

Dormitory Application Guidelines for International Students of Spring semester, 2019

◆ Note ◆

1. **All freshmen of undergraduate must live in dormitory for the first 2 semesters obligatorily** for culturalization and stabilization under PNU's International Student Management Regulations. (optional for graduate freshmen)
- ※ **If an undergraduate freshmen cannot apply for dormitory due to outside housing contract (apartment, studio, etc.) or living with family members, he or she must submit proof document(housing contract or statement of reasons). - refer to p.3**
- ※ **Students with 3 penalty points or more will not be allowed to apply for dormitory. Students have to deduct the penalty points by doing volunteer work before the application period of dormitory. (Volunteer work cannot be applied for during application period of dormitory.)**

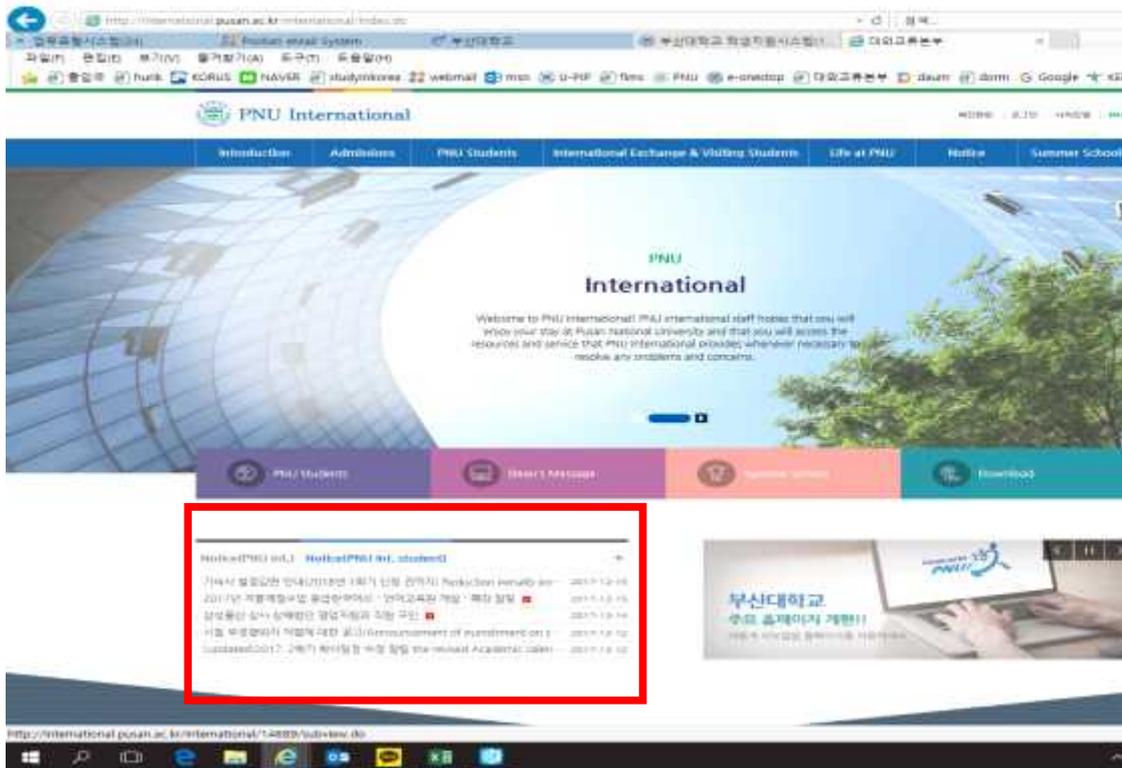
◆ Procedure and Schedule

- ※ **All schedules are based on Korean Standard Time**
- ※ **You must proceed with dormitory application, payment of dorm fee by yourself according to the schedule below (individual notification is not available.)**

