

# For Applicants of September, 2019

## Announcement for Residency Application at BK Residence Halls

- This notice is about the announcement for applicants of September, 2019.
- Applicants must read the notice thoroughly, and will be held responsible for anything resulting from not having done so.

▶ **Application period : 2019.07.01.(Mon) ~ 2019.07.31.(Wed)**

※ Standard: In case of faculty and researcher, an arrival date of an official document, and in case of graduate students and research students, an approval date of a person in charge in your department.

▶ **Qualification and procedure for residence application**

Classification		Faculty (Professor)	Researcher	Graduate & Research student
Qualification to apply for move-in by nationality	Foreigner	-Full-time instructor (Tenure) -Full/Part-time instructor (Non-tenure) -A dispatched worker for use of research year	-Appointed by the president of SNU -An institute issued researcher	One who lives with a legal spouse (2 persons residing)
	Local (Domestic)	-Full-time instructor (Tenure) -Full-time instructor* (Non-tenure) -A dispatched worker for use of research year	-Appointed by the president of SNU -An institute issued researcher	N/A
Qualification to apply for move-in by the type of building	Building A (Family Room, 56.26㎡)	One who lives together with a legal spouse and child(ren)		N/A
	Building B (Studio, 23.02㎡)	Living alone and living with a legal spouse is possible. (A child(ren) is not permitted to live in this building)		Living with a legal spouse (Living alone and living with child(ren) is NOT permitted in this building)
Restriction of qualification to move in		① A person who falls under any of the provisions of Article 18 of 「Seoul National University Student Residence Halls Regulation 서울대학교 학생생활관 규정」 ② A person who has a house in Seoul registered in his/her own name or his/her spouse's name. ③ A person who is scheduled to move into BK Residence Halls less than three months from the date of move-out before BK Residence Halls. ④ (In the case of a graduate student) A person who has lived in BK Residence Halls before. ⑤ (In the case of faculty and researchers) A person who has been judged not to be available by the management committee. ⑥ A person who does not apply to the reasons mentioned above and had moved out of the BK Residence Halls, within 3 months of the minimum residency period.		

<p>Procedure for Applying/ Selecting/Registration</p>	<p>The affiliated organization applies for move-in with an official document and other required documents</p> <p>↓</p> <p>The administration office of Gwanak Residence Halls will inform the affiliated organization of the waiting number and selected resident, by the order of priority</p> <p>↓</p> <p>Through the administration office of Gwanak Residence Halls, the selected resident should reserve the date for move-in, pay the rent fee and deposit through the bank account, submit required documents, fill out the contract and registration document for move-in, and be guided about residence.</p> <p>↓</p> <p>After all these procedures are over, the selected resident can move into the BK Residence Halls.</p>	<p>Apply for move-in through the online portal site.</p> <p>↓</p> <p>A person in charge of the affiliated organization confirms documents and approves the application for moving in online.</p> <p>↓</p> <p>The administration office of Gwanak Residence Halls will inform the affiliated organization of the waiting number and selected resident, by the order of priority</p> <p>↓</p> <p>Through the administration office of Gwanak Residence Halls, the selected resident should reserve the date for moving in, pay the rent and deposit through the bank account, submit required documents, fill out the contract and registration document for move-in, and be guided about residence.</p> <p>After all these procedure are over, the selected resident can move into the BK Residence Halls.</p>
<p>Application period</p>	<p><b>Before 2 months from the date you want to move in (from 1st day until the last day of the month)</b></p> <p>※ Application period</p> <p><b>Instructor or researcher</b> : A date that an official document arrives</p> <p><b>Graduate student or research student</b> : A date that a person in charge of the affiliated organization approves the application for move- in</p> <p>※ <b><u>Please send an official document with final approval from the director of your department/organization.</u></b></p>	
<p>Announcement</p>	<p><b>Residents/Waiting list will be notified after the application period (An official document will be sent)</b></p> <p>※ Waiting number is valid until the end of the month(of announcement).</p>	
<p>Permitted period of living</p>	<p><b>3 months (minimum) ~ 2 years (maximum)</b></p> <p><b>(Faculty and researchers can live during the period of appointment and graduate students(research students) can live during the period of academic maintenance.)</b></p> <p>※ <b>The extension period of residence can be extended within one year after deliberation by the Administrative Management Committee.</b></p> <p>- Faculty/instructor(s) are allowed to live at most 7 years, and researchers are allowed to live 5 years at most. (Residence for over 5 or 7 years are not allowed.)</p> <p>- Graduate students are allowed to file for an extension only once.</p>	

