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) 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 result of the Dormitory Application**

<table>
<thead>
<tr>
<th>항번 (Student NO / 번호)</th>
<th>성명 (Name / 성명)</th>
<th>가족사 (Dormitory)</th>
<th>범위호 (Room No.)</th>
<th>반발예정 (Result)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Global Village</td>
<td>1321</td>
<td>PASS</td>
</tr>
</tbody>
</table>

* 2019학년도 2학기 외국인 합격자 조회 안내 *
* This is an announcement for 2019 2nd semester students that passed selection *

  Students must pay the dormitory fee to Nonghyup virtual bank account. You can pay from september 4th 2019 9am until september 10th 2019 5pm.

- 가산제작 업금은 은행 운영시간(09:00 ~ 17:00) 내에만 가능합니다.
  Dormitory payment is available only at 9am to 5pm on those assigned dates.

- 고지서는 합격자 조회 페이지에서 제반적으로 출력하시기 바랍니다.
  The invoice can be printed out from the successful candidate lookup webpage.

- 반드시 인급 기간 및 시간 내에 열인 명의로 입금해 주시기 바랍니다.
  You must pay the fee with your own name during the deadline period.

- 기말 내에 가족사비를 입금하지 않은 학생은 가족사비 입금을 할 수 없습니다.
  If you don’t pay before the deadline, then you may not be able to stay in the dormitory.

- 기타 문의사항은 아래로 연락주시기 바랍니다.
  If you have any questions, please contact the number below (051-323-2384)

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 thats 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.
051-320-1699