



Housing Application Procedure (Spring semester 2016)

Only for New students

This information is about Ajou University 2016 Spring semester housing application.

All new Ajou International Students should read this notice VERY CAREFULLY, and follow the instructions given. Ajou University's Dormitory Application will be made via ON-LINE system only.

Starting 2016 Spring semester International students can only stay in Hwahong Hall and the New International Dorm. Instructions are as follows :

On-line Application (Dormitory Application system)

- For your application, please connect to the ON-LINE housing application system web page. (<http://edorm.ajou.ac.kr>) E-mail application will not be accepted.
- New Graduate students coming to Ajou University : Please click the left banner "New Graduates" on the ON-LINE housing application system during the designated period. (The housing application system will be opened from Jan. 7th(Thu) to Jan. 17th(Sun), 2016)



- You need to type in your personal information; Application Number and TR number that we sent you via email personally.

| | |
|---------------------------------------|-----------------------------------|
| Year | <input type="text" value="2016"/> |
| Applicant No. | <input type="text"/> |
| *TR No. | <input type="text"/> |
| <input type="button" value="Log in"/> | |

1. Schedule

| | | |
|--|---|--|
| Submission of Application | Jan.7 th (Thu) ~ Jan.17 th (Sun) | http://edorm.ajou.ac.kr |
| Notification of Room Assignment | Feb.1 st (Mon) | Ajou Website> Notice Board : http://www.ajou.ac.kr/edorm/ We will inform you of the Hall, not the room number. |
| Due date of Payment of the Dormitory Fee | Feb.24 th (Wed) ~ Mar.4 th (Fri) | For new students |
| Dormitory opening period for Spring 2016 | Feb.27 th (Sat) ~ Jun.22 nd (Wed) | Please note the move out day. After this day, you must leave the dorm. |

2. Dormitory Fees (for the year of 2016)

(per semester)

| 2016 | 2-bed room | 4-bed room |
|------------------------------|---|-----------------------------|
| Regular Semester (Spring) | 865,000 won(Hwa-Hong Hall) 1,135,000 won (New international dorm) | 585,000 won (Hwa-Hong Hall) |

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

* We don't have enough 4 bed rooms so you can apply for the New International Dorm.

If we don't have any more 4 bed room remaining, we will arrange a 2 bed room for you.

3. Dormitory fee payment details for successful candidates

| | |
|---|---|
| Account Information (Ajou University) | a) Bank Name: Standard Chartered Bank Korea Limited Branch Name: Ajou University Branch Account name: Ajou University / Account No. : 632-15-000630 (SC Bank) Swift code: SCBLKRSE (for international transfer) b) Due Date for dorm fee : Mar.4th(Fri), 2016 Transfer the dorm fee in the SC Bank in Ajou Campus |
|---|---|

* Notice:

a) You can pay the dorm fee in SC Bank in Ajou campus with cash.

The bill of dorm fee payment is taken at the coordinator's office on the 1st floor in Hwahong Hall.

You can't pay the fee of the dorm in installments.

If you do not pay by the due date, your application will be cancelled.

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: limjeongmin@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 code: 443-749.

4. Tuberculosis Check

Before moving in the dorm, residents should submit the result of a Tuberculosis Check(TB).

The Result must show normal or abnormal of TB in English. Without the result, students cannot move in.

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. According to the policy.
- 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.

< Notice >

Dormitory Coordinator / Housing Office

Lim Jeong Min

E-mail : limjeongmin@ajou.ac.kr

Tel : +82-31-219-2149

- 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 don't pay the dormitory fee by the due date(Mar. 4th(Fri), 2016), your application will be cancelled.
- Every resident should submit the result **of a TB Check** (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. **We can't keep your stuff.**
- Dormitory offers bedding sets (a temporary pillow, blanket and bed sheet) for only international students for the inspector office each dorm.
- Please note the move out day. After this day, you must leave the dorm.**

Requirements for International Students

1. Eligibility to Move In

A. Incoming international students

B. 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. If we don't have any more 4bed room remaining, we will arrange a 2bed room for you.
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 | 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 | |
| 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