# Application System Manual of BK Residence Halls

# Gwanak Residence Halls

## 1.1. Residence application

A. Function summary: A screen where applicants who wish to join BK Residence Halls apply for move-in

B. Users: Those who are eligible to move in to BK Residence Halls who want to move in

C. How to use

### Application for residency for BK residence halls Note Help

**Personal Information**

| | | | |
|---|---|---|---|
| ① Name | | ① English Name | ① Gender |
| Student Number/Personal Number | | Status | Position |
| Nationality | | Passport No. | Affiliated Institution |
| e-Mail | | Mobile Phone | Foreign Registration No. |
| ② Disability status | Select | Problem | Contacts |

**Application Info.** *Required

| | | | |
|---|---|---|---|
| ③ No. of Family Members | 0 | ④ Building type * | |
| ⑤ Property tax payment for Seoul city | ○ Y  ○ N | ⑥ Administrative fee deduction | ☐ |
| ⑦ Desired Period of Stay * | Select   -  Select | | |

**⑧ Accompanied Family Information** *Required  + Add  − Delete

| | Relationship * | Name * | Residence history for BK residence halls | Gender * | Date of Birth * | Nationality * | Passport No. | Disability status | Problem | Other remarks |
|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | | | | | | | | | |
| | | | | No inquired data or no data available. | | | | | | |

**⑨ Required Document(s)** *Required  + Add  − Delete

| | Certificate type * | Issue date | File Name * | Attach |
|---|---|---|---|---|
| ☐ | | | | |
| | No inquired data or no data available. | | | |

**Information for required documents**

| Foreigner | Korean |
|---|---|
| ① Copy of your passport or alien registration card<br>② Family relationship certificate or marriage certificate, copy of spouse's passport<br>③ (Applicable only) The relevant certificate for identification if the spouse is a student in our school. | Not applicable |

**⑩ Agreement for personal information provision and use** *Required

The above information that BK residence halls have asked for you need your usage agreement according to [Article 23 of the Act on the Use and Protection of Credit Information].

"I understand and agree to the usage of the following data: [name, address, date of birth, gender, nationality, academic personal and academic records, account number]."  ☐

**Checking for the process**

| Application Status | waiting move-in | Processing day | Expected date for deliberation committee | Result of the deliberation |
|---|---|---|---|---|
| Other remarks | | | | |

**BK residence halls guide**

| |
|---|
| 1) 관악학생생활관 BK생활관 입주 신청 안내 Gwanak Residence BK Residence Halls Residency Application |
| 2) 관악학생생활관 BK생활관 입주 신청 안내 Gwanak Residence BK Residence Halls Residency Application |
| 3) 관악학생생활관 BK생활관 입주 신청 안내 Gwanak Residence BK Residence Halls Residency Application |
| 4) 관악학생생활관 BK생활관 입주 신청 안내 Gwanak Residence BK Residence Halls Residency Application |

| Note |
|---|

(1) ① - Name, English Name, gender, etc. are entered by default (interlocked with MySNU)

(2) ② As for the disability level, only those who are eligible should select the level, and if not, select 'not applicable'. Enter the content of the fault only if applicable.

(3) ③ The number of accompanying family members is automatically entered as much as the number of "added" people in ⑧ accompanying family information.

(4) ⑤ If Seoul City property tax is paid, check whether the property tax is paid in Seoul.

(5) ⑥In the case of professor status, only those who wish to deduct the rent fee from salary check whether or not the rent fee is deducted.

(6) ⑦Select the desired period of move-in.

Select the start date after the current date, and select the end date after the start date. The end date of stay at BK Residence Halls is 1 month from the start date and no more than 2 years.

(7)

④ Select building type from Building A, Building B, Building A or B, or room for the disabled / ⑧ Family Information-If the status is a graduate student or a research student, the number of accompanying family members must be one (spouse). · Accompanying family matters A spouse must be registered in the relationship, and moving in is not possible if there are accompanying children. In the required documents, a family relationship certificate or marriage certificate that can prove legal marital status, and a copy of the spouse's passport must be registered.

· Graduate students and research students can only apply for building type B.

- If the status is a faculty member or researcher (excluding others) Building A (living with spouse and children), Building B (living alone or Spouse), Building A and Building B are possible at the same time.

(8) ⑨ Required Documents

（ⅰ）Required Documents by Status

-Foreigner (Graduate Students/Research Students): Family Relations Certificate or Marriage Certificate, Copy of Spouse Passport

-Foreigner (Faculty/Researcher): Family Relations Certificate or Marriage Certificate, Copy of Family Passport

-Korean (Common): Seoul property tax taxation certificate, family relationship certificate (issued within 3 months)

-Korean (visiting/inviting teachers): Full-time teacher certificate (visiting/inviting teachers)

