

2022 Summer Semester Undergraduate Dormitory Operation

※The operation plan may change in accordance with school policy(COVID-19 and etc.) and if so, it will be notified at the portal.

1. **Purpose of Operation:** Support undergraduate students taking summer semester courses and participating to campus activity (Residential period: 2022.6.19(Sun) ~ 2022.08.20.(Sat), 2 months)

2. Important Dates

- Dormitory Application : **2022. 6. 2.(Thu) 10:00 ~ 6. 7.(Tue) 18:00** (in case of application withdrawal, all the fee will be refunded)
- Allocation Announcement Date : **2022. 6. 13.(Mon) 15:00**
- Additional Application/Room Reallocation/Exchange : 2022. 6. 14.(Tue) 10:00 ~ end of the summer semester dormitory application period
- Renunciation : 2022. 6. 13.(Mon) **15:00** ~ 2022. 6. 18.(Sat), full refund
- Early Moving Out: 2022. 6. 19.(Sun) ~ 2022. 8. 4.(Fri) refund after the deduction by period
- Moving Out : 2022. 8. 5.(Sat) ~ end of winter semester dormitory operation period (however, graduating students must move out by 2022.8.19.). *No refund
- Dormitory Application/Cancellation/Renunciation/Early Moving Out Application : **kds.kaist.ac.kr**

3. Dormitory User Candidates and Supporting Documents

Subject	Purpose of Dormitory Usage	Supporting Documents (Upload when you apply online)
Students on enrolling	1) Taking 2022 summer semester course	course applicataion details (capture course application page)
	2) Attending seasonal semesters at other universities, language center, IT academy, URP, Basic Writing, after school and etc.	Certificate from related department (Attachment 2)
	3) School event or student activity (club and etc.)	Certificate from related department (Attachment 2)
	4) Research participation	Recommendation letter from advisor (Attachment 1)
	5) International student without residence in Korea	Certificate of enrollment (capture available) or Certificate from related department (attachment 2)
	6) Korean student without residence in Korea	Certificate (Overseas migration confirmation/certificate and etc.)
Students on leave of absence	7) Taking 2022 summer semester course	Course applicataion details (capture course application page)

Supporting Document : 1. In case of certificate/recommendation letter, you must get a signature(or seal) from related department or advisor.

2. Remove personal identification number such as social security number/passport number/alien number and then submit

In case of students who are expected to enter graduate school in 2022, you can apply for the dormitory if any of purpose 1~6) is satisfied. (Application is processed with undergraduate student number.)

In case of undergraduate students who reside in the dormitory for the summer semester and whose final exams end late (after 00:00 of June 19th), should apply for the dormitory for the summer semester if they need to stay in the dorm until the end of the exam, even if they don't have a separate summer semester residence plan. (you should move out after the end of the exam)

- When you apply for the dormitory, select 'Other(regular semester final exam)', and submit the supporting document of 'Announcement/confirmation/e-mail of the exam date for the subject'.

4. Operating Dormitories and fees

Dormitory	Gender	Room type	Payment Amount(Won/ 2 months)	note
Seongsil	M	General Double	206,000	
Jilli	M	General Double	206,000	
Siloe	M	General Double	206,000	
Jihey	M	General Double	206,000	
		General Double(1 person use)	370,000	
Areum	F	General Double	206,000	Only floor 3 and 4 are available
Sejong	F	General Double	206,000	
		General Double(1 person use)	370,000	
Mir	M	Double with bathroom	310,000	
		Single with bathroom	584,000	
Narae	F	Double with bathroom	310,000	
		Single with bathroom	584,000	
Heemang	M	General Double	230,000	
		Double with bathroom	282,000	
		Single with bathroom	524,000	
Dasong	F	General Double	230,000	
		Double with bathroom	282,000	
		Single with bathroom	524,000	

#Available single(including "1 person use") : approximately male(80 rooms) Female(50 rooms)

5. Application and Payment

A. Period for application and payment: 2022. 6. 2.(Thu) 10:00 ~ 6. 7.(Tue) 18:00

B. Application Method: **kds.kaist.ac.kr** > [Dormitory Application] > [Seasonal Semester Application]

C. Payment Method: After about 10 minutes of application, you can check payment information (takes some time to register at the bank)

- kds.kaist.ac.kr > [MyDorm] Application Detail : Check virtual account and fee, then transfer money

D. How to check spring semester moving out date : kds.kaist.ac.kr > My Dorm - 2022 Spring Semester Allocation Status

E. Note

- 1) Dormitory application **becomes invalid** if you don't pay the dormitory fee within the payment period.
- 2) If you want to use your current dorm(spring semester), "Virtual room" creator must apply for reallocation application. *However, reallocation is possible only for the summer semester..
 - Invalidation of reallocation application: if virtual room participant is smaller than the capacity of the room you applied for. [ex] capacity(double)&virtual room participant(1 person)
- 3) If medical check-up(chest X-ray) is invalid, there may be disadvantage in allocation priority.
 - Check validity of medical check up & submission : kds.kaist.ac.kr > MyDorm : Medical check up submission status
 - There's no disadvantage only when all the virtual room participants' medical check up is valid.
 - Validity : As of examination date, medical check up after June 19th, 2021
 - **Submission Deadline : Until 2022. 6. 7.(Tue) 18:00** *No disadvantage only if medical check up is properly submitted by the deadline.

6. Room Allocation

A. **Allocation Result Announcement : 2022. 6. 13.(Mon) 15:00**

B. How to check allocation result : **kds.kaist.ac.kr** > MyDorm allocation status

7. Dormitory Moving-in

A. Dormitory Moving in(new resident)

- **Period for moving in : 2022. 6. 23.(Thu) ~ 2022. 6. 24(Fri)**
- You must fill out dormitory moving in checklist. Unless, there may be disadvantage for further dormitory usage
- If you have to move in earlier than the designated moving in period, you can do so if allocated dorm is empty(from June 19th), but if there's a student occupying the room(for the spring semester), you have to check with the resident for his/her moving out date and move in.
- How to check the contact of spring semester resident : kds.kaist.ac.kr > My Dorm : Allocation Status(2022 Spring)

B. Dormitory Moving : **move from spring semester to summer semester dormitory**

- **Period for moving : 2022. 6. 19(Sun) 11:00 ~ 2022. 6. 22(wed)**
- If you move to a room where other student lived in the fall semester, or the other way around, you must adjust the schedule with him/her and move to the room
- You must fill out Spring semester moving out checklist & Summer semester moving in checklist. Unless, there may be disadvantage for further dormitory usage.
- **If you got reallocated to the spring semester dormitory, only fill out moving in checklist. You don't need to fill out moving out checklist.**

C. Moving out of spring semester dormitory resident(undergraduate) (student who doesn't use dormitory during summer semester)

- Moving out deadline : Until **2022. 6. 19(Sun) 11:00** (please be punctual)
- You must fill out Spring semester moving out checklist. Unless, there may be disadvantage for further dormitory usage.
- How to check spring semester residence period : kds.kaist.ac.kr > My Dorm : Allocation status(2022 spring)

*** Things to note when moving out from spring semester dormitory**

- If you don't move out from the dormitory even if you didn't apply for the seasonal semester dormitory, there may be disadvantage for further dormitory usage
- **How to move out**
 - 1) Take out all your personal items and clean the room
 - 2) kds.kaist.ac.kr > [Dormitory Moving In/Out