

Notice on Housing Application

Fall Semester, 2015

This information is about Ajou University 2015 Fall semester housing application. All international students should read this notice and the attached file VERY CAREFULLY, and follow the instructions given. Ajou University's Dormitory Application will be made via ON-LINE system only.

- a. For your application, please log-in at the ON-LINE housing application system web page: <http://www.ajou.ac.kr/edorm/> (E-mail application will not be accepted)
- b. New Graduates Students coming to Ajou University: please click the left banner on the ON-LINE housing application system.



The housing application system will be open **from July 27 (Mon) to 31(Fri), 2015.**

To create your ID and PW at Ajou website, you need to type in your personal information; Application number and ATR number which you send to you.

Year	<input type="text" value="2015"/>
Applicant No.	<input type="text"/>
*TR No.	<input type="text"/>
<input type="button" value="Log in"/>	

< Room type >

- a. 2-person bedroom in New International Dorm, newly built dormitory to be shared with a Korean student
- b. 2-person bedroom in Hwahong Hall, which mainly houses international students. Hwahong Hall is the dormitory that accommodated all exchange students in the past
- c. 4-person bedroom in Hwahong Hall.

Please note that room assignment cannot be guaranteed according to your preference because of the capacity of the dormitory and please make sure to apply the room before the deadline.

Dormitory opening period for Fall semester 2015 is **from Aug 26(Wed) to Dec. 19(Sat), 2015.** Room assignment result and the waiting list will be posted on **Aug 7(Fri), 2015** on the website at <http://www.ajou.ac.kr/edorm/> > Notice Board.

For any inquiries, please contact

Dormitory Coordinator (Ms. Miran Kim)

E-mail: dorm@ajou.ac.kr Tel: (82) 31-219-2149



Housing Application Procedure (Fall semester 2015)

Only for New Coming Student

All new Ajou International Students should apply for the dormitory on-line. Instructions are as follows:

On-line Application (dormitory application system)

Ajou University Website

<http://edorm.ajou.ac.kr>

LOGIN

Click application and fill out the blanks

1. Schedule

Submission of Application	July 27th (Mon) ~ July 31st (Fri)	http://edorm.ajou.ac.kr
Notification of Room Assignment	Aug. 7th (Fri.)	Ajou Website > Notice Board: www.ajou.ac.kr/english or http://edorm.ajou.ac.kr
Due date of Payment of the Dormitory Fee	Sep. 4th (Fri)	Only for new coming students
Dormitory opening period for Fall 2015	Aug. 26th (Wed)	

***Transfer the dorm fee in the SC Bank in Ajou campus by Sep. 4th (Fri). If you do not move in without paying by the due date your application will be cancelled.**

2. Dormitory Fees (for the year of 2015)

	2-bed room	4-bed room
Regular Semester (Fall)	1,120,000 (New international dorm)	575,000 KW (Hwa-Hong Hall)
	850,000 KW (Hwa-Hong Hall)	575,000 KW (Gwang-Gyo Hall)
		515,000 KW (Yong-Ji Hall)

* In the case of the new international dormitory in principle that Korean student and international student will be assigned one-on-one.

3. Dormitory fee payment details for successful candidates

<p>A. Account Information (Ajou University) Bank Name: Standard Chartered Bank Korea Limited Branch Name: Ajou University Branch Account name: Ajou University / Account No. : 632-15-000630 Swift code: SCBLKRSE</p> <p>B. Due Date for dorm fee : <u>Sep. 4th (Fri), 2015</u></p>
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***Notice:** a) You can pay the dorm fee in SC Bank in Ajou campus with cash (Korean Won & Dollar) . The bill of dorm fee payment is taken at the coordinator office on the 1st floor in new International Dormitory.

b) Also you can remit the payment. When you remit payment online, please specify *****your 4 digit room number and applicant's given name** (If the sender is different from applicants, make sure to write down the applicant's given name and room no when you make bank transfer and then you must send the statement of bank transfer to the dorm coordinator: / dorm@ajou.ac.kr).

- c) **Bank address** is Standard Chartered First Bank/ Student Union Building 1st floor/ Ajou University /164 World cup road/ Yeongtong-Gu/ Suwon city/ Gyunggi-Do/ South Korea/ post cord: 443-749.

4. Health Check

Before moving in the dorm residents should submit the result of the health check-up (TB) in English. The result must show normal or abnormal of TB in English. Without the result students cannot move in. (until Aug 20th at grad@ajou.ac.kr)

5. Refund Policy

	within 4 weeks	within 8 weeks	within 12 weeks	after 12 weeks
Payment	100%	75%	50%	25%
Refund	75%	50%	25%	0

- If residents have to leave during the middle of the semester, residents will need to apply for refund request, the same procedure as dormitory application.
- The dormitory fee will be refunded to the student, but not the full amount. Students will be charged for the number of days spent in the dormitory.
- The criteria of refund policy are based on the move-in date given by the dormitory and not by the individual students' actual move-in date.
- Residents who are expelled due to violation of dormitory rules and regulations will receive NO REFUND
- Summer or winter vacation residents receive no refund for early withdrawal from the dormitory.

