

# Housing Options

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## 1. On-Campus Dormitory: Sewha Hall

Sewha Hall is a on-campus dormitory which serves approximately 400 students, both Korean and International, it is run by a student self-government body, House Council(자치회)

<b>Capacity</b>	Total 434 (50% of residents are International Students)
<b>Fee</b>	KRW 240,000 (per month)
<b>Facilities</b>	bed, desk, chair, A/C, refrigerator, toilet, shower, shoe rack, internet, study room, seminar room, administration office, others (lounge, laundry room, cafeteria, ping-pong tables, machine room, etc.) * Cooking is not allowed in the dormitory
<b>Notes</b>	To maintain dormitory order, all residents are required to follow directives from '자치회', and be abided by dormitory regulations & penalty point system



## 2. Off-Campus Dormitory: I-House

I-House I, II are off-campus dormitories that serves international students only. It fully supports the autonomy of its residents.

<b>Capacity</b>	About 50 (100% International Students)
<b>Fee</b>	KRW 270,000 ~ 320,000 (per month)
<b>Facilities</b>	bunk beds, desk, chair, closet, A/C, refrigerator, washing machine, drying rack, sink, cooking range, toilet, shower, shoe rack, internet, etc. * Cooking equipment is available in each dorm room
<b>Notes</b>	There are two I-House buildings around the campus(I-House I, II). Both of buildings are located within 3~5min of walking distance from campus. It may be suitable for students who prefer to do things on their own, not to be disturbed by trivial campus-related matters.



## 1. Housing Application Process

- Before submitting your application, please read the Notice '2015 Fall Term International Dormitory Admission Procedures' at Global Center website (<http://globalcenter.khu.ac.kr>).
- Students who have a record of dormitory disciplinary action or moving out due to maladjustment are not allowed to apply for housing.
- For the notice of successful applicants, you can see the notice at the website (<http://globalcenter.khu.ac.kr>) and will be also sent an email from us.
- If a successful applicant does not move in the dormitory without any notification, he or she will be permanently restricted from applying for student housing, so you must contact the Global Center for proper cancellation procedures.

## 2. Move-In Process

- You can move in a dormitory only during a given period.
- You can check the given period when you apply for housing.
- Please check Attachment 3 for the address, transportation and map of each dormitory.
- After moving in, you can be informed of the assigned room, access to dormitory, and rules from the manager of your dormitory.
- Please note that room assignment is subject to change if necessary after prior notice.

## 3. Fee Payment

- After the announcement of successful applicants, you must pay an upfront fee (student council fee or deposit) within a week.
  - Upfront fee: Sehwawon 10,000 won (student council fee) / I-HOUSE 50,000 won (deposit)
  - When you move out, the student council fee is not refundable and the deposit will be returned unless there is any problem.
- If you cannot pay the upfront fee due to unavoidable circumstances (for example, staying abroad), you must pay both the upfront fee and the housing fee together during the housing fee payment period.
- You must pay the whole amount of housing fee to the given bank account within the given period.

\* Students eligible for divided payments, such as some scholarship students, must complete a payment by the first week of each month.



Dorm		Upfront Fee (won)	Fee(won) (1month)	Fee(won) (Semester, 4 months)	Fee(won) (vacation, 2 months)
Sewha Hall		10,000 (Student council fee)	240,000	960,000	480,000
I-HOUSE I	1 <sup>st</sup> floor	50,000 (Deposit)	280,000	1,120,000	560,000
	2~5 floor		290,000	1,160,000	580,000
I-HOUSE II	1 <sup>st</sup> floor		270,000	1,080,000	540,000
	2~6 floor		320,000	1,280,000	640,000

- Pay your upfront fee and housing fee to:

- Bank: Hana Bank
- Account No.: 278-910015-83204
- Holder: GLOBALCENTER-DORM

\* Students must pay the housing fee in their English name in their passport.

\* Overseas remittance is unavailable.

\* If you have no Korean bank account for account transfer, please pay the fee in cash by referring to Attachment 4.

- If you move out voluntarily for personal reasons or are forcefully discharged due to violation, you may not get a refund of the housing fee.

- The housing fee includes costs for electricity, gas, water, maintenance, and internet.

- The housing fee is subject to change, and you will be notified before any change to the fee.

- For I-HOUSE, if the combined cost of gas and electricity exceeds 100,000 won a month per room (2 person room), the residents must pay the extra at their own expense, and the amount is 50,000 won for one person room. (However, you are allowed to use up to 150,000 won per room from July to August and from January to February.)

#### 4. Vacation Housing Application

- To stay during vacation, please check the notice at the website during the vacation housing application period.

