

Kyung Hee University - Dormitory

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.

Capacity	Total 434 (50% of residents are International Students)
Fee	KRW200,000(per month) KRW10,000(Student Dormitory Council fee)
Real estate Holdings	23.8m ²
Facilities	Bed, Desk, Chair, A/C, Refrigerator, Toilet, Shower, shoe Sack, Internet, Study room, Seminar room, Administration office, Others (Lounge, Laundry room, Cafeteria, Fitness club, Ping-pong tables, Machine room, etc.) * Cooking is not allowed in Sewha Hall
Notes	To maintain dormitory order, all residents are required to follow directions from ‘Student Dormitory Council’, and be abided by <u>very strict dormitory regulations & penalty point system</u> (See Appendix 1 below for curfew hours)



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.

Capacity	About 50 (100% International Students)	
Fee	1 st Floor	Other floors
	KRW 300,000 (per month)	KRW 350,000 (per month)
Real estate Holdings	18m ²	
Facilities	Bunk beds(200*110cm), Sheets set, Desk, Chair, Closet, A/C, Refrigerator, Washing machine, Drying rack, Sink, Stove, Toilet, Shower, Shoe rack, Internet, etc. * Cooking equipment is available in each dorm room	
Notes	There are two I-House buildings around the campus(I-House I, II). Both of buildings are located with in 5~10min 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.	



Note

- Dormitory residence application is valid for one semester only.
- Students who wish to extend their stay in the following semester must to reapply during the term stipulated in the school schedule.

▸ Dormitory Residence

During the semester	4 months	Application is requested each semester
On Vacation	A month 2 months	It can be selectable

- * Residence can stay in dorm at maximum 4 months in the semester time.
- * On vacation, residence can select a month or 2 months. (A short stay is not valid.)

- The cases with students who can not apply the dormitory
 - * Student who does not enter the dormitory without notification at ISSS after announcement of selected list
 - * Student who gets 20 penalty points (deportation)
 - * Student who does not pay the dormitory fee within 2 weeks after notification

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 the address, transportation and map of each dormitory.
(refer to Appendix 3)
- You can be informed of the assigned room, access to dormitory and rules from the RA of your dormitory on moving-in period.
- **Please note that changing rooms after room assignment is not allowed.**



3. Dormitory Payment

A. Payment

(KRW)

Dorm		Extra fee	deposit	Fee (1month)	Fee (Semester)	Total Fees	Maintenance fee
Sewha Hall		Student council fee 10,000	60,000	₩246,000	₩984,000	₩1,054,000	N/A
I-HOUSE	1 st floor	Cleaning Fee 50,000	-	300,000	1,200,000	₩1,250,000	refer to [Note]
	2~6 floor			350,000	1,400,000	₩1,450,000	

[Note]

- Cleaning fee of dormitory : 50,000won (Residents in I-HOUSE I,II)
 1. Cleaning fee must be paid on the first day of each semester when they enter the dormitory. ex) Must be paid twice in a year
 2. In case of entering the dormitory for the first time during the vacation, student must pay the cleaning fee.

- If the student leaves the dormitory voluntarily or has been evicted for violating any rules, dormitory payment will not be refunded.

- The dormitory fee is subject to change, and notice on price change will be made in advance.

- The dormitory fee includes the bills for water, power, gas and Internet access, however, students will be charged for extra utility fee for exceeding the average energy usage.

B. Account information

- 1.Name of Bank: KEB HANA Bank
- 2.Bank Address: KYUNGHEE UNIV BRANCH, 175, Hoegi-ro, Dongdaemun-gu, Seoul, Korea
- 3.Name of account: Kyung Hee University GLOBALCENTER-DORM
- 4.Account number : 278-910015-83204
- 5.Remitter's name: **When you send your dormitory fee, please make sure the Remitter's name is same as written on your passport**
- 6.Period to pay: 20. AUG - 24. AUG. 2018 : Period for freshman
27. AUG - 31. AUG. 2018 : Period for returning or enrolled student

The dormitory application will be canceled if not transferred dormitory fee within the payment dates. If there's any possibilities of delaying of payment, please E-mail us about the information.