No.	Contents	Date & Time
1	Notice of Application	12. 28.(Fri) 18:00
2	Application(submission the required documents)	1. 2(Wed) 10:00 ~ 1. 4(Fri) 16:00
	Dormitory Resignation(Undergraduate freshmen and students of the 1 st grade) - Submission document is mandatory	
3	Announcement of 1st successful candidates	1. 11.(Fri) 18:00
4	Printout bill of 1st successful candidates	1. 15.(Tue) 10:00 ~ 1. 18.(Fri) 16:00
	Dorm fee payment (in Korea/overseas)	
	Confirmation of payment for dorm fee	1. 25.(Fri) 18:00
5	Additional Application	1. 22.(Tue) 10:00 ~ 1. 23.(Wed) 16:00
6	Announcement of non-payment dropout & additional successful candidates	1. 28.(Mon) 18:00
7	Printout bill of additional successful candidates & dorm fee payment	1. 30.(Wed) 10:00 ~ 1. 31.(Thu) 16:00
8	Confirmation of the final notice for successful candidates	2. 8.(Fri) 18:00
9	Application for roommate	2. 8.(Fri) 18:00 ~ 2. 12.(Tue) 16:00
10	Application for Halal Kitchen & Masjid	2. 8.(Fri) 18:00 ~ 2. 12.(Tue) 16:00
11	Confirmation of the result of room allocation	From 2. 22.(Fri) 16:00
12	Regular move-in	From 2. 28.(Thu) 10:00
13	Dormitory online Orientation	3. 5.(Tue) 10:00 ~ 3. 29.(Fri) 23:00
14	Submission of a copy of bankbook (in case of paying from overseas)	3. 6.(Wed) 10:00 ~ 3. 20.(Wed) 16:00
15	Refund the difference (in case of paying from overseas)	By the end of March
16	Online application for the change of meal plan	3. 15.(Fri) 10:00 ~ 3. 21.(Thu) 17:00 * PNU Dormitory Website
	The revised meal plan	From breakfast on 4. 1.(Mon)
17	Application for dormitory (summer vacation)	Mid May(tentative)
	Move-out	By 6. 21.(Fri) 12:00

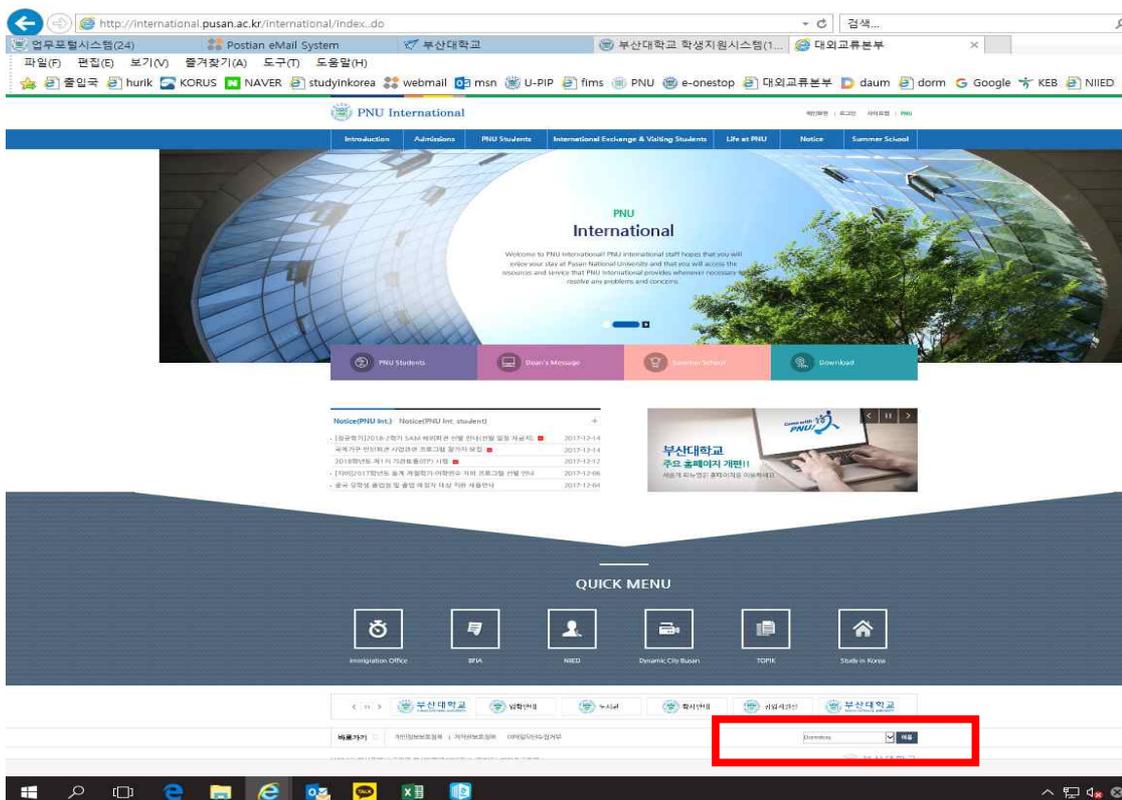
1 Notice of Application

※ PNU International's website (<http://international.pusan.ac.kr>)