< Note >

- Due to limited availability, room arrangement cannot be guaranteed as your preference and your room can be changed after assignment room.
- If you do not apply for the dormitory within the application period, the application cannot be accepted.
- If you do not pay the dormitory fee by Sep. 4th (Fri.) 2015, priority to stay at the dormitory will automatically be given to students on a waiting list.**
- Every resident should submit the result of a health check-up (Tuberculosis) before moving in.
- If you leave your stuff in a room without applying for the dormitory, it will be cleared out. You are responsible for your own belongings.
- Dormitory offers bedding sets (a temporary pillow, blanket and bed sheet) for only international students for the inspector office each dorm.

Requirements for International Students

1. Eligibility to Move In

Incoming international students

Registered international students

- 1) Excluding those who were on academic probation in the previous semester
- 2) Excluding those who were given 30 points' penalties and expelled from the dormitory
- 3) Excluding research students

2. Selection Criteria

- A. The resident selection shall take place every semester.
- B. Incoming students will be given priority.
- C. Selection criteria for currently registered students
 - 1) Currently registered students will be selected after the spots for incoming students are filled.
 - 2) The same selection criteria will be applied to currently registered students as follows.
(GPA: 60 percent; basic points: 30 percent; service points: 10 percent)
 - 3) If multiple students with same GPA's and credits compete for one vacancy, the date of birth (the youngest person will be given priority) will be taken into consideration.
 - 4) Currently registered students must move out of their rooms prior to the beginning of the semester if not selected. Unless selected students make full payment by the deadline, the vacancies will be given to those next in line on the waiting list.

3. Room Assignment Guidelines

- A. Room assignment will be handled by the Office of Student Housing & Residence with full consideration of applicants' requests.
- B. The request period for room changes will be the first week of each semester. No change is allowed after the period.
- C. Students suffering from sleep disorders (snoring, teeth grinding, etc.) serious enough to disturb roommates cannot be accepted
- D. Students can choose from the two types of rooms: two-bed rooms and four-bed rooms. However, if supply is short, the Office of Student Housing & Residence may randomly assign the rooms. (As for incoming students, rooms will be allocated on a first-come-first-served basis. As for registered students, rooms will be allocated in accordance with GPA.)
- E. Students will be categorized into groups of Undergraduate, Graduate School, Exchange Student, etc. when allocating the rooms

4. Dormitory Application Procedures

- A. The dormitory application submission period for international students will be the same as local students - No application allowed after the deadline
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Housing Agreement

All residents should abide by the rules and regulations of the Ajou University Dormitory. These rules and regulations have been set forth for the purpose of promoting the convenience, security and welfare of the residents of our dormitory, and to protect the dormitory's property from misuse and abuse. Any violations against the rules and regulations will result in penalties as follows.

Violations of Regulations	Penalty
1. Voluntarily withdrawing or taking a leave of absence from school	Dismissal from the dormitory
3. Being placed under arrest for criminal acts	
3. Being suspended from school for a specified period of time or submitted to a more severe disciplinary measure	
4. Entering the dormitory under someone else's name or letting a non-resident stay overnight	
5. Engaging in any conduct of drinking, violence, theft, gambling or arson	
6. Harming public interest by unruly behavior	
7. Illegal entry into the dormitory	
8. Letting a person of opposite gender inside his/her room and floor	
9. Changing rooms at his/her discretion	15
10. Smoking inside the residence hall	15
11. Spreading fabricated information through the Internet	15
12. Not following the directions of the university staff	15
13. Damaging or making alterations to dormitory property	10 (must pay for damage or loss)
14. Making excessive noise or taking any actions that disturb other residents	10
15. Bringing in or using electric products including all types of electric heaters (mat, cushion, etc.), stove, refrigerator, rice cooker, TV, iron and burner.	10
16. Cooking outside the designated areas	10
17. Transferring the key to the dormitory to a non-resident without prior permission	10
18. Disturbing neighbors after excessive drinking	10
19. Bringing in and raising pets without approval	10
20. Not attending orientation and fire safety education	10
21. Letting in non-residents at his/her discretion	5
22. Leaving the dormitory in an untidy condition	5
23. Removing or relocating fixtures and facilities at his/her discretion	3
24. Drawing graffiti on or attaching unapproved materials to the wall	3
25. Hanging out the wash in the corridor	3

Those who received prior approval from the director of the residence hall are exempt from 16 and 20

Dismissed residents cannot re-enter the facility.

The penalties are valid for one semester and will be deleted after they are used for the selection process during the next semester.

**The Office of Student Housing & Residence
Ajou University**

>> Any Inquiries

- **Dormitory Coordinator**

Housing Office

E-mail: dorm@ajou.ac.kr

Tel: +82-31-219-2149

- **Dormitory Address**

Hwahong **or** Gwang-Gyo **or** Yong-Ji Hall **or** New International Dormitory Room#(.....)
Ajou University, 206, World cup-ro, Yeongtong-Gu, Suwon-Si, Gyeonggi-Do, 443-749,
South Korea