- If you don't apply for vacation housing, you must move out of the dormitory at the end of the semester.



- For fee payment, you must pay the whole amount of housing fee corresponding to your desired period (except for some scholarship students), and the payment of vacation housing fee must be completed before the end of the semester.

## 5. Moving Out

- Students who have not applied for vacation housing must move out during a given period.
- When you move out, you must discuss with the dormitory manager for room inspection and the date of moving out.
- Before moving out, you must clean your room and return your room key and bedding items to the manager.
- If you move out without any notification to the manager, your deposit will not be returned.
- If you have lost or damaged any stuff in your room, your deposit will not be returned.

## 6. Contact

- Website: <http://globalcenter.khu.ac.kr>
- E-mail: [globalcenter@khu.ac.kr](mailto:globalcenter@khu.ac.kr)
- Phone: 02-961-9286~7



## Sewha Hall Guidance Information

- After receiving your key, check which side of the room you are using A or B. Room residents should not switch keys (Students with the A key should use the bed and desk that are on the left side of the room, and students with the B key should use the right side.)

	Window	
Desk		Desk
Left bed (A)		Right bed (B)
	Door	

- Below is the opening and closing time of the dorm's main gate

	Opening Time	Closing Time
Monday ~ Thursday	5:00	12:00
Friday, Saturday, Sunday, and Public Holidays		1:00

※ The lobby closes at the same time the dorm's main gate

- Below is the office hour for Housing Office

Day	Opening hours	Closing hours	Additional Notes
Monday ~ Thursday	9:00	24:00	The person on duty is written on the door of the housing office. You can call the person on duty, in case of an emergency
Friday, Saturday, Sunday, and Public Holidays	13:00		

- Below are fines for losing each key

Closet Key	Drawer Key	Entrance Key	Key Tec	Card Key
13,000 won	15,000 won	15,000 won	20,000 won	20,000 won

- You can do your laundry during the opening and closing times of the dorm.
- Internet Service is free of charge. (It's not wireless)
- After entering, clean the room and always lock the door when leaving in order to avoid your property being stolen.
- Be sure to keep your rooms clean and lock the door when leaving your room.
- You can collect parcels delivered to you at the janitor's room after you have signed "proof of delivery" If you wish to pay delivery charge on arrival, be sure to give the money to the janitor in advance.
- Female study room is on the second and third floor and male study room is on the fourth and fifth floor. Study rooms are open 24 hours a day. No food allowed.  
※ Laptop is allowed only in study rooms on second and fourth floor.
- Television, portable air conditioner, electronic fans and heating devices are not allowed. Loud devices are also not allowed (ex : musical instruments).
- When you leave the dormitory, clean your room first and fill out the online check-out forms on Sewha hall homepage.

13. There are the heating controller (white; can use in winter) and the air conditioner (beige; can use in summer) on the wall.

14. Find the numbers below to make calls from outside to the dormitory

Department	Number	Department	Number
Dormitory ARS	02) 961-9471	Housing Office	02) 961-9475~7
Janitor's Room	02) 961-9478	Housing Office FAX	02) 961-9479

※ It is impossible to make a outside call by Dorm phone in the rooms. You can only receive call from outside.

※ For making a call from outside to your room - 02) 961-9471~4 (ARS) + ○○○ (Room Number)

15. The following is the number for contacting people within the dormitory with the dormitory phones.

Department	Number	Additional Notes
Housing Office	601~3	To make a call within the buildings, just press the room number
Janitor's Room	604~5	

16. When borrowing a iron, fill out the sheet at the Housing office. It is required to return the iron within the day, and you have to sign sheet when returning the iron.

17. Vacuum cleaner rentals are available at the counters after signed the sheet you've written notes can be rented. After using it, please return immediately for the next user.

18. When staying overnight, fill out the "Overnight form" on the homepage. "Staying out request" should be submitted until midnight. If you don't fill out the form, you will be penalized for staying out without permission.

19. Since the dorm windows are opaque during the day and become transparent at night, be sure to put down the blinds

20. Don't stick anything on the wall (i.e. glue stick, glass tape, adhesive hangers etc) to avoid damaging wall paper.

21. If there is inconvenience, contact the supervisor of the floor.

22. Fitness Club and table tennis facility are available from 06:00 to 10:00 and from 17:00 to 23:30 respectively

23. The snack bar is available from 08:00 to 21:00 during the semester, and from 09:00 to 21:00 during the vacation.

24. If your sink or bathroom drain is clogged, please contact the janitor's office on the first floor.

25. The rooftop is opened for the students. (Smoking and non-smoking areas are separated.)

AM 09:00 ~ PM 09:00
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26. Please follow the rules of this dormitory. (Please keep in mind the "Dormitory Regulations and Penalty Points")

Welcome to Sewha Hall



## Dormitory Regulations and Penalty Points

### ◆ Article 50 of Sanghwalgwan Management Regulations[disciplinary measure]

When you receive more than 5 points, you cannot apply for housing next semester. Also, when you have more than 20 points, you should leave the dormitory.