C. Payment information

ONLY Cash: After the payment is made, receipts should be turned in to ISSS
or email (globalcenter@khu.ac.kr) with Student I.D(number), Name



Division of International Students and Scholar Services
Kyung-Hee University, Seoul, Republic of Korea

4. Vacation Dormitory Application

- To stay during the vacation, please check the notification on the website of ISSS for period of applying for vacation (Email will be sent in advance)
- If students don't apply for dormitory on vacation, residents must move out from the dormitory at the end of the semester.
- Students must pay the whole amount of dormitory fee within 2 weeks after admitting the dormitory.

5. Moving Out

- Students must discuss with dormitory assistants for inspecting the condition of the room and the date of moving out in advance.
- Before moving out, residents must clean their room and return front gate key and bedding items to the dormitory assistants.
- There will be charged for lost or damaged items.



[Appendix 1]

Sewha Hall Guidance Information

Mandatory*Join the official Sewha dormitory website (<http://sewhahall.khu.ac.kr>)*

Request for short-term staying out and staying for vacation are all possible only online.

Request for long-term staying out for more than 3 nights should be notified at the housing office.

1. After receiving your key, check if it is A or B. Students that switch keys between each other can be a drawback. (Students with the A key have to use the bed and desk that are on the left side of the room, and students with the B key uses the right side.)

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

2. The following is the time the entrance to the dormitory closes and opens.

	Opening Time	Closing Time
Monday ~ Thursday	05:00	24:00
Friday, Saturday, Sunday, and Public Holidays		01:00

※ The lobby closes at the same time the dormitory door closes

3. The following is the Housing Office operation time.

Day	Opening hours	Closing hours	Staff rooms on call	Additional Notes
Monday ~ Friday	09:00	21:00	23:00	The staff on duty is written on the door of the housing office. You can call the staff on duty, in case of an emergency
Saturday, Sunday, and Public Holidays	13:00			

4. The following is the fee for each key in case it is lost so be careful

Closet Key	Drawer Key	Entrance Key	Key Tag	Card Key	Blanket	Cleaning
13,000 won	15,000 won	15,000 won	20,000 won	20,000 won	40,000 won	10,000 won

5. For internet in the room, use the LAN line located on the wall next to the bed.(It's not wireless.)
6. People can't see inside of your room at daytime but they can see at night (windows become like a mirror at daytime, but become transparent at night). So be careful and use the shade.
7. Do not stick anything on the wall(glue stick, glass tape, adhesive hangers, etc) to avoid damaging the wallpaper.
8. Visitors (only family members) that are planning to visit must fill out the visitors log in sheet in the housing office and must wear a visitor tag.
9. For receiving parcels, use the yellow automatic parcel cabinet in front of the janitor's office. If your parcel is too big, or you do not own a korean mobile phone number or kakaoalk account the janitors will receive it on behalf. Sending parcels, are also available at the janitor's office.
- 10.The **study room** for girls is on the 2nd and 3rd floor and the study room for the guys is on the 4th and 5th floor. The Study room is open 24 hours a day. No food is allowed. (Only the 2nd and 4th floor study room allows the use of laptops.)
11. Television, portable air conditioner, electronic fans and heating devices are not allowed. Devices that make sounds are not allowed (musical instruments). If you have any musical instrument or hair straightener for your hair you need to sign a consent at the housing office to have it in the room.
12. On the wall in each room, located is the **heating machine controller** (white; use in winter) and the **air conditioner** (beige; use in summer).

13. Facilities on the 2nd Basement (Floor B2)

* The B2 facility usage time is from 6:00 AM ~ 11:30 PM * The elevator is the only way to go to B2.

1) Laundry room

- Cost for laundry : 1,000 won per use / for dryer : 500 won per 15 min.

2) Gym & Ping-pong tables

- To use the gym, you must wear sportswear and indoor used sneakers.