-Korean (research year dispatched workers): Proof of research year utilization

（ⅱ）Required documents must be submitted within 3 months of the application date.
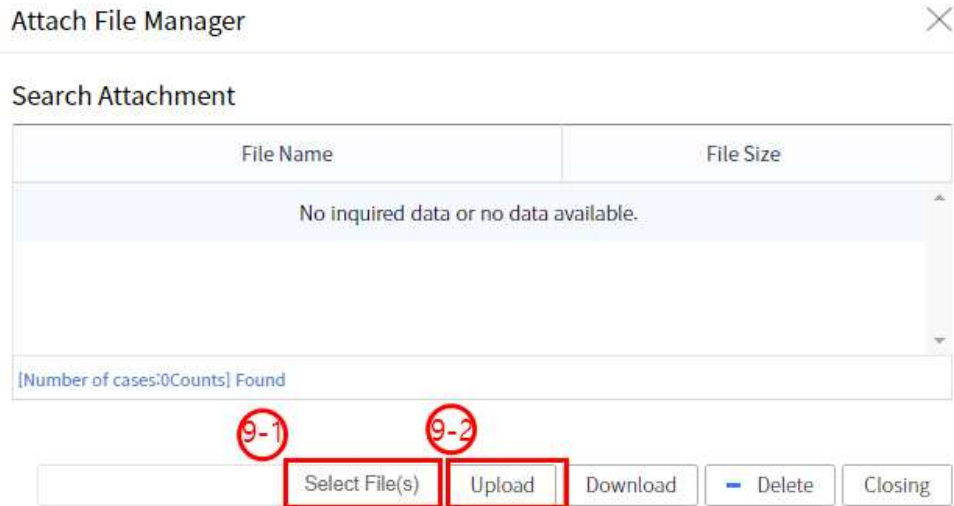
（ⅲ）After clicking the Add Required Documents button and clicking the Attachment button, the above screen appears. Click Select File in 9-1, select the file to attach, and click the Upload button in 9-2 to upload the file. Close the rear window.

(9) ⑩ Read the consent to provide and use personal information and check if you agree.

(10) If there is no problem after reviewing the documents, click the ⑪ Apply button to complete the residence application. If you do not complete the application form and want to proceed with the application afterwards, click the Temporary Save button.

(11) If there are any changes after applying for residence, click the Cancel button to rewrite it from the beginning.

## D. Term definition. (No details)

## E. Notice

(1) If you are paying the city's property tax, you are not eligible to move into the BK Residence Halls.

A short-term resident of not more than three months who is eligible to apply for residency. If one wishes to stay for a short period of up to 3 months, housing owners in Seoul under applicant's or spouse's name can also apply. A short-term resident can only live at Building B of BK Residence Halls.

(2) For Koreans, even if they do not have an accompanying family member, a certificate of family relations proving whether they have a spouse or not, and for foreigners, a certificate of family relations or marriage certificate must be submitted.

## F. How to process-by message type

| | message | how to process |
|---|---|---|
| 1 | You are not eligible for application. | Check if your status is proper to apply to BK Dormitory. |
| 2 | The start and end date of the desired period cannot be smaller than the current date. | -Select the start date of residence after the current date<br>-Select the ending date from the starting date |
| 3 | You must register a certificate of taxation for the Seoul city property tax. | Upload the Seoul City Property Tax Taxation Certificate to the required documents |

## 1.2. Move-in application

A. Function summary: A screen where a person who wishes to move into BK Residence Halls applies.

B. User: A person who has been approved to join the BK Residence Halls.

C. How to use



(1) ① Select the desired occupancy room, and the information on the selected room is written in the detailed information of the room.

(2) ② Select the desired move-in date and desired move-in time

(3) ③ Select the expected resignation date

(4) ④ Required documents (required)-Health certificate / measles vaccination certificate (required if you have a family member)-Compressed and uploaded the health certificate / measles vaccination certificate of accompanying family members.

(5) ⑤ Confirmation of tenant pledge

(6) If you deposit the notified occupancy fee to the guided payment bank, the person in charge will confirm and approve the occupancy. If you need to print the bill, you can print it through the print button.

D. Term definition (No detail)

E. Notes

- If you have a family member, upload the health certificate/measles vaccination certificate of all members

of the family member after compressing it into a album.

## F. How to process-by message type

| | message | how to process |
|---|---|---|
| 1 | Please upload the required documents. | Upload the required documents. |
| 2 | You must upload the required documents for both health certificate and measles prevention certificate. | Upload both health certificate and measles prevention certificate |
| 3 | There are duplicate registered documents. | Check if your medical certificate or/and measles prevention certificate are duplicated. |

## 1.3. Parking registration application

A. Function summary: A screen where the residents of BK Residence Halls apply for parking registration.

B. User: A person who wants to register for parking among residents of BK Residence Halls.

C. How to use



(1) ① After clicking the add button ② Enter the vehicle number. Upload attachments if necessary.

(2) ③ After selecting the check box for the vehicle you want to register, click the ④ Apply button.

D. Term definition (No detail)

E. Notice (No detail)

F. How to process-by message type

|  | message | how to process |
|---|---|---|
|  | No row is selected | Apply after selecting the check box for the vehicle you will register |

## 1.4. Application for extension of residence

A. Function summary: A screen where the residents of BK Dormitory apply for room extension.

B. User: A person who wants to extend the room residency among the residents of BK Residence Halls.

C. How to use



(1) After clicking the input button in the upper right corner ① Enter the desired resignation year/month.

(2) ② Enter the reason for the extension request in detail. Upload attachments if necessary.

D. No term definition.

E. Notes

- Enter the reason for the extension request in as much detail as possible

F. How to process-by message type

| | message | how to process |
|---|---|---|
| 1 | The desired date for the move-out cannot be less than the start date of moving in. | Enter the year and month you wish to leave later than the move-in start date |

# 1.5. Room change application

A. Function summary: A screen where the residents of BK Residence Halls apply for room change.

B. User: A person who wants to change the room among the residents of BK Residence Halls.

C. How to use



- Enter the reason for the change request in detail. Upload attachments if necessary.

D. Term definition (No detail)

E. Notes

-Enter the reason for requesting the change in as much detail as possible.

## 1.6. Move-out Application

A. Function summary: A screen in which BK Residence Halls tenants apply for move-out.

B. User: A person who wants to leave the BK Residence Halls.

C. How to use



(1) ① Select the desired move-out date and time.

(2) ② Select the available date and time

(3) ③ Select the reason for move-out. If necessary, enter the reason for move-out in detail

(4) ④,⑤ Enter your own bank and account number

D. Term definition (No detail)

E. Notice (No detail)