

Dormitory Application Guidelines for International Students of Spring semester, 2017

◆ 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**



Procedure and Schedule

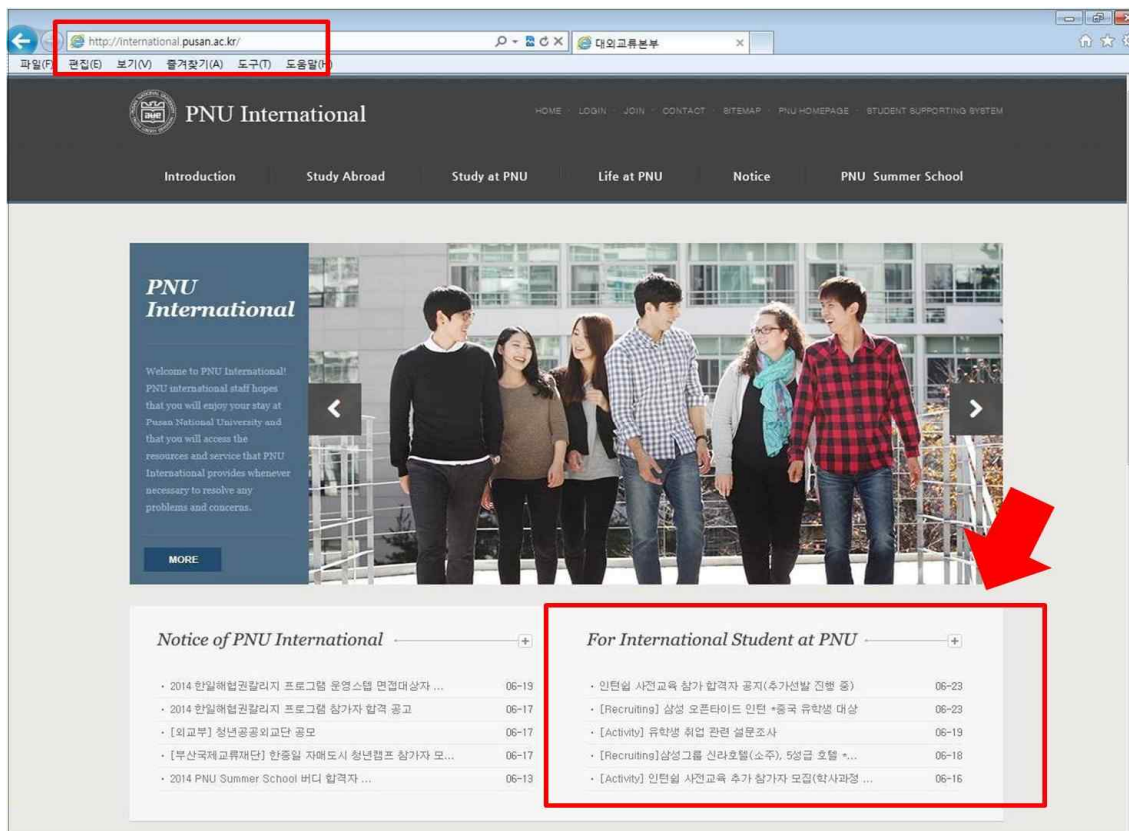
※ **All schedules are based on Korean Standard Time**

※ **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(mmdd) & Time
1	Notice of Application	12. 30(Fri) 18:00
2	Application (submission of document) Dormitory Resignation(Undergraduate freshmen) - Submission of Document is mandatory	1. 4(Wed) 10:00 ~ 1. 6(Fri) 16:00
3	Application for early move-in	
4	Additional Application	1. 9(Mon) 10:00 ~ 1. 20(Fri) 16:00
5	Announcement of 1st successful candidates (including application for early move-in result)	1. 12(Thu) 18:00
6	Printout bill of 1st successful candidates Dorm fee payment (in Korea/overseas) Confirmation of payment for dorm fee	1. 13(Fri) 10:00 ~ 1. 19(Thu) 16:00 2. 2(Thu) 18:00 ~ 2. 5(Sun) 18:00
7	Announcement of non-payment dropout & additional successful candidates	2. 6(Mon) 10:00
8	Printout bill of additional successful candidates & dorm fee payment	2. 6(Mon) 10:00 ~ 2. 7(Tue) 16:00
9	Confirmation of the final notice for successful candidates	2. 13(Mon) 10:00
10	Application for roommate	2. 13(Mon) 10:00 ~ 2. 15(Wed) 16:00
11	Application for Halal Kitchen & Masjid	2. 13(Mon) 10:00 ~ 2. 15(Wed) 16:00
12	Confirmation of the result of room allocation	after 2. 22(Wed) 16:00
13	Early move-in Regular move-in	after 2. 26(Sun) 10:00 after 2. 28(Tue) 10:00
14	Dormitory Orientation	Early March *refer to PNU dormitory's notice
15	Submission of a copy of bankbook (in case of paying from overseas)	3. 2(Thu) 10:00 ~ 3. 10(Fri) 16:00
16	Refund the difference (in case of paying from overseas)	Mid-March
17	Application for summer session Move-out	in May *refer to PNU dormitory's notice by 6. 21(Wed) 12:00