2 Application for Dormitory

1. PNU International's website (<http://international.pusan.ac.kr>) - Search 'Dormitory' - Click '이동'



2. Qualifications

- Undergraduates & Graduates(Freshmen, transfer and enrolled students), Exchange & Visiting Students, diploma candidates(only enrolled ones), researchers (※ no application for students on a leave of absence in the Spring semester in 2019)
- Over 2.0 of GPA for the past 2 semesters(only for the enrolled students)
- Below 3 penalty points

3. How to apply and the required documents

Applicant	How to apply & Required documents (submission period : 1. 2(Wed) 10:00 ~ 1. 4(Fri) 16:00)
Undergraduates, Graduates, Exchange & Visiting Students	<ul style="list-style-type: none"> · Online application ※ how to log in for Freshmen ID : PNU Admission No. / PW : date of birth(yymmdd)
Diploma candidates (*graduates who finished coursework)	<ul style="list-style-type: none"> · Online application · submission of document (ISC, 1st floor in main bldg.) <ul style="list-style-type: none"> - Recommendation letter by Supervisor (Attachment) : by 1. 4(Fri) 16:00 - A copy of receipt of tuition fee : by 2. 22(Fri) 16:00 - Non-submission causes cancellation of Dorm Admission.
Researchers, Research students	<ul style="list-style-type: none"> · submission of document (ISC, 1st floor in main bldg.) · A copy of application (Attachment) ※ <u>no online application</u> · Either a copy of Alien registration card or a copy of passport · A copy of contract
Applicants of “meal cancellation” who apply for Woongbee, Jayoo, Bima, and Maehwa Hall	<ul style="list-style-type: none"> · only for those who cannot have meals due to <u>specific religion</u> · Email to idorm@pusan.ac.kr with application form attached and proof document · refer to 4. “Application for meal cancellation” · choose “a. 3 meals a day(Mon~ Sun)” on online application · no any application after semester starts

4. Application for meal cancellation

- For whom : **only for who can not have meals due to “religion” for applicants in Woongbee, Jayoo, Bima and Maehwa**
 - ※ **Apart from religions reasons such as allergies is not considered appropriate for applying for meal cancellation**
- Period to apply : **1. 2(Wed) 10:00 ~ 1. 4(Fri) 16:00 by Korean Time(the same as dorm application)**
- How to apply : email to idorm@pusan.ac.kr during application period for Dorm
- Required documents : application form for meal cancellation(attachment), an official document which can prove the religion
 - ex. · submit your passport if state religion is Islam, Hinduism, etc.
 - Certificate of Muslim issued by mosque(mosque in Busan, Tel : 518-9991)
- ※ **If you don't submit a certificate within the designated period, you are not eligible for meal cancellation**
- **When applying for dormitory, choose “3 meals a day(Mon~Sun)” → will be modified in total by ISC**

5. Dormitory Resignation for undergraduate freshmen and 1st graders

- Email's title : “신입생 기숙사 신청 포기 Dormitory Resignation for freshmen”
(Clarify “Name/Application Number/Department/Contact Info” in the email)
- Document to submit (Giving up dormitory application according to two reasons below)
 - a. if housing contract period is still left : scanned copy of housing contract
 - b. living with family members : statement of reasons(attachment)
- How to submit : via email (idorm@pusan.ac.kr)
- Submission deadline : by 1. 10(Thu) 16:00

1. Results confirmation : PNU International website(<http://international.pusan.ac.kr>) after 1. 11(Fri) 18:00
2. Selection criteria
 - 1st priority : Freshmen, Undergraduate first-year students, KGSP students, Exchange & Visiting students, Special scholarship students
 - 2nd priority : Enrolled undergraduates & graduates
 - 3rd priority : Diploma candidates (tuition payment required)
 - 4th priority : Researchers
3. Selection principle
 - 1st priority selected above all
 - 2nd priority selected by GPA(younger person is selected in case of the same score)
 - 3rd and 4th selected by age(younger gets priority)
4. Even for 1st priority students, they may be selected by 2nd choice of dormitory and not the 1st choice due to circumstances of dormitory.
5. Unsuccessful applicants from 1st dormitory application can apply for additional application. (refer to "5. Additional application")

