Manual for Online Dormitory Applications for International Students

1. Dormitory Application
   ① Access http://dez.dongseo.ac.kr/source/sur/06/htm/ through Internet Explorer
   ② Enter your ID and Password to log in

Atleftmenu, Click “신청(Apply)” → select “학부생(undergraduate)” or “대학원생(graduate)” → Enter ID and P/W (ID: student number, P/W: last 7 digits of alien registration number) → Click “Log in”
③ Fill in the Application Form-1

1) After logging in, you can find the page above. Section 1 is automatically completed upon log in.
2) Cell phone and email information should be filled in by students themselves at section 3. (These are required fields. In case of not having a cell phone, please enter a random number.)
3) Select the preferred dormitory to reside in next semester at section 3.
4) Enter the current dormitory and current room number. If you don’t currently reside in a dormitory, choose “None”.
5) Enter your bank account information (Korean account) at section 5.
④ Fill in the Application Form-2

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<th>Bank Name</th>
<th>Account No.</th>
<th>Account Holder</th>
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1) Input desired roommate’s information (name, student number), desired room number, and any other applicable comments (in English or Korean) at section 1.

2) Clicking box 2 certifies agreement that your application may be processed using your personal information for the dormitory application.

3) Clicking icon 3 causes your application to be saved and processed.
2. Confirmation of Dormitory Application

① Confirming dormitory applications

Click “조회(Application Confirmation)” at the left menu → Enter student number at blank 2 → Click the icon labeled “조회”

② If 신청완료” is displayed as below, the dormitory application has been completed.

3. Checking Application Results and Printing the Form for Dormitory fees

① Check the result of the dormitory application as shown below

Click “결과/고지서(Result & Invoice)” at the left menu → Enter student number at blank 2 → Click the icon “조회”
After checking the result for dormitory PASS/FAIL and room number, print the form for dormitory fees and make the payment listed.

Check the dormitory building and room number at section 1 → Check the result of PASS or FAIL at section 2 → Click “기숙사비 고지서 출력 (Printout dormitory fee form)” to print.
After printing the form, the dormitory fee payment must be made only at Nonghyup bank (4F, International House 2). Other banks cannot accept payment.

1. Dormitory payment is available only at 9am to 5pm on those assigned dates.

2. You must pay the fee with your own name during the deadline period.

3. If you don’t pay before the deadline, then you may not be able to stay in the dormitory.
4. Virtual account
Each student is assigned a different virtual account number. You must pay exactly the correct amount to that number. A slight difference in the amount will not be tolerated and payment cannot be confirmed. After you print the invoice check your account number that's printed on the invoice. You can complete the payment at International House 2 4th floor, Nonghyup Bank. (Please do the payment after checking the account number)

If you have any questions, please contact the number below.
051-320-2984