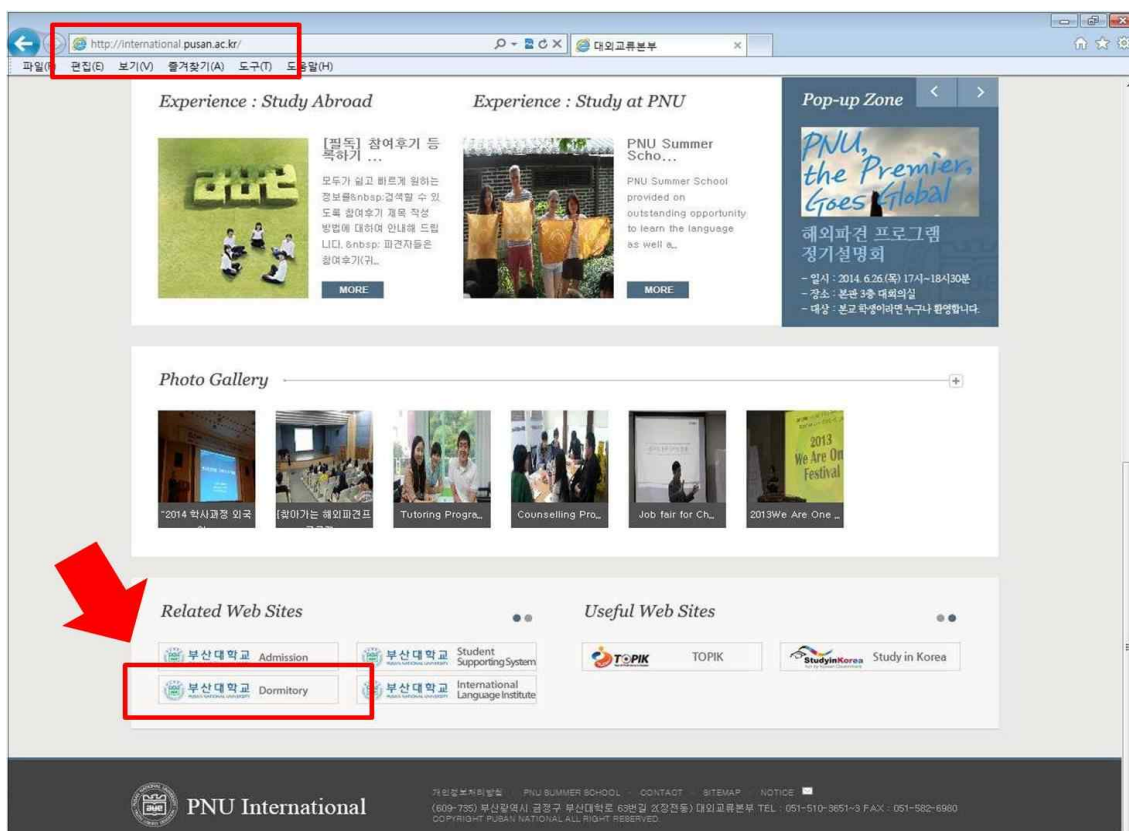
1 Notice of Application

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



2 Application for Dormitory

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



※ 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 of spring semester, 2017)
- Over 2.0 of GPA for the past 2 semesters(only for the enrolled students)
- Below 3 penalty points (refer to p.11 “1. Penalty Point” from “C. Notes of dorm regulations”)
 - * **Email to idorm@pusan.ac.kr after reduction by 2017. 1. 6(Tue) 17:00** in case of over 3 penalty points(including Name/Student ID No./Contact information)
 - * Please check return email within 24 hours after email(No return email means no application)
 - * **All the disadvantages due to not notifying by email after reduction of penalty points go to you.**