1. Period of printout bill and payment : **1. 15.(Tue) 10:00 ~ 1. 18(Fri) 16:00 (*Korean Time)**
2. How to pay : paying in Korea, or from overseas
- 3. Note**
 - Payment must be made after printing out bill and checking the exact amount (Bill can be printed out only in the designated period)
 - **If dormitory fee has been paid to other accounts(tuition or insurance account), dormitory fee will be regarded as unpaid**
(Dormitory application will be cancelled, and total amount will be refunded in March.)
 - **Dorm admission will be cancelled if payment of dorm fee is not made by the due date.**
- 4. How to pay in Korea**
 - Printout bill(http://dormapply.pusan.ac.kr/f_index.html)
 - check exact amount of dorm fee and pay to the designated bank account
 - * please check the bank account in your bill, because every candidate gets different one
 - * the bank accounts for dorm, Insurance and tuition payment are all different.
(**should be paid respectively**)
- 5. How to pay from Overseas**
 - Printout bill(http://dormapply.pusan.ac.kr/f_index.html)
 - check exact amount of dorm fee and then add USD 100 for both countries' banking charges and send them altogether.
 - Fee : dorm fee + USD 100 (both countries' banking charges)
 - ※ **Exchange Rate : Exchange rate on the day of transfer**
 - ※ **If you don't pay banking charges and the payment is less than dorm fee, your dorm admission will be cancelled and the room will be assigned to additional applicant.**
 - ※ **Difference caused by exchange rate and banking charges will be refunded in March.**

6. Bank information for paying from overseas

Bank Name : National Agricultural Cooperative Federation(NongHyup)
Bank Address : 75, 1-KA, CHUNGJEONG, JUNG-KU, SEOUL, KOREA
Swift Code : NACFKRSEXXX
Branch Name : PUSAN NATIONAL UNIVERSITY BRANCH
Account No. : 948-01-148218

(※ **different from Insurance or Tuition, should be paid respectively**)

Account Name : PNU International, Pusan National University

※ This account does not provide IBAN or BIC Code

(Transfer must be made at a bank that does not require IBAN or BIC Code)

7. Submission of Confirmation of payment from overseas

- For whom : **all applicants make payment from overseas**
- Submission Period : **1. 15.(Tue) 10:00 ~ 1. 18.(Fri) 16:00 (Korean Time)**
- How to submit : fill out the below online confirmation
 - a. Google log-in required : <https://goo.gl/forms/69NqzzlDUt92w8wH2>
 - b. Email at idorm@pusan.ac.kr with the attached form if you can not access Google
- If a student paid in the given period but the payment does not arrive in PNU bank account because of delay in work process between two countries' banks, payment will only be confirmed if the student submit Confirmation of payment from overseas, and after PNU International check the payment process with the bank

8. Confirmation of payment for dorm fee

- How to confirm : check the website (http://dormapply.pusan.ac.kr/f_index.html)
- Period : after 1. 25(Fri) 18:00
- **Receipt will be issued after 3. 4(Mon) 12:00**

5 Additional Application

1. For whom : no application during the designated period
2. Application period : 1. 22.(Tue) 10:00 ~ 1. 23.(Wed) 16:00
3. How to apply : online application
 - ※ notice at PNU International website(<http://international.pusan.ac.kr>)
4. Additional application can be offered if extra rooms are available after announcement of the 1st successful candidates.
5. **Dorm fee for additional successful candidates can only be paid in Korea**
(Overseas payment will not be possible)

6 Announcement of dropout for non-payment and additional successful candidates

1. Dorm admission will be cancelled if payment of dorm fee is not made by the due date.
(including non-payment from overseas by the due date and payment that is lacking in amount)
→ If there is a problem with payment of dormitory fee, such as an error in output of the bill,
must contact the International Student Center and pay within the designated period.