Regulation	Penalty
Showing infamous behavior and mal-adjusting to dormitory's social environment	Resignation
Breaking dormitory facilities on purpose	
Taking out dormitory facilities without permission	
Showing violence, gambling, stealing	
Having guest of the opposite sex at anytime <b>*completely prohibited</b>	
Drinking alcohol and smoking	
Having non-registered people at the dormitory	
Cooking in the dormitory	10 points
Staying out without writing the 'staying out log'	
Bringing in and using any dangerous objects such as electrical appliances and heating equipment	
Keeping pets(dogs, cats, etc.)	
Making loud noises and disturbing others	
Bringing friends without permission (including to the lobby and the gate)	
Moving or renting dormitory facilities without permission	
Making unauthorized copies of room keys	5 points
Impolite behavior towards dormitory administrator and supervisors	
Curfew violation	
Damaging dormitory notices	
Posting notices without permission	
Not attending group events without any particular reason (OT, room checking, regular inspection, etc.)	
Poor maintenance of the room	
Not following the instructions from the dormitory assistants	
Violation of the using time of washing machines and dryers	
Private occupying seats of study room (Dormitory office is not responsible for lost personal belongings)	
Delivering food into the dormitory room(deliveryman is not allowed in the dormitory)	
Lending card keys and room keys to others	
Delinquent behaviors and inadequate dressing	
Having alcohol container in your room for any reason	
Writing the 'staying out log' for someone else	

※ Students who continuously violate dormitory rules despite of the supervisor's warnings will be penalized



## [Appendix 2]

### I-House Guidance Information

1. You will receive your bed linens and key from the residential staff. Please do not change rooms or exchange keys before consulting the staff.
2. There are no curfews for I-house, but we ask you to keep quiet during quiet hours. Quiet hours are in effect between 22:00 ~ 06:00 (\* Please keep quiet in the aisle)

#### 3. Residential staff on-duty hours

Day	Morning	Evening	Note
Monday-Friday	AM 09:00 ~ 11:00	PM 07:00 ~ 09:00	Please do not disturb the staff after duty hours, unless emergency
Saturday, Sunday, Holidays	Closed		

#### 4. Lost key charges

Standard Key	Card Key	Note
KRW 10,000	KRW 20,000	In Residents are financially responsible for any damage or missing school property in their rooms and common areas.

5. If the total electricity and gas bill of a room exceeds KRW 100,000, the room's residents will be charged an additional fee to cover the extra costs.
6. Internet is provided free of charge.
7. Please keep your rooms cleaned and your doors locked to prevent theft or damage.  
✕ Your deposit may be forfeited to cover damage or cleaning cost
8. Visitors to the I-House must register and receive permission from CISS before arrival.
9. Residents are not permitted to use electric heating appliances (iron, curlers, electric pad, heater, etc.), electronics (TV, audio, portable A/C), or loud instruments in the I-House.
10. Residents are required to move out during scheduled times, and make an appointment with the staff to arrange an inventory check.
11. Please do not use glue, tape, adhesive hangers, nails, or other instruments that could damage the wallpaper.
12. If you have any problems with housing, ask the residential staff or CISS.
13. Please abide by the rules and conditions of the I-House during your residence. (Please refer to "Dormitory Regulations and Penalty Points)

# I-House Regulations

Violations	Penalty Points
Letting the opposite sex step into your room without permission Letting the guests stay over in your room without permission Giving or renting the room to someone else Arson (setting fire on purpose) and Theft Vandalism Violence Gambling Sexual harrassment Disobeying office manager or dormitory assistant Drinking alcohol, Smoking tabacco, Using illegal drugs Changing the room without permission	<b>20 Points</b> (Deportation)
Letting guests step into the dormitory building without permission Renting or copying key card, door key Visiting someone else's room after midnight (24:00) Causing serious noise and disturbance in and around dormitory Carrying inflammable material or electric heating appliance without permission. Opening someone else's mail or package	<b>15 Points</b>
Keeping any type of pets in dormitory Posting or distributing unauthorized documents and stickers Leaving any house appliances in the hallway or anywhere else outside your room Ruining an atmosphere of calm and restfulness in dormitory	<b>10 Points</b>
Damaging any public notices NOT attending regular roll call without the statement of reasons * First roll call after the dormitory entry should be attended with no exception Showing bad attitude at the roll call NOT using designated garbage bag and NOT complying with recycling regulation	<b>5 Points</b>
Staying out overnight without giving previous notice to dormitory assistant	<b>3 Points</b>
Dirty room found at the roll call	<b>2 Points</b>
* loss of key : 10,000 won * loss of card key : 20,000 won * Deportation from dormitory or even expulsion from the university is possible if it is considered to be necessary to keep the dormitory order	

