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.
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.