Applicant	How to apply & Required documents (<u>submission period : 1. 4(Wed) 10:00 ~ 1. 6(Fri) 16:00</u>)
Undergraduates, Graduates, Exchange & Visiting Students	<ul style="list-style-type: none"> · Online application <ul style="list-style-type: none"> ※ 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, 2nd floor in main bldg.) <ul style="list-style-type: none"> - Recommendation letter by Supervisor (Attachment) : by 1. 6(Fri) 16:00 - A copy of receipt of tuition fee : by 2. 24(Fri) 16:00 - Non-submission causes cancellation of Dorm Admission.
Researchers	<ul style="list-style-type: none"> · submission of document (ISC, 2nd floor in main bldg.) · A copy of application (Attachment) ※ <u>no online application</u> · Either a copy of Alien registration card or passport · A copy of contract
Applicants of “meal cancellation” who apply for Woongbee, Bima, and Maehwa Hall	<ul style="list-style-type: none"> · <u>only for those who cannot have meals due to specific religion</u> · submission of document (ISC, 2nd floor in main bldg.) <ul style="list-style-type: none"> - application for meal cancellation (Attachment) and proof document - refer to p.11 “C-3. Application for meal cancellation” - <u>choose “a. 3 meals a day(Mon~ Sun)” on online application</u>

※ Dormitory Resignation for undergraduate freshmen and 1st graders

- Mail Subject : “신입생 기숙사 신청 포기 Dormitory Resignation for freshmen”
(Clarify “Name/Application Number/Department/Contact Info” on the content)
- Document to submit (You can give 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 : via email (idorm@pusan.ac.kr)
- Submission deadline : by 1. 6(Fri) 16:00

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Application for early move-in

1. **For whom : Applicants for dorm in Busan Campus(Woongbee, Jilli)**
 - * **applicant for winter vacation(renewal opening) must apply for early move-in**
 - * not available to dorms in Miryang campus(Bima & Maehwa Hall)
2. **Period : same as dorm application period (1. 4(Wed) 10:00 ~ 1. 6(Fri) 16:00)**
3. How to apply : online application(http://dormapply.pusan.ac.kr/f_index.html)
 - * **need to additionally log in at “Application for Early Move-in” menu tab.**
4. Date of early move-in : after 2. 26(Sun) 10:00
5. Fee : around KRW 10,000 (included in Dormitory fee, No meals during early move-in period)

1. For whom : no application during the designated period
2. Period : 1. 9(Mon) 10:00 ~ 1. 20(Fri) 16:00
3. How to apply : online application (※ notice at PNU International website)
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)

Announcement of the 1st successful candidates (including application for early move-in result)

1. Results release : PNU International website(<http://international.pusan.ac.kr>) after 1. 12(Thu) 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 os 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 “4. Additional application”)

Dorm fee payment of the 1st successful candidates

1. Period of printout bill : 1. 13(Fri) 10:00 ~ 1. 19(Thu) 16:00 (※Korean Time)
2. How to pay : paying in Korea, or from overseas are both possible
- 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, 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. 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
(Resident union fee is optional)
- Resident union fee must be paid to the resident union fee's designated account on the bill.
- * please check the bank account in your bill, because every candidate gets different one
- * the bank accounts for Dorm, Insurance and Tuition payment are different.
(**should be paid respectively**)

5. Remark for paying from Overseas

- Printout bill(http://dormapply.pusan.ac.kr/f_index.html)
 - check exact amount of dorm fee and then add USD100 for both countries' banking charges and send.
- Fee : dorm fee + USD100 (both countries' banking charges)
 - Resident union fee is optional (If you want to pay, you must transfer the fee to resident union fee's designated account after arriving in Korea by yourself)
- ※ **If you can't pay by Korean Won(KRW), pay by amount calculated into US Dollar(USD).**
- ※ **Exchange Rate : Exchange rate on the day of transfer**
- ※ **If you don't pay banking charge and the deposit is less than dorm fee, your dorm admission will be cancelled and the room will be assigned to additional applicant**
- ※ **Difference caused by rate and banking charges will be refunded in March.**