# 한국의 쓰레기 배출에 대한 안내

- 한국에 거주하게 된 것을 진심으로 환영 합니다.
- 한국에서는 쓰레기를 종량제 제도로 수거 처리하고 있습니다.  
쓰레기를 배출할 때 종량제 규격봉투를 이용하여 배출하는 제도로  
쓰레기를 줄이고 자원을 재활용하고자 하는 목적으로 운영
- 한국에서는 쓰레기를 일반쓰레기, 음식물쓰레기, 재활용품 등으로 구분합니다.

## 생활폐기물용 쓰레기 봉투



재활용이 불가능한  
일상 생활 쓰레기를 담아 배출

## 음식물쓰레기 전용봉투



조리 전 · 후에 발생하는  
쓰레기를 담아 배출  
(사골뼈, 생선가시 등은  
생활폐기물 쓰레기 봉투로 배출)

## 재활용품 배출



캔, 병, 페트병, 플라스틱류는  
투명한 비닐봉투,  
종이류는 묶어 배출

- 종량제 봉투 구입은 주소지 주변 인근 판매소에서 구입 이용하시기 바랍니다.
- 동대문구에서는 쓰레기 배출요일, 배출시간을 지정 운영하고 있습니다.

배출요일	월 · 수 · 금요일	화 · 목 · 일요일
동 명	용신동, 전농1동, 전농2동, 답십리1동, 장안2동, 휘경1동, 휘경2동	제기동, 답십리2동, 장안1동, 청량리동, 회기동, 이문1동, 이문2동

## 배출 시간

일몰후 ~ 저녁9시까지 "내 집앞 내 점포앞에 붙여서"

- 기타 전자제품, 가구류는 신고대상을 동 주민센터에 문의하여 배출하시고, 화분이나 깨진 유리 등은 특수폐기물 봉투에 담아 배출하셔야 합니다.
- 한국에 거주하시는 동안 항상 건강하시고 행복하시기 바랍니다.



## Areal Map



Dormitory	Address	Direction
SEHWA Hall	서울시 동대문구 경희대로 26 26 Kyungheedae-ro Dongdaemun-gu Seoul, South KOREA	<b>Public Transportation</b> Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. → Get off at “Kyung Hee Middle and Highschool” bus stop  <b>Private Vehicle</b> Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University
I-HOUSE I	서울시 동대문구 천장산로7길 58-7 chunjangsan-ro 58-7, Dongdaemun-gu, Seoul, South KOREA	<b>Public Transportation</b> Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2 at the in front of exit number 1 → Get off at “Hankuk University of Foreign Studies Back Gate” bus stop → Go up the hill for 150m and then you will see the Tomato Convenience Store. → Turn right at there and go forward for 20m.  <b>Private Vehicle</b> Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University Back Gate
I-HOUSE II	서울시 동대문구 이문로13길 32 Imun-ro, 13street 32, Dongdaemun-gu, Seoul, South KOREA	<b>Public Transportation</b> Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. Get off at Kyung Hee Middle and Highschool → Go forward for 50m distance(Also I house II is at 20m distance from the rear of Sehwhahall Dormitory)  <b>Private Vehicle</b> Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University

Making a Housing Payment in Cash

- Step 1. Prepare your money in cash (KRW)
- Step 2. Go to HanaBank (하나은행) which is located at the ground floor of Chung-Woon Hall on campus
- Step 3. Ask for the below form and fill it out properly

입금하실때 (무통장입금, 타행송금, 수표발행 포함)

계좌번호	278-910015-83204			수표발행을 원하시는 경우	10만원권	매	기	타	₩	책임자
금 액	₩	0,000,000			100만원권	매			₩	
예금주 (받으실분)	CISSDORM-IHOUSE		입금은행	HanaBank		추가로 송금 요청하시는 경우	입금은행	계좌번호		취급자
신청인 (보내시는분)	성명	English Name	CMS		예금주		금 액	₩		
	주민번호				입금은행		계좌번호			
	주소/☎	(2천만원 이상시 기재) ☎			예금주		금 액	₩		
대리인	성명			주민번호			본인과의 관계			실명확인
	주소/☎	(2천만원 이상시 기재) ☎								

Step 4. Submit this form with cash to a bank clerk