents purchase designated bags for garbage and food waste by themselves.

Garbage

- This includes fish and chicken bones and tissues.
- It should be disposed in a designated bag.



Food Waste

- This includes any food items that animals can eat.
- It should be placed in a designated bag and thrown into a food waste can.



Recyclable Items

This includes paper box, books, glass bottles, cans and plastic bags. Bottles and cans should be washed and dried before disposal, and the volume should be reduced as much as possible.



Clothing Can

Clothes(except for underwears), bedding, bags, and shoes should be separated in the clothing can.



Fire Emergency Procedures

1. Raise the alarm if not already sounding, or by shouting 'Fire, Fire, Fire!' if an alarm is not available.
2. Leave the building through the nearest emergency exit. Do not use elevators.
3. Dial 1-1-9 immediately, after you leave have vacated the area, and arrived at a safe place.

How to Use a Fire Extinguisher



First, move a fire extinguisher.



Second, pull the safety pin from the handle.

Third, Aim the extinguisher nozzle or hose at the base of the fire, not at the flames.



Fourth, squeeze the handle to discharge, and sweep side to side.

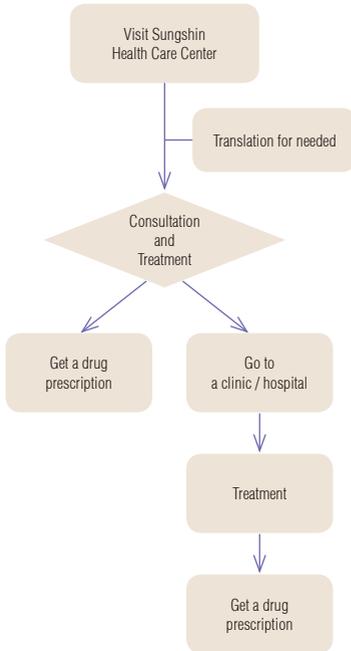


Fire Emergency Dial ☎ 119

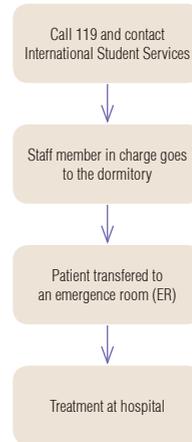
* Fire extinguishers are located inside the rooms and at the lobby *

Emergency Response Procedures (For Sick or Injured Students)

Minor Injuries - First Aid Kit at the Dormitory -



Critical Injuries



※ Sungshin Health Care Center

	Soojung Campus	Woonjung Campus
Open Hour	9:00am ~ 5:00pm	
Location	Room 301, Administrative Building	Room 110, Building B
Telephone Number	02-920-7341	02-920-2641

Emergency Dial ☎ 119

Safety and Security Agency (on Campus) ☎ 02-920-2171

Important Contact Information

Name		Address	Phone Number
Seoul Immigration Office, Sejongro Branch		38 Jongro, Jongno-gu, Seoul 2, 3rd floor, Seoul Global Center	02-731-1799
Seongbuk-gu Office		168 Bomoonro, Seongbuk-gu, Seoul	02-920-3114
Fire Station	Seongbuk Branch	27-gil, 3 Jongramro, Seongbuk-gu, Seoul	02-921-0119
	Donam 119 Safety Center	194 Bomoonro, Samsungong 4 ga, Seongbuk-gu, Seoul	02-924-0119
Police Station	Seongbuk Police Office	170 Bomoonro, Seongbuk-gu, Seoul	1566-0112
	Donam Constabulary	630-5 Donamdong, Seonbuk-gu, Seoul	02-926-2236
	Gireum Constabulary	51, Samyangro 13gil, Seongbuk-gu, Seoul	02-919-9723
Hospital	Korea University Anam Hospital	73 Incheonro, Seongbuk-gu, Seoul	02-920-5114(Main) 02-920-5373(ER)
	Seongbuk Sungshim Hospital	48-4 Donam 1dong, Seongbuk-gu, Seoul	02-927-5100
International Student Services Team		1st floor of Sungshin Bldg., Bomoonro 34 dagil 2, Seongbuk-gu, Seoul	02-920-7788

Contact Information (International Student Services Team)

Director

Mina Kim
02-920-7301

Coordinator

Debora An
920-7405

Coordinator

Youngjoo Seo
920-7757

Coordinator

Sulyun Lee
920-7403

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Mijoo Jin
920-7302

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920-7784