6. Bank information for paying from overseas

Bank Name : National Agricultural Cooperative Federation
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 and 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 paid from overseas**
- Submission Period : by 1. 20(Fri) 16:00
- How to submit : fill out online confirmation (pick either from a, b)
 - a. except for Chinese Student : Google log-in required(<https://goo.gl/o0yLF4>)
 - b. for Chinese Student(<http://www.sojump.hk/jq/11644872.aspx>)
- 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 had submitted Confirmation of payment from overseas, and after our checking with the bank
- **If a student fits to a situation from below, dormitory application will be canceled, and payment made will be refunded in full amount in March.**
 - a. **payment has been made in given period but because Confirmation of payment from overseas was not written, payment was not confirmed**
 - b. **payment has been made in given period but payment was not full in amount**
 - c. **payment was sent after the given period had passed**

8. Confirmation of payment for dorm fee
 - How to confirm : check the website (http://dormapply.pusan.ac.kr/f_index.html)
 - Period : after 2. 2(Thu) 18:00 ~ 2. 5(Sun) 18:00
 - Receipt will be issued after 3. 2(Thu) 12:00

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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 cancel 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 “3. Additional Application”
3. Results release : PNU International website(<http://international.pusan.ac.kr>)
4. Results release period : after 2. 6(Mon) 10:00

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Printout bill of additional successful candidates & dorm fee payment

1. Printout bill and payment : 2. 6(Mon) 10:00 ~ 2. 7(Tue) 16:00
2. **How to pay : only paying in Korea (can't pay from overseas)**
 - ※ **Dorm admission will be cancelled if payment of dorm fee is not made by the due date**
 - **It is your own responsibility to cancel 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
(Resident union fee is optional)
 - Resident union fee must be paid to the resident union fee's designated account on the bill.
 - * [please check the bank account in your bill, because every candidate gets different one](#)
 - * [the bank accounts for Dorm, Insurance and Tuition payment are different.](#)
(**should be paid respectively**)

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Confirmation of the Final notice for successful candidates

1. Results release : PNU International website(<http://international.pusan.ac.kr>)
2. Results release period : after 2. 13(Mon) 10:00
3. **Please check move-in date, Dormitory orientation schedule, etc at the final notice**
4. **Confirmation of dormitory resident is available for printout after 3. 2(Thu) 12:00.**

10 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. 13(Mon) 10:00 ~ 2. 15(Wed) 16:00
4. Two students who'd like to be roommates should apply together
(not valid if only 1 student applies)
5. If you do not apply, it would be randomly assigned by Dormitory Office (No change allowed)

11 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. 13(Mon) 10:00 ~ 2. 15(Wed) 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/TnbWH7>)
 - b. submit an official document which can prove the religion : via E-mail (ldorm@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 online application**)
4. Opening period : the same as opening period of Dorm (application per semester),
cannot be used if application was not received during the application period
5. Location : Woongbee Hall A room 906 (condominium type)
6. If you can cook your own in the kitchen, we will not serve Halal food.
(Basic facilities: sink, cooking top, electron lens, refrigerator, rice cooker)

12 Confirmation of the result of room allocation

1. Results release : on-line(http://dormapply.pusan.ac.kr/f_index.html)
2. Results release period : after 2. 22(Wed) 16:00

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

1. Move-in date : early move-in (after 2. 26(Sun) 10:00), regular move-in (after 2. 28(Tue) 10:00)
2. **Submission of result of Health checkup**
 - **Who : All residents of PNU Dormitory for spring semester, 2017**
(*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, English, or Chinese)
 - issuing date : acceptable only issuing after 2017. 2. 1(Wed)

- how to submit : to Dormitory office (or security office) on the first day you move in
 ※ Not allowed to move in without submission result of Health checkup on the first day
 (you can not pick up access card)
- It takes 2~3 days to be issued so please get the document in advance
 (You should get the document at home if you'd like to move in at the same date of entry to Korea)

14 Attendance at Dormitory Orientation (★mandatory)

1. When : 2017. Early March (Tentative)
 * refer to PNU dormitory website(<http://dorm.pusan.ac.kr/main/>) and notice board.
2. **It is mandatory to attend for all residents and 3 penalty points go to absence.**
 (No admission for the next semester)

15 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. 2(Thu) 10:00 ~ 3. 10(Fri) 16:00
4. To where : International Student Center(ISC) (2nd floor in main bldg.)