14. **To borrow an iron** : go to the housing office or janitors office and fill out the "Iron" file form . It is required to return the iron that day, and you have to sign the form when returning the iron.

To borrow a vacuum cleaner : go to the janitors office and fill out the renting form. After using it, please return directly for the next user. Don't forget to sign the form on returning.

15. When staying out, fill out the "Staying Out Log" on the dormitory homepage. You can write the overnight stay application until midnight. If you don't fill out the form, you will receive penalties for staying out without permission. * If you are staying out for more than 3 nights, write the long-term staying out log at the housing office.

16. After moving in, always keep the room clean and always lock the door when leaving in order to avoid your property being stolen. When moving out of the dormitory, you must clean your room, and then apply for the room check at the housing office.

※ When moving out, if your room is not clean you may have to pay penalties.

17. If you feel any inconvenience while staying in the dormitory, contact the supervisor of the floor.

Floor	Room number	B1(001~009), 1F	Room 108
2F	Room 222	B1(010~019), 3F	Room 322
4F	Room 422	5F	Room 522

18. Here is the number when calling the dormitory from outside

Department	Number	Department	Number
Dormitory ARS	02) 961-9471~4	Housing Office	02) 961-9476
Janitor's Room	02) 961-9478	Housing Office FAX	02) 961-9479

※ It is impossible to call outside with the dorm phone in the room. Only receives calls from outside.

※ The number for contacting a room of a occupant: 02) 961-9471 (ARS) + ○○○ (Room number)

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

Department	Number	Additional Notes
Housing Office	603	When calling another occupant of the dormitory just press the room number
Janitor's Room	604~5	

20. The mini store on B2 is open from 08:00 to 21:00 during the semester, and from 09:00 to 21:00 during vacation.

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

22. The rooftop is open 9:00 AM ~ 9:00 PM for the students. (Smoking and non-smoking areas are separated.)

23. You can use the common **WI-FI** in the hallways. **ID : KHU WI-FI Guest / PW : vision2020**

24. Please follow the rules of this dormitory. (Please keep in mind the "Dormitory Regulations and Penalty Points")

Welcome to Sewha Hall ☺



Sehawon Dormitory Regulations

◆ Article 50 of Sanghwalgwan Management Regulations[disciplinary measure]

When you receive more than 5 points, you cannot apply next semester. Also, when you have more than 20 points, you will be asked to leave the dormitory.

Regulation	Penalty
Showing infamous behavior and mal-adjusting to dormitory's social environment	Resignation 20 points
Breaking dormitory facilities on purpose	
Taking out dormitory facilities without permission	
Showing violence, gambling, stealing	
Boys going into the girls' floors (Same goes for the girls) *completely prohibited	
Drinking alcohol and smoking is not permitted inside the dormitory.	
Illegal staying of Nonregistered 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	
Past the curfew time	
Damaging dormitory notices	
Putting up 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 items because of personal irresponsibility)	
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. Loss of stolen card key replacement

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

5. The housing fee includes the costs for water, power, gas, and Internet. Maintenance is included, however if there is an overage in utilities, those must be paid.

[I-HOUSE Utility fee standard]

(KRW)

	Jan - Mar	Apr - Jun	Jul - Sep	Oct - Dec
Electricity	20,000	15,000	40,000	15,000
Gas	65,000	35,000	20,000	35,000

* Utilities fee will depend on usage.

ex) Electricity and gas bill for March will be charged in April.

6. Internet is provided free of charge.
7. Please keep your rooms cleaned and your doors locked to prevent theft or damage.
* If you move out without any notification to Room Assistant, a room cleaning fee will be charged.
8. Visitors to the I-House must register and receive permission from the Global Center 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 the Global Center.
13. Please abide by the rules and conditions of the I-House during your residence. (Please refer to "Dormitory Regulations and Penalty Points).