- ※ The classification criteria for full-time/part-time faculty  
(Applicable provision: regulations regarding appointment of faculty at Seoul National University)
- Full-time: lecture professor, research professor, industry-university cooperation professor
- Part-time: affiliated professor, adjunct professor
- Full-time or part-time : visiting professor, guest lecturer

## ▶ Maintenance Fee and Additional Charges

(Currency: won)

Building A(Family room)						
Deposit	Monthly Fee (Rent Fee)	Additional Fee (Extension Accepted)		Penalty(Fine)		
		Over 3 years under 4 years (20%)	Over 4 years (40%)	Less than 3 years	Over 3 years under 4 years	Over 4 years
1,890,000	630,000	126,000	252,000	1,200,000	1,326,000	1,452,000

(Currency: won)

Building B(Studio)						
Deposit	Monthly Fee (Rent Fee)	Additional Fee (Extension Accepted)		Penalty(Fine)		
		Over 3 years under 4 years (20%)	Over 4 years (40%)	Less than 3 years	Over 3 years under 4 years	Over 4 years
1,194,000	398,000	79,600	159,200	600,000	679,600	759,200

- Rent Fee for the first month depends on move-in date.
- According to 관악학생생활관 BK생활관 시행세칙, if a resident who falls under any of the provisions of Article 20. B does not move out on an official move-out date, the resident will be expelled and there will be a penalty fee.

### ○ Note

#### 1. Application

- 1) Students(graduate, research) can apply for Building B(Studio) only when the applicant is going to reside with his/her spouse, and should enter the spouse's information in the cohabiting family information on mySNU application.  
(The application will be retracted if a student applies for building A or there is no legal spouse information record)
- 2) For graduate students, a person in charge of approval of colleges should approve first, and then registration is available by SNU Gwanak Residence Halls.
- 3) Those who do not have a portal account must sign up for an ID first and then log in.

## 2. Cancellation of Residency

- 1) If the submission of documents and payment of maintenance fees are not completed within the designated period, we consider that you are giving up (renounce) your residence. (An application will be rendered invalid)
- 2) If false resident registration or residency is found, or false registration of cohabiting person is indicated in documents, [residency will be cancelled](#).
- 3) If there is any account that makes a resident ineligible for residency, the resident is required to leave voluntarily and will be immediately expelled if found.
- 4) Any unauthorized room transfer or an unregistered resident in the house will lead to immediate withdrawal.

# Required Documents

- Submit originals **issued within 3 months** from the day you move in
- Issue family relations certificate on your own terms
- Appointment period should be stated in a certificate of job contract or an official letter and in case of full-time instructor, a certificate of employment is acceptable.
- In case of locals, property tax should be 0 on a certificate of taxation by local tax item and please set the tax year for 2 years when issuing.
- All required documents must be in Korean or English. The documents are valid with an official seal of the institution.
- **If submitted documents turn out to be insufficient or false, residency can be cancelled.**

## Possible combinations of Required documents

### For Application

#### 1. Foreigner faculty or researcher / Bldg A(family)

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + A copy of your passport or Alien Registration Card(both sides) + Family relation certificate or marriage certificate or birth certificate + copies of family's passports

#### 2. Foreigner faculty or researcher to cohabit with spouse / Bldg B(studio)

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + A copy of your passport or Alien Registration Card(both sides) + Family relation certificate or marriage certificate + a copy of spouse's passport