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

1. Refund date : late March (Tentative)

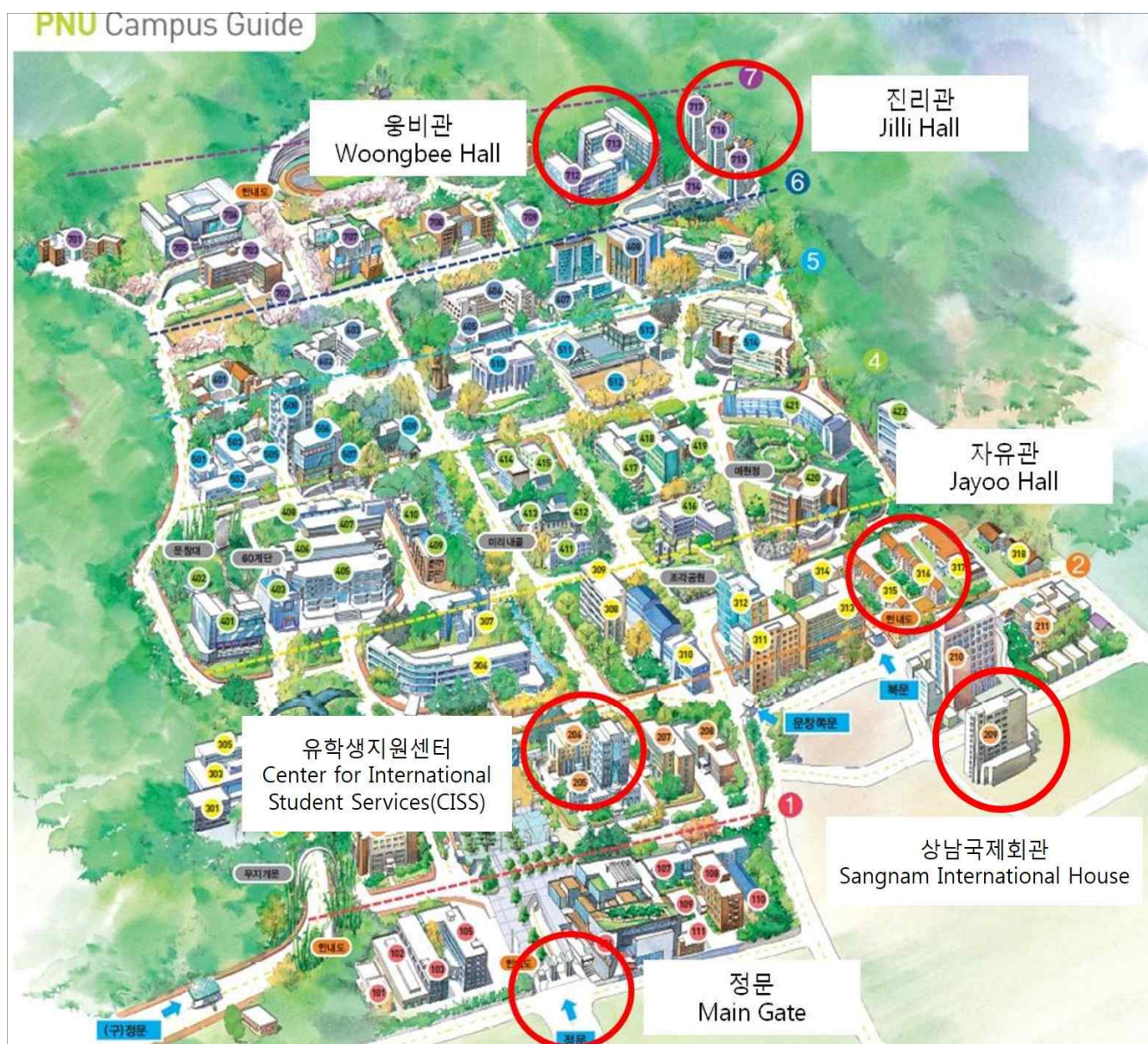
17 Application for Summer session · Move-out