1-House Regulations

Violations	Penalty Points
Visitation in the room by members of the opposite sex Overnight guests Arson (setting fire on purpose) Theft Vandalism Violence Gambling Sexual harrassment or assault Disobeying office manager or dormitory assistant instructions Alcohol, Tabacco, or drug use Unauthorized changing of rooms, subletting, or otherwise allowing unauthorized people the use of the dorm room	20 Points (Deportation)
Bringing guests or allowing other unauthozired people into the dormitory Loaning, copying, or otherwise allowing unauthorized people key access to the dorm or room Visitation of any kind after midnight (00:00/24:00) Possessing flammable materials or unauthorized electric heating devices Tampering with other people's mail	15 Points
NOT complying with dormitory regulations regarding and recycling Keeping pets or other live animals in the dormitory Posting or distributing unauthorized materials Leaving house appliances in the hallway or outside the room Disturbing others	10 Points
Damaging, defacing, or removing public notices Missing roll call without an approved excuse - first roll call must be attended WITHOUT EXCEPTION Inappopriate attitude during roll call Failure to keep room in clean condition. Rooms will be inspected during roll call, and can be conducted without prior notice.	5 Points
* loss of stolen card key replacement : 20,000 won * Failure to comply with dormitory regulations can result in expulsion from the dormitory or even from the university, in the case od severe or repeated offences. More than 20 violation points will result in expulsion.	

- * If the student leaves the dormitory voluntarily or has been evicted for violating any rules, dormitory payment will not be refunded
- * Students who continuously violate dormitory rules despite of the supervisor's warnings will be penalized.

Announcements for Disposal of garbage in Korea

- We sincerely welcome your residence here in Korea.
- Dongdaemun has a special system of garbage collection and disposal.
For all garbage disposal, a standard plastic garbage bag is required.
It is to reduce the amount of waste and is to recycle resources.
- Garbage should be separated into three categories : general waste, food waste, recycling waste.

General waste garbage plastic bag



Daily garbage which can't be recycled should be disposed (Includes all bones)

Food waste garbage plastic bag



Wet food waste :
fruit, vegetables, meat
should be disposed
(Does not include bones)

Recycling plastic garbage bag



cans, bottles, plastic materials
should be disposed in transparent
plastic bags. Paper materials
should be bound in bundles
to be disposed.

- You should be able to purchase the plastic garbage bags at the shop near your house.
- Specific dates and hours of garbage disposal are designated.

Garbage day	Monday · Wednesday · Friday	Tuesday · Thursday · Sunday
Name of Resident Center	Yongsin-dong, Jeonnong 1-dong, Jeonnong 2-dong, Dapsimni 1-dong, Jangan 2-dong, Hwigyeong 1-dong, Hwigyeong 2-dong.	Jegi-dong, Dapsimni 2dong , Jangan 1-dong, Cheongnyangni-dong, Hoegi dong, Imun 1-dong, Imun 2-dong

