

BK Residence Halls

Residency Application

○ Application and Selection

| Classification | | Faculty (instructor) | Researcher | Graduate student, research student |
|--|----------------------------------|---|-----------------------------------|---|
| Qualification to apply for move-in by nationality | Foreigner | (Appointed by the president of SNU) Full-time instructor and part-time instructor | Appointed by the president of SNU | One who lives with a legal spouse (2 persons residing) |
| | Local | (Appointed by the president of SNU) - Full-time instructor - Part-time instructor* | Appointed by the president of SNU | 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 or living with a legal spouse is possible. (Child(ren) are not permitted to live in this building) | | Living with a legal spouse (Living alone or 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 the apartment less than three months from the date of move-out before the BK Residence Halls. ④ (In the case of a graduate student) A person who has lived in a SNU Family House or the 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 do not apply to the reasons mentioned above and had moved out of the BK Residence Halls, within 3 months of the minimum residency period. | | |
| Procedure for Applying/Selecting/Registration | | The affiliated organization applies for move-in with official document and other required documents ↓ The administration office of the Gwanak Residence Halls will inform the affiliated organization of the waiting number and selected resident, by the order of priority ↓ | | Apply for move-in through the online portal site. ↓ The person in charge of the affiliated organization confirms the document and approves the application for moving in online. ↓ The administration office of the Gwanak Residence Halls will inform the affiliated organization of the waiting |

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

○ Required Documents

| Classification | Foreigner | Local |
|-------------------------------|---|--|
| Faculty/ Researcher | <p>When applying</p> <ul style="list-style-type: none"> ① Application form of the BK Residence Halls ② Certificate of appointment ③ Copy of the applicant's passport or alien registration card ④ (To those that apply) Family relation certificate or marriage certificate, copy of family members' passport <p>When moving in(See Attachment1)</p> <ul style="list-style-type: none"> ① Health Certificate(Mandatory: Chest X-ray tuberculosis examination) ② Measles Vaccination Certificate | <p>When applying</p> <ul style="list-style-type: none"> ① Application form of the BK Residence Halls ② Certificate of appointment ③ Certificate of Tax Payment <ul style="list-style-type: none"> - 1 copy each per applicant and spouse - Must include documents on status on Seoul Property Tax(Applicant and Spouse should have no record of tax in Seoul) ④ Copy of resident registration <ul style="list-style-type: none"> - Original copies issued within 3 months - Submit a family relation certificate if the person and spouse are not listed in the resident registration copy. ⑤ (Visiting / Guest Professor Only) Submit a full-time faculty certificate from the affiliated organization (including its official seal) <p>When moving in(See Attachment1)</p> <ul style="list-style-type: none"> ① Health Certificate(Mandatory: Chest X-ray tuberculosis examination) ② Measles Vaccination Certificate |
| Graduate/ Research Student | <p>When applying</p> <ul style="list-style-type: none"> ① Application form of the BK Residence Halls ② Copy of the applicant's passport or alien registration card ③ Family relation certificate or marriage certificate, copy of family members' passport ④ (To those that apply) If the spouse is a student at this school, submit the relevant certificate for identification purposes <p>When moving in(See Attachment1)</p> <ul style="list-style-type: none"> ① Health Certificate(Mandatory: Chest X-ray tuberculosis examination) ② Measles Vaccination Certificate | N/A |

※ Health certificate is valid only if it is written in Korean or English.

※ For foreigners, only after confirming 'Seoul National University Health Form' from a medical institution makes it a valid certificate to be submitted.(Seal of the medical institution is necessary.)

○ Maintenance Fee and Additional Charges

(currency: won)

| | Building A(Family room) | | | | Building B(Studio) | | | |
|------|-------------------------|-----------|----------------------------------|--------------------|--------------------|-----------|----------------------------------|--------------------|
| | Maintenance Fee | Deposit | Additional | | Maintenance Fee | Deposit | Additional | |
| | | | Over 3 years under 4 years (20%) | Over 4 years (40%) | | | Over 3 years under 4 years (20%) | Over 4 years (40%) |
| Cost | 630,000 | 1,890,000 | 126,000 | 252,000 | 398,000 | 1,194,000 | 79,600 | 159,200 |

○ Move-out Procedure and Extension Application

| | Applying for Move-out | Residency Extension |
|---------------------|---|---|
| Subject | In the case of : ① Residency Expiration ② (faculty and researchers) Appointment expiration ③ (graduate students) Graduation, expulsion, suspension, or a leave of absence from school for 2 consecutive semesters ④ Graduate student who has completed their coursework but has not registered as a researcher ⑤ Failing to make a payment by the designated date ⑥ False information on application or registration ⑦ The Dean acknowledges that the resident is unfit for cohabitation or has not followed the BK Operation Principles. | In the case of : ① Instructor or researcher appointment is scheduled and confirmed ② The term of residence of an instructor or researcher has expired without any change of identity. ③ Graduate student (a research student) who is appointed as an instructor or researcher after moving in. ④ Graduate student (or a research student) who wants an extension. |
| Application process | * mySNU portal login > Academic Affairs > Dormitory > BK Int'l House > Apply to Move out * If you do not already have a portal account, you must first sign up for an ID and then log in. | The department/organization may submit required documents with official document * Required Documents ① Application for an extension of the BK Residence Halls ② Appointment schedule confirmation or Appointment certificate (Graduate student: Certificate of registration or student certificate) ③ A copy of both sides of the alien registration card * Please send an official letter with final approval from the director of your department/organization |