1. check the notice of PNU dormitory website(<http://dorm.pusan.ac.kr/main/>) and notice board

Dormitory Introduction

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

구분	Jilli Hall	Woongbee Hall	
Gender	Male	Male	Female
Occupancy	Double Occupancy	Double Occupancy	Double Occupancy
Furnishing	bed, desk, chair, closet, bookshelf, telephone, fire extinguisher	bed, desk, chair, closet, bookshelf, telephone, fire extinguisher, private bathroom (toilet, sink, shower)	
Amenities	computer room, lounge, gym, cafeteria, laundry and ironing, reading room, snack shop, delivery 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”	



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 ※ Apartment Type, 6 students in 3 rooms live together in one apartment	Double Occupancy
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

- Opening period
 - Move-in date : early move-in (after 2. 26(Sun) 10:00), regular move-in (after 2. 28(Tue) 10:00)
 - Move-out date : by 6. 21(Wed) 12:00
 - if you need a place to stay aside from opening period of dormitory, you must make reservation yourself (ex.: Sangnam International House)
- Sangnam International House (PNU Guest House)
 - Location : in front of Language Education Institute (Bldg. No. 209)
 - Room Charge (per day) (*Room charge could be changed.)
: Standard KRW 47,000, Business KRW 56,000, Residence KRW 70,000
 - Contact : k4444c@hanmail.net, +82-51-510-7000
 - Homepage(in Korean) : <http://sangnam.pusan.ac.kr/>
- Period for meals : 3. 1(Thu) ~ 6. 20(Tue)
※ **No meals during early move-in period**
- Dorm Fee (for 1 semester, [printout bill and check the exact fee, then make the payment](#))

Campus	Hall	Management Fee	Meal Plan		Early Move-in
Busan	Woong bee	KRW 650,000	KRW 790,000	3 meals a day(Mon~Sun)	KRW 12,000
			KRW 680,000	3 meals a day(Mon~Fri)	
			KRW 640,000	2 meals a day(Mon~Sun)	
	Jilli Jayoo	KRW 490,000	KRW 790,000	3 meals a day(Mon~Sun)	KRW 10,000
			KRW 680,000	3 meals a day(Mon~Fri)	
			KRW 640,000	2 meals a day(Mon~Sun)	
Miryang	Bima Maehwa	KRW 430,000	KRW 730,000	3 meals a day(Mon~Sun)	N/A
			KRW 550,000	2 meals a day(Mon~Sun)	

1. Penalty Point

- followed by dormitory regulations (ex. 3 penalty points for non-attendance at Orientation)
 - a. Actions for Penalty Points(Example)
 - 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, after deduction can apply)
 - b. How to deduct penalty points : 1 penalty point will be deducted per 3 hours of voluntary service
(apply for voluntary service by visiting Dormitory Admin. Office)
 - c. Above information can change, detailed information will be announced at Dormitory Orientation.
- you should email to idorm@pusan.ac.kr after deduction before the due date for application
 - ※ Not available for selection if you do not complete deduction penalty points by the due date

2. Mandatory Meals

- Meals are mandatory for all residents in Woongbee, Bima and Maehwa(optional for Jillie & Jayoo)
- How to apply : choose 1 among the below 3 options when you apply for Dorm
(No change allowed after choosing)
 - a. 3 meals a day(Mon~ Sun)
 - b. 3 meals a day(Mon~Fri)
 - c. 2 meals a day(Mon~Sun)

3. Application for meal cancellation

- For whom : only for who can not have meals due to "religion" for applicants in Woongbee, Bima and Maehwa
 - ※ Apart from religions reasons such as allergies is not considered appropriate for applying for meal cancellation
- Period to apply : 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 didn't submit a certificate within the dormitory application 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

4. 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/>
 - * PNU Dormitory's website : <http://dorm.pusan.ac.kr/main/>

5. Inquires

- Tel : +82-51-510-3352
- Email : idorm@pusan.ac.kr
- Location : International Student Center(ISC), 2nd floor in main bldg.(Bldg. No. 205)