- **It is your own responsibility to be cancelled the dormitory acceptance due to non-payment of the dormitory fee, it will not be notified individually.**
- 2. Additional selection will be announced by dorm admission cancellation
 - ※ For whom : applicants for “5. Additional Application”
- 3. How to check the result : PNU International website(<http://international.pusan.ac.kr>)
- 4. Results release : after 1. 28.(Mon) 18:00

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Printout bill of additional successful candidates & dorm fee payment

- 1. Printout bill and payment : 1. 30.(Wed) 10:00 ~ 1. 31.(Thu) 16:00
- 2. **How to pay : only paying in Korea (can't pay from overseas)**
 - ※ **Dorm admission will be cancelled if payment is not made by the due date.**
 - **It is your own responsibility to be cancelled the dormitory acceptance due to non-payment of the dormitory fee, it will not be notified individually.**
- 3. Remark for paying in Korea
 - Printout bill(http://dormapply.pusan.ac.kr/f_index.html)
 - check exact amount of dorm fee and pay to the designated bank account
 - * please check the bank account in your bill, because every candidate gets different one
 - * the bank accounts for Dorm, Insurance and Tuition payment are all different.
 - (should be paid respectively)**

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Confirmation of the Final notice for successful candidates

- 1. How to check the notice : PNU International website(<http://international.pusan.ac.kr>)
- 2. Results release : after 2. 8.(Fri) 18:00
- 3. **Please check move-in date, Dormitory online orientation schedule, etc. at the final notice**
- 4. **Confirmation of dormitory resident is available for printout after 3. 4.(Mon) 12:00**

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Application for a roommate

- 1. For whom : successful candidates(only who complete payment of dorm fee)
- 2. How to apply : online application (http://dormapply.pusan.ac.kr/f_index.html)
- 3. Period to apply : 2. 8.(Fri) 18:00 ~ 2. 12.(Tue) 16:00
- 4. Two students who'd like to be roommates should apply together
(not valid if only 1 student applies for)
- 5. If you do not apply, it would be randomly assigned by Dormitory Office (No change allowed)

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Application of Halal Kitchen and Masjid

- 1. For whom : Muslim students of Dormitory residents in Busan campus
 - ※ **Only available to students who have received permission after application**

2. Application period : 2. 8.(Fri) 18:00 ~ 2. 12.(Tue) 16:00
3. How to apply **(must submit online application and official document within application period)**
 - a. online application : Google log-in required(<https://goo.gl/forms/dNU9NE86c7JY9Hih1>)
 - b. submit an official document which can prove the religion : via E-mail (idorm@pusan.ac.kr)
 - ex) scanned copy of passport if state religion is Islam, Certificates issued by Muslim mosque
 - c. Applicants of “meal cancellation” don’t need to submit document **(Need on-line application)**
4. Opening period : the same as opening period of Dorm (application per semester),

cannot be used if application is not done during the application period
5. Location : Male-Woongbee Hall A room 906 (condominium type), Female- Jayoo B1 floor
6. You can cook your own in the kitchen, we will not serve Halal food.
(Basic facilities: sink, cooking top, microwave, refrigerator)

11 Confirmation of the result of room allocation

1. How to confirm : check the website(http://dormapply.pusan.ac.kr/f_index.html)
2. Results release : after 2. 22.(Fri) 16:00

12 Move-in (★must submit result of Health checkup)

1. Move-in date : after 2. 28.(Thu) 10:00
 - a. You can move in after 10:00 (You cannot move in after 18:00)
 - ※ Security office: 10:00 ~ 18:00(Lunchtime 12:00-13:00)
 - b. Visit the security office of each dorm→ get bedsheet and tempt entrance card → move in after signing
 - ※ Only bedsheet is provided
(not any other bedding stuff is provided, please use the bedsheet for sanitation)
2. **Submission of result of Health checkup ★ mandatory**
 - **Who : All residents of PNU Dormitory for Spring semester, 2019**
(*residents who submitted previously is also included)
 - required document : **Original** doctor's note of chest X-ray result that clarifies whether the **student has tuberculosis or not** (no X-ray film)
 - issuing place : any hospital in Korea or overseas(**certificate acceptable issued only in Korean or English, otherwise translation in Korean or English should be handed in together**)
 - issuing date : acceptable only issuing after 2019. 1. 1.(Tue)
 - **how to submit : via E-mail (idorm@pusan.ac.kr) with attached PDF or JPG file of doctor's note**
→ **submission of Original one : ISC, 1st floor in main bldg. by Mar. 7.(Thu) 4pm**
 - **submission period : 1st successful candidates - 1. 17.(Thu) 10:00 ~ 1. 22.(Tue) 16:00**
additional successful candidates - 2. 1.(Fri) 10:00 ~ 2. 7.(Thu) 16:00
3. Management of tempt entrance card

