

Notice on Housing Application

Fall Semester 2021

This information is about Ajou University Fall semester 2021 housing application. All international students should read this notice **very carefully**, and follow the instructions given. Ajou University's Housing Application can be done via **online system only**.

For your application, please log in at the **online** housing application system web page:

<https://mhaksa.ajou.ac.kr:30443/public.html#!/e010202>

❖ **E-mail application will not be accepted**

The housing application will be open **from July 19th (Mon.) to 21st (Wed.), 2021 (Korean time)**.

Please use the student ID number given by Ajou University as application number and the registered email address you entered on the online application. Please note that the email address should be exactly the **same** as the one registered during your online application.

Please select "Exchange" for your student status and NOT "Undergraduate".

Room type

International Dorm	<ul style="list-style-type: none">• 2-person bedroom	Shared bathroom
Hwahong Hall	<ul style="list-style-type: none">• 2-person bedroom• 4-person bedroom	

For the prevention of COVID-19, the allocation for the number of persons in rooms can be changed. Any violation of housing regulations and COVID-19 prevention rules will be asked to move out.

Room assignment cannot be guaranteed according to your preference due to the capacity of the dormitory and please make sure to apply for the room before the deadline. In addition, if you'd like your roommate to be Korean, please leave a [note on the application form](#) and although it is not guaranteed, the Office of Student Housing & Residence will take into consideration.

Dormitory opening period for Fall Semester 2021 is **from Aug. 28th (Sat.), 2021**. Students can move in earlier than the opening period by checking with the dormitory coordinator and paying the extra fee. For inquiries about the dormitory, please contact the dorm coordinator:

Ms. Haekyung Jang(Kay)
Dormitory Coordinator for Foreign Students
Office of Student Housing & Residence
E-mail: jhk1092@ajou.ac.kr
Tel: (+82)-31-219-2149
Office: 1st floor of Hwahong Hall

Housing Application Procedure

All Ajou International Students should apply for the dormitory online and international students can only stay at Hwahong Hall and the International Dormitory. Instructions are as follows:

Online Dormitory Application (dormitory application system)

Application Procedure

1. Go to: <https://mhaksa.ajou.ac.kr:30443/public.html#!/e010202>
2. LOG IN (Registered Email/Ajou ID#)
3. Click application and fill out the blanks
4. In case of any system malfunction, we will check students' submission and if your name is not found on the list, we will inform you on July 22nd (Thurs.) for re-submission.

1. Schedule

Submission of Application	July 19 th (Mon.) ~ 21 st (Wed.)
Payment of the Dormitory Fee	August 9 th (Mon.) ~13 th (Fri.) New incoming international students can pay the bill after arriving at Ajou University within a week after your quarantine.

* Please pay the dorm fee at the KB Bank on Ajou campus **after** arriving at Korea. If you cannot arrive at Ajou by **Aug. 28th (Sat.)**, you should inform to a dormitory coordinator. If you do not move in without paying by the due date without any notice, your application will be cancelled.

* Please check that you can be arranged in a 2-bed room even though you apply for the 4-bed room due to the lack of 4 bed-rooms.

2. Dormitory Fees (for the year of 2021)

Regular Semester	International Dorm	2-person bedroom	KRW 1,264,000 /semester	16,000/day
	Hwahong Hall	2-person bedroom	KRW 967,000 /semester	13,000/day
	Hwahong Hall	4-person bedroom	KRW 656,000 /semester	10,000/ day

*Meal service is not included. Students should serve themselves in several cafeterias on campus.

3. Submission of Health Check-up result

Before moving in to the dorm, all residents should submit the result of the health check-up (especially for tuberculosis result).

The result sheet must show normal or abnormal of TB in English or Korean. Without the result sheet, students cannot move in.

The Office of International Affairs will forward the TB test results to the Office of Student Housing & Residence at once.

❖ If you didn't submit the health check-up result yet, please email it to the OIA as soon as possible.

4. Refund Policy

	Within 4 weeks	Within 8 weeks	Within 12 weeks	After 12 weeks
Payment	100%	75%	50%	25%
Refund	75%	50%	25%	0

- If residents need to leave during the middle of the semester, residents should apply for refund request. Without refund request, the Office of Student Housing & Residence has no responsibility to refund your dorm fee.
- The dormitory fee will be refunded to the student according to the refund policy.
- The criteria of refund policy are based on the move-in date given by the dormitory and not by the individual students' actual move-in date.
- Residents who are expelled due to violation of dormitory rules and regulations will receive **NO REFUND**
- Summer or winter vacation residents have NO REFUND even though early withdrawal from the dormitory.

