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

At left menu, 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

Comments (Desired room, roommate or others)

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”
② 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.