You should return the tempt entrance card after getting your student ID card.
Any loss or damage of entrance card will be fined (10,000won)

 - ※ Issuing of student ID card: each major dept. office or Hana bank, 051-510-1826

13 Take online Dormitory Orientation (★mandatory)

1. When : 3. 5.(Tue) 10:00 ~ 3. 29.(Fri) 23:00
2. How to: PNU dormitory website → Orientation → log in and take online orientation
→ OX questions
※ You should get at least 16 correct answers out of 20 questions
3. Contents : Rules of dormitory (Busan campus) and education the guidelines for living in dorm
※ **It is mandatory to take online orientation for all residents so if not, 3 penalty points will be added.**

14 Submission of a copy of bankbook

1. For whom : all applicants paid from overseas
2. Required document : a copy of bankbook which is opened in Korea with your name
(including Name/Student ID No./Contact information)
※ Open a bank account (if necessary) : in Hana bank or Nonghyup on-campus (passport required)
3. Period : 3. 6.(Wed) 10:00 ~ 3. 20.(Wed) 16:00
4. To where : International Student Center(ISC) (1st floor in main bldg.)

15 Refund the difference (in case of paying from overseas)

1. Refund date : by the end of March

16 Application for Changing Meal Plan

1. Period : 3. 15.(Fri) 10:00 ~ 3. 21.(Thu) 17:00
※ You cannot cancel the change or recharge after the application period
2. Who : Anyone want to change meal plan
3. How to: visit the dormitory homepage → Application/Change Meal Plan → My page →
Confirm the application for changing meal plan / Submit the application
4. Effective : The revised meal plan will start from breakfast on 4. 1.(Mon)

17 Application for Summer session · Move-out

1. Application for Summer session
 - How to : Dormitory Homepage → Check Notice
 - Application period and how to, payment period, opening period, etc.
2. Information for moving out period and inspection
 - How to : Dormitory Homepage → Check Notice
 - Moving out period, process, how to apply, etc.

A

Dormitory Introduction

1. Busan Campus (<http://dorm.pusan.ac.kr/>)

Classification	Jilli Hall	Woongbee Hall	Jayoo Hall
Gender	Male	Male	Female
Occupancy	Double Occupancy	Double Occupancy	Double Occupancy
Furnishing	bed, desk, chair, closet, bookshelf, fire extinguisher	bed, desk, chair, closet, bookshelf, telephone, fire extinguisher, private bathroom (toilet, sink, shower)	
Amenities	computer room, lounge, cafeteria, gym, laundry & ironing, reading room, public shower room, public rest room	computer room, lounge, gym, cafeteria, laundry and ironing, convenience store	
Meals	Free (Meal not mandatory)	Meal Mandatory (only for who can not have meals due to "religion" can apply for meal cancellation) refer to p.11 "C-3. Application for meal cancellation"	
Office	☎ 051-510-7808	☎ 051-510-7811	☎ 051-510-7810



205 유학생지원센터 International Student Center(ISC)

209 상남국제회관 Sangnam International House

315-6 자유관 Jayoo Hall

712-3 응비관 Woongbee Hall

714-7 진리관 Jilli Hall

2. Miryang Campus (only department of Nano Technology, Natural Resources & Life Science)

(<http://mdorm.pusan.ac.kr/main/>)

	Bima Hall	Maehwa Hall
Gender	Male	Female
Occupancy	Double Occupancy	Double Occupancy
	※ Apartment Type, 6 students in 3 rooms live together in one apartment	
Furnishing	bed, desk, chair, closet, bookshelf, telephone, fire extinguisher	
Amenities	computer room, lounge, gym, cafeteria, laundry and ironing, reading room, snack shop, restroom	
Meals	Mandatory	

B Opening period & Payment criteria

1. Opening period

- Move-in date : From 2. 28.(Thu) 10:00
- Move-out date : By 6. 21.(Fri) 12:00
- if you need a place to stay aside from opening period of dormitory, you must make a reservation by yourself (ex. Sangnam International House)