| Application period | Application at least one month before scheduled move-out date | Application at least 15 days before residency expiration |
|--------------------|--|---|
| Note | <ul style="list-style-type: none"> - If the resident does not leave by the period of residency expiration, he/she will be considered as unauthorized residents and will be forced to leave. - Those who are scheduled to leave the building should vacate the room and restore to their original state of facility and cleanliness, and follow the established move-out procedure. | <ul style="list-style-type: none"> - Residency can be extended to within one year after deliberation and decision of the Administrative Management Committee - Only instructors and researchers can be reviewed by the Administrative Management Committee to extend the period of permissible residence (however, the total period of residence cannot exceed seven years for instructors and five years for researchers) - If graduate students who moved in before the implementation of the new regulations (including students who already applied for move in) live independently, the transitional measures regarding the period of residency permission shall follow the previous regulations. |

○ Note

1. Application

- 1) To apply for the Building B (studio), a student(graduate, research) must understand that only 2 people (the applicant and his/her legal spouse) can reside in the studio. He/she should enter the spouse's information in the cohabiting family information section. (The application is cancelled if the student applies for Building A or there is no legal spouse information record)
- 2) In the case of graduate school students, the department employee in charge of approval should approve the application after confirming the 'Required Documents - Graduate/Research Student - When applying' (Please submit the original documents to the person in charge of the Gwanak Residence Halls BK Residence Halls.)
- 3) Those who do not already have a portal account must first sign up for an ID and then log in.
- 4) Please send an official letter with final approval from the director of your department/organization.
- 5) Application date
Instructor or researcher : the date that the official document arrives
Graduate student or research student : the date that the person in charge of the affiliated organization approves the application for moving in.

2. Cancellation of Residency

- 1) If the submission of documents and payment of maintenance fees are not completed within the designated period, residency will be canceled.
- 2) If false resident registration or residency is found and false information of cohabiting person is indicated in documents, residency will be canceled.
- 3) If there is any reason for move-out while staying in the BK Residence Halls, residents are required to declare themselves and leave voluntarily or will immediately evicted if found.

4) Any unauthorized room transfer or substituted entry in the house will lead to immediate eviction.

3. Required documents based on category

1) For Application

A. Foreign graduate students (including research students) / Bldg B(Studio)

- application form + copy of applicant's passport or alien registration card + family relation certificate or marriage certificate + copy of spouse's passport + (if needed) spouse's proof of enrollment

B. Foreign faculty member or researcher / Bldg A(Family Room)

- application form + a confirmation of appointment or an official letter + copy of applicant's passport or alien registration card + family relation certificate or marriage certificate + copy of family member's passport

C. Foreign faculty member or researcher to cohabit with spouse / Bldg B(Studio)

- application form + a confirmation of appointment or an official letter + copy of applicant's passport or alien registration card + family relation certificate or marriage certificate + copy of family member's passport

D. Foreign faculty member or researcher to live alone / Bldg B(Studio)

- application form + a confirmation of appointment or an official letter + copy of applicant's passport or alien registration card

E. Local faculty member or researcher to live alone

- application form + a confirmation of appointment or an official letter + certificate of tax payment + a certificate of resident registration(family relation certificate needed if applicant's legal relationship with spouse is not stated in the document)

F. Local faculty member: guest or visiting faculty

- application form + a confirmation of appointment or an official letter + certificate of tax payment + a certificate of resident registration(family relation certificate needed if applicant's legal relationship with spouse is not stated in the document) + a certificate of full-time faculty(with a verification mark by the department)

2) When moving in

A. Required Documents

- Health Certificate (Mandatory: Chest X-ray tuberculosis examination)
- Measles Vaccination Certificate

B. Note

- Refer to 'Appendix 1' for Health Certificate and Measles Vaccination Certificate.
- Health Certificates are valid only if they are in Korean or English
- If residents do not submit the written agreement/license (when moving in), his/her residency may be canceled.
- [Foreigners can submit the 'Seoul National University Health Form' after being confirmed by the medical institution. \(Hospital official seal required\)](#)

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

Health Certificate and Measles Vaccination Certificate Guidelines

1. Health Certificate

1) Validity of Health Certificate

- Documents must be issued titled as **"Medical Certificate" or "Health Certificate"**
- **Result notes, doctor's notes, notification letters and confirmation notes are not valid.**
- Health certificates with an official seal from public health centers, general hospitals, and internal medicine departments are valid.
- Only those who have been cleared as 'healthy' and/or 'normal' may move-in.

2) Required Tests

- Chest x-ray screening to check for Tuberculosis must be included
- The required tests may differ according to the medical institute (required tests are decided by the medical institute)

3) Only health certificates that show results **within 6 months of the move-in date are valid.**

2. Measles Vaccination Certificate (Measles Antibody Test)

1) Submit measles vaccination certificate

- Print 'vaccination certificate' from Korea CDC's NIP (nip.cdc.go.kr)

2) Verification of 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 the document submission period |

3. Filling the SNU Health Form (for Foreigners)

If it is difficult for foreigners to get issued a health examination and measles vaccination certificates in Korea, they can be replace them with the attached Health Form.

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

2) Note

- The Health form must be completed by the medical institution and must include the institution name, address, phone number and **official seal from the hospital.**
- The tuberculosis examination is only valid when issued within 6 months of the move-in date.