#### 3. Foreigner faculty or researcher to live alone / Bldg B(studio)

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + A copy of your passport or Alien Registration Card(both sides)

#### 4. Foreigner graduate students / Bldg B(studio)

- An application form of BK Residence Halls + a copy of your passport or Alien Registration Card + Family relation certificate or marriage certificate + a copy of spouse's passport  
(Must complete online application by mySNU and submit documents to Gwanak Residence Halls Administration Office(#900 B1)

#### 5. Local faculty or researcher

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + your local tax payment certificate + your spouse's local tax payment certificate + Family relation certificate
- ※ Applicants who do not hold marital relationship are to submit his or her own local tax payment certificate only

## 6. Local faculty: A dispatched worker for use of a research year

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + your local tax payment certificate + your spouse's local tax payment certificate + Family relation certificate + Certifying documents of a Research year plan by the department
- ※ Applicants who do not hold marital relationship are to submit his or her own local tax payment certificate only

## 7. Local faculty: Guest or Visiting faculty

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + your local tax payment certificate + your spouse's local tax payment certificate + Family relation certificate + A certificate of full-time faculty with a verification mark by your department
- ※ Applicants who do not hold marital relationship are to submit his or her own local tax payment certificate only

### ○ When moving in

#### 1. Required documents

- Medical check-up result(must include: Chest X-ray examination result of Tuberculosis diagnosis)
- A certificate of measles immunization
- Passport / Alien Registration Card
- ※ If you live with your spouse, you must submit your spouse's x-ray result and measles immunization document.

#### 2. Note

- A detailed explanation for medical check-up and measles vaccination certificate is provided in Appendix 2
- Medical check-up must be written either in Korean or English to be considered as a valid one
- Foreign applicants must have 'BK Residence Halls Health Certificate'(form) authenticated by a legitimate medical institution before submission.
- ※ Only a certificate with an official seal of the institution is valid.

- ▣ For more information, please contact the Administrative Office of the Gwanak Residence Halls (☎ 02-881-9038).

**SNU Gwanak Residence Halls**

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# Guidelines of Health Certificate and Measles Vaccination Certificate

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## 1. Health Certificate

### 1) Validity of Health Certificate

- Documents must be issued in the name of **“Medical Certificate”, “Health Certificate”**
- **Result note, doctor’s note, notification letter and confirmation notes are invalid.**
- Health certificates with an official seal from public health centers, general hospitals, and internal medicine departments are valid.
- Only those who have been judged ‘normal’ may move-in.

### 2) Required Tests

- Chest x-ray screening that can be checked for Tuberculosis.
- The required tests may differ according to medical institute. (required tests are decided by the medical institution)

3) Only health certificates **issued within 6 months from the move-in date are valid.**

## 2. Measles Vaccination Certificate (Measles Antibody Test)

### 1) Issue measles vaccination certificate

- Print ‘vaccination certificate’ from Korea CDC’s NIP (nip.cdc.go.kr)  
Only for Koreans

### 2) Verify vaccination (valid only if 2nd vaccination is complete)

Category	Required Documents
Measles Vaccination verified	Submit ‘vaccination certificate’
Vaccinated, but not verified on webpage	Submit ‘measles antibody test results’ after an antibody test ※ If the resident knows the hospital of vaccination, the resident may visit the hospital for a ‘vaccination certificate’ and submit it
Not vaccinated	Submit ‘vaccination certificate’ after measles vaccination ※ Those not vaccinated must prepare beforehand to complete the 2nd vaccination before document submission period

### 3. Filling SNU Health Form (for Foreigners)

If it is difficult for foreigners to issue health examination and measles vaccination certificates in Korea, they can be replaced with Health Form attached.

1) Required examination : **Measles and PPD or Chest X-ray must be included.**

2) Note

- Health form must be completed by the hospital institution and include the institution name, address, phone number and an **official seal in the hospital.**
- Tuberculosis test is only valid when issued within 6 months of the date of moving in.