2. Sangnam International House (PNU Guest House)

- Location : in front of Language Education Institute (Bldg. No. 209)
- Room Charge (per day) (*Room charge can be changed.)
: Standard KRW 47,000, Business KRW 56,000, Residence KRW 70,000
- Contact : sangnam@pusan.ac.kr, +82-51-510-7000
- Homepage(in Korean) : <http://sangnam.pusan.ac.kr/>

3. Period for meals : 3. 1.(Fri) ~ 6. 20.(Thu)

4. Dorm Fees (for 1 semester, [printout bill and check the exact fee, then make the payment](#))

Campus	Hall	Management Fee(KRW)	Meal Plan(KRW)		Total amount(KRW)
Busan	Jayoo	738,080	819,840	3 meals a day(Mon~Sun)	1,557,920
			717,600	3 meals a day(Mon~Fri)	1,455,680
			669,760	2 meals a day(Mon~Sun)	1,407,840
	Woong- bee	659,680	819,840	3 meals a day(Mon~Sun)	1,479,523
			717,600	3 meals a day(Mon~Fri)	1,377,280
			669,760	2 meals a day(Mon~Sun)	1,329,440
	Jilli	502,880	819,840	3 meals a day(Mon~Sun)	1,322,723
			717,600	3 meals a day(Mon~Fri)	1,220,480
			669,760	2 meals a day(Mon~Sun)	1,172,640
Miryang	Bima, Maehwa	446,880	816,480	3 meals a day(Mon~Sun)	1,263,360
			678,720	2 meals a day(Mon~Sun)	1,125,600

1. The guidelines of living in Dorm

① How to enter dorm and cafeteria

Recognition of entrance card or student card by reader at dorms and cafeteria

② How to enter room (how to use digital lock)

Gently touch the screen with your palm → input password (check in the security office) → Access

To reset the password with your roommate is mandatory

※ You should buy and change the battery by yourself

③ Access restriction and info of cafeteria (※ based on the Busan Campus)

No Entry	01:00 ~ 04:00
Usage of Cafeteria	Bread · Cereal · Milk : 07:00 ~ 08:00 (only for students who have applied the breakfast, Mon.~Sat.) Breakfast : 08:00 ~ 09:00 Lunch : 12:00 ~ 14:00 Dinner : 17:30 ~ 19:00

- It is mandatory for residents in Woongbee, Jayoo, Bima and Maehwa hall to have meals (Not mandatory for Jilli Hall)

- How to apply : You can choose one from the following three options
(You cannot change after selecting)

- a. 3 meals a day(Mon~Sun) b. 3 meals a day(Mon~Fri) c. 2 meals a day(Mon~Sun)

2. Penalty Point

① followed by dormitory regulations

a. Actions for Penalty Points

- 10 Penalty Points or more : immediately expelled from dormitory
- 8 Penalty Points or more : deduction not allowed (cannot apply for dormitory next semester)
- 3 Penalty Points or more : cannot apply for dormitory next semester
(However, can apply after deduction)

b. How to deduct penalty points : 1 penalty point will be deducted per 3 hours of voluntary work
(apply for voluntary work by visiting Dormitory Admin. Office)

c. Homepage (dorm.pusan.ac.kr)- Refer to the Regulations

d. If necessary, Police can be called

② Deducting penalty points: 1 penalty point will be deducted per 3 hours of voluntary work

↳How to: Check the dormitory homepage in detail

③ Finish the penalty points deduction before the application period for dorm

- ※ Cannot apply dorm in the case of unfinished penalty points deduction
- ※ Cannot deduct penalty points during the period of application

3. Notes of Dorm application

- Period to apply : **4 times a year (Spring & Fall semester, Summer & Winter semester)**
- Notice of application : at PNU International's website (Spring & Fall semester)

at Dormitory's website (Summer & Winter semester)

- **Dormitory rooms will not be provided for those who fail to apply during the application period.**
- * PNU International's website : <http://international.pusan.ac.kr/> → Check notice
- * PNU Dormitory's website : <https://dorm.pusan.ac.kr/main/>

4. Inquires

- Tel : +82-51-510-3352
- Email : idorm@pusan.ac.kr
- Location : International Student Center(ISC), 1st floor in main bldg.(Bldg. No. 205)