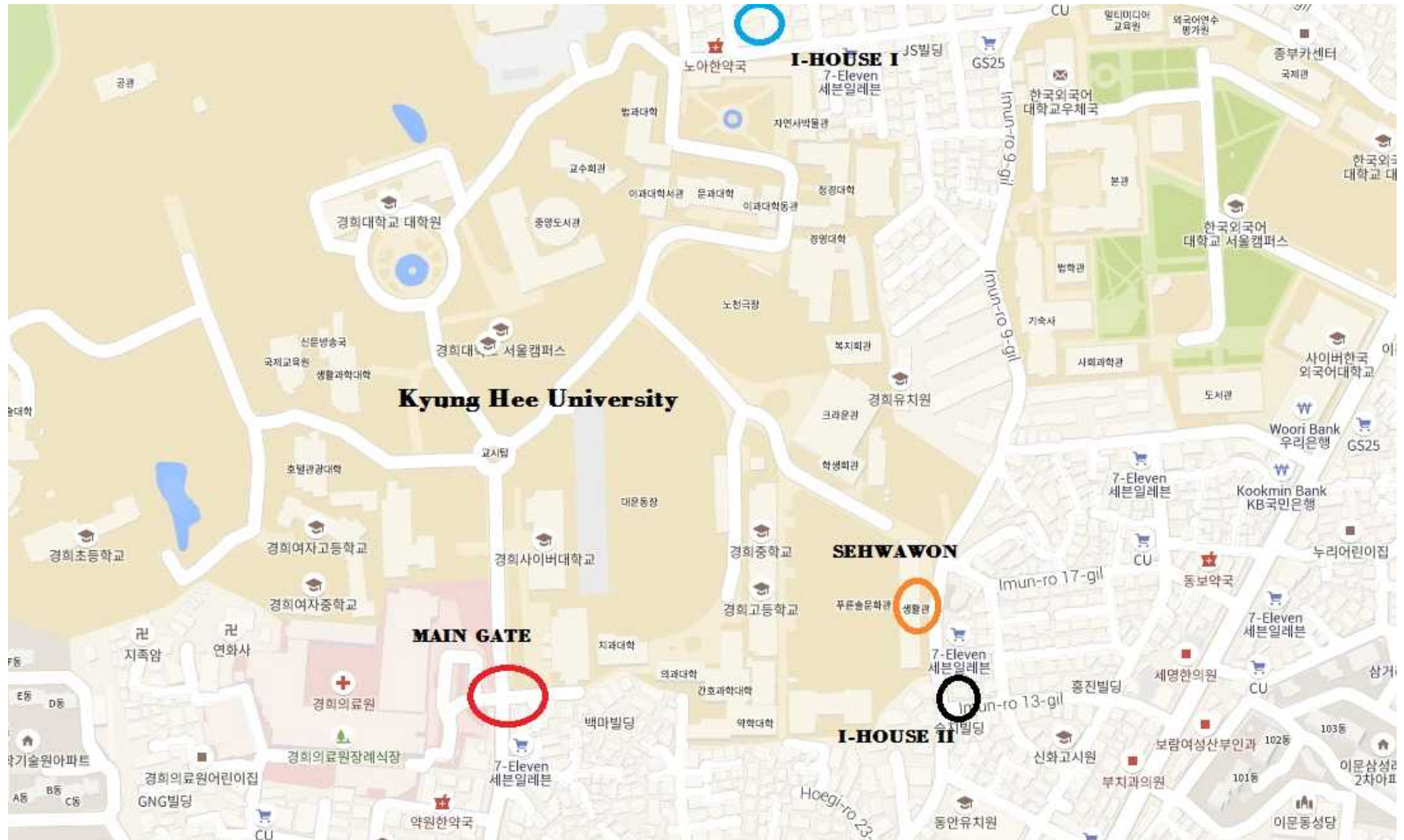
Hours of garbage collection

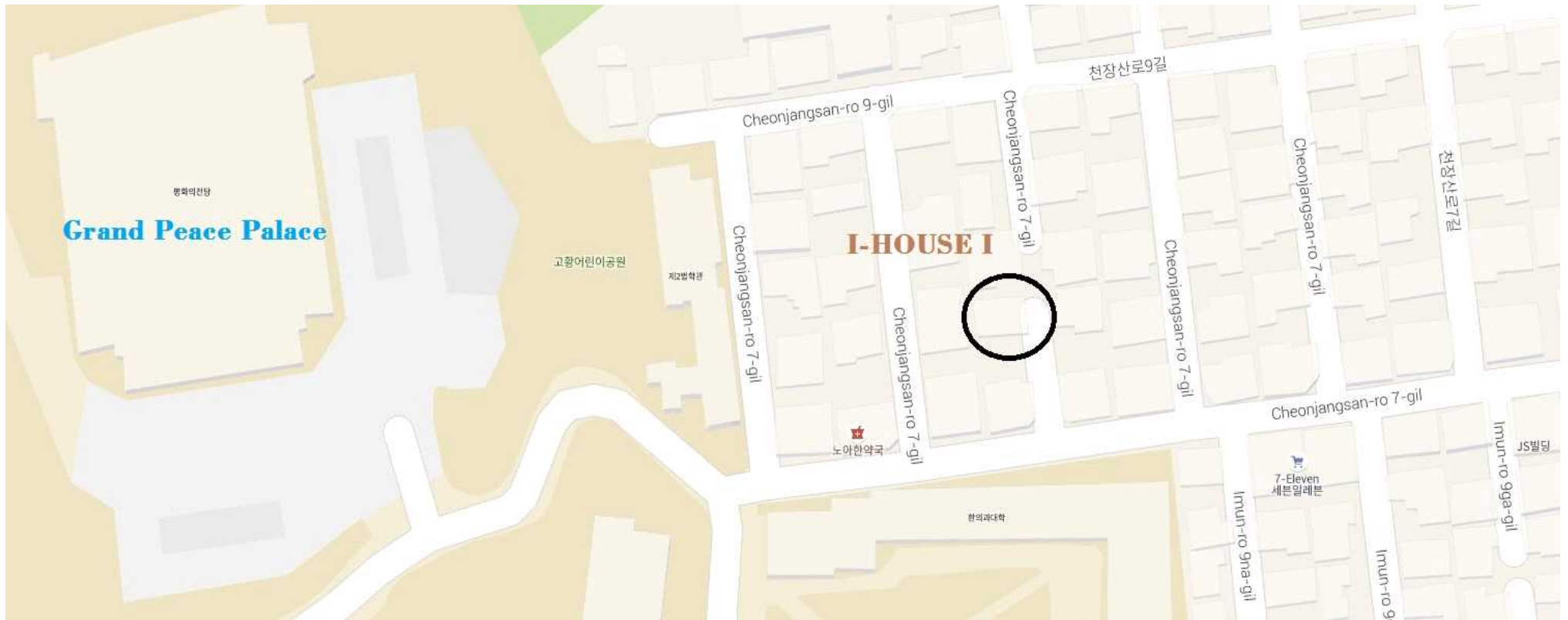
After sunset ~ Until 9 o'clock
"In front of your houses or shops"

- The disposal of electronic and furniture goods should be reported to the residents center. Broken glass and flower pots should be disposed in special refuse plastic garbage bags.
- During your stay in Korea, Please enjoy living in Dongdaemun.

Dongdaemun district (Administration Department of garbage 02-2127-4719)

Area Map





Dormitory	Address	Direction
I-HOUSE I (070-8114-0366)	서울시 동대문구 천장산로7길 58-7 chunjangsan-ro 58-7, Dongdaemun-gu, Seoul, South KOREA	Public Transportation 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. Private Vehicle Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University Back Gate



Dormitory	Address	Direction
SEHWA Hall (02-961-9475)	서울시 동대문구 경희대로 26 26 Kyungheedae-ro Dongdaemun-gu Seoul, South KOREA	Public Transportation 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 Private Vehicle Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University
I-HOUSE II (070-8181-3732)	서울시 동대문구 이문로13길 32 Imun-ro, 13street 32, Dongdaemun-gu, Seoul, South KOREA	Public Transportation 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 Sehwahall Dormitory) Private Vehicle 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)	GLOBALCENTER-DORM		입금은행	HanaBank		추가로 송금 요청하시는 경우	입금은행	계좌번호		실명확인
신청인 (보내시는분)	성명	English Name	CMS		예금주		금 액	₩		
	주민번호				입금은행		계좌번호			
	주소/☎	(2천만원 이상시 기재) ☎			예금주		금 액	₩		
대리인	성명			주민번호			본인과의 관계			
	주소/☎	(2천만원 이상시 기재) ☎								

Step 4. Submit this form with cash to a bank clerk (Overseas transfer is not acceptable)

Remitter's name: When you send your dormitory fee, please make sure the Remitter's name is same as written on your passport

Period to pay: Division of International Students and Scholarship Services is going to announce through
Office of International Affairs(#304) after dormitory residence confirmation