5. Important Notice

- Due to limited accommodations, room arrangement *cannot be guaranteed as your preference* and your room can be changed even though it was assigned.
- If you do not apply for the dormitory within the application period, the application cannot be acceptable.
- If you don't pay the bill by the due date, your application will be cancelled without further notice.
- Every resident should *submit the TB test result* (Tuberculosis) sheet before moving in. The OIA will submit the Exchange Students' TB result at once to dormitory.
- If you leave your stuff in a room without applying for the dormitory, it will be cleared out. You are responsible for your own belongings, nobody can be responsible for them.
- Dormitory offers bedding sets (a temporary pillow, blanket and bed sheet) for only international students from the inspector office in each dorm 1st floor.
- Please note the move out day, and remember to leave the dorm accordingly. If you move in earlier or stay after the move-out date, you have to pay a fine (5 times the one-day fee, approx. KRW 50,000~80,000)

Requirement for International Students

1. Eligibility to Move In

- A. Incoming international students
- B. Registered international students
 - 1) Excluding those who were on academic probation in the previous semester
 - 2) Excluding those who were given 30 points' penalties and expelled from the dormitory
 - 3) Excluding research students

2. Selection Criteria

- A. The resident selection shall take place every semester.
- B. Incoming students will be given priority.
- C. Selection criteria for currently registered students
 - 1) Currently registered students will be selected after the spots for incoming students are filled.
 - 2) The same selection criteria will be applied to currently registered students as follows. (GPA: 60 percent; basic points: 30 percent; service points: 10 percent)
 - 3) If multiple students with same GPA's and credits compete for one vacancy, the date of birth (the youngest person will be given priority) will be taken into consideration.
 - 4) Currently registered students must move out of their rooms prior to the beginning of the semester if not selected. Unless selected students make full payment by the deadline, the vacancies will be given to those next in line on the waiting list.

3. Room Assignment Guidelines

- A. Room assignment will be handled by the Office of Student Housing & Residence with full consideration of applicants' requests.
- B. The request period for room changes will be the first week of each semester. No change is allowed after this period.
- C. Students who have sleep disorders (snoring, teeth grinding, etc.) serious enough to disturb roommates cannot be accepted.
- D. Students can choose from the two types of rooms: two-bed rooms and four-bed rooms. However, if there aren't any remaining rooms, the Office of Student Housing & Residence will randomly assign the rooms. *If there is a lack of 4-bed room, the Office of Student Housing & Residence will arrange a 2-bed room.*
- E. As for registered students, rooms will be allocated in accordance with GPA.
- F. Students will be categorized into groups of Undergraduate, Graduate School, Exchange Student, etc. when allocating the rooms.

4. Dormitory Application Procedures

- A. The dormitory application submission period for international students will be the same as local students.
- B. No application allowed after the deadline.

Housing Agreement

All residents should abide by the rules and regulations of the Ajou University Dormitory. These rules and regulations have been set forth for the purpose of promoting the convenience, security and welfare of the residents of our dormitory, and to protect the dormitory's property from misuse and abuse. Any violations against the rules and regulations will result in penalties as follows.

	APPLICATIONS	MEASURE AND PENALTY
1	Those who drop out of school or take off from school	eviction
2	Those who are arrested for crime	
3	Those who are suspended or receive disciplinary measures over suspension from school	
4	Those who are using dormitory room by other's name or staying with non-residents in dorm room	
5	Those who are engaged in something dangerous behaviors like drinking, gambling, fighting, stealing, causing fire, etc.	
6	Those who are doing unscrupulous acts or decided as a disqualified for cooperate life in dormitory	
7	Those who are trespassing on dormitory or entering dormitory room with different gender	
8	Those who do not submit a tuberculosis result	
9	Those who change rooms without approval	15
10	Those who smoke inside or non-smoking areas	15
11	Those who spread fabricated information or slander (through internet)	15
12	Those who do not follow university officials' instructions	15
13	Those who damage, renovate or relocate dormitory properties without approval	10
14	Those who disrupt or interfere others with making noise or a fuss in dormitory	10
15	Those who use or bring in inflammables like electric products including mat, cushion, heater, stove, rice cooker, TV, iron, portable gas stove, etc. at dormitory	10
16	Those who cook other places except designated places	10
17	Those who hand over student's ID to others	10
18	Those who cause drunken problems at dormitory	10
19	Those who bring in or raise pets (animals)	10
20	Those who do not participate in orientations, fire safety education or fire drills	10
21	Those who do not hand in requested documents for submission	10
22	Those who let non-residents in dormitory room	5
23	Those who neglect duty of keeping clean dormitory rooms and cooking/eating places	5
24	Those who do not put dormitory facilities or personal stuffs where they belong after using them	3
25	Those who scribble, post or distribute unauthorized materials	3
26	Those who hang laundries in public places	3

- ※ Dismissed residents cannot re-enter the facility.
- ※ The penalties are valid for one semester and will be deleted after they are used for the selection process during the next semester.

Any Inquiries

- **Dormitory Coordinator for Foreign Students**
Ms. Haekyung Jang (Kay)
E-mail: jhk1092@ajou.ac.kr
Tel: +82-31-219-2149
Office of Student Housing and Residence, 1st floor of Hwahong Hall

- **Dormitory Address**
Room # (XXXX), Building name,
Ajou University, 206 Worldcup-ro, Yeongtong-gu, Suwon 16499, South Korea

**The Office of Student Housing & Residence
Ajou University**