

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

DSU Dongseo University 동서대학교

MENU

- 1 신청(Apply)
- 2 조회(Search)
- 3 합격/고지시(Fee & Bill)

동서대학교 외국인유학생 기숙사 신청 (Dormitory Application)

2 학부생(Undergraduate) [X]
대학원생(Graduate)

3 ID :
P/W :

4 Log In Cancel

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

Dormitory Application Form

1 학부 (Division) [Text Box] 전공 (Major) [Text Box]
 지 학번 (Student No.) [Text Box] 성명 (Name) [Text Box]
 사 학년 (주야) (Year in school) [Text Box] / [Text Box] 성별 (Gender) [Radio Button] 남 (male) / [Radio Button] 여 (female)
 지

2 전화번호 (Call Phone) [Text Box] 이메일 (E-mail) [Text Box]

3 신청할 숙소 (New Dormitory) ☒ International House 2 ☐ Global Village
 기

4 현재 숙소 (Current Dormitory) ☐ International House 1 ☐ Global Village ☒ None
 사 ☐ International House 2

5 방 번호 (Room No.) [Text Box]
 지

5 저축은행 (Bank Name) [Text Box]
 계 저축번호 (Account No.) [Text Box]
 자 계좌주 (Account ID) [Text Box]

- 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

■ 기타의견(희망하는 룸메이트, 호실 등 상세히 기술)

Comments (Desired room, roommate or others)

其他意見 (請詳細地寫想按排的房間號, 室友等內容)

1

위 본인은 기숙사의 제규정을 준수하고 성실히 면학하고자 관련 정보제공에 동의하며, 기숙사 입주지원서를 제출합니다.



동 서 대 학 교 학생생활관장 귀하

- 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.

DSU Dongseo University 동서대학교

MY BRIGHT FUTURE 나의 밝은 미래!

외국인유학생 기숙사 합격 조회

3

기숙사비 고지서 출력

학번 (Student NO / 학번)	학명 (Name / 학명)	1	2
201420000	두 노	International House I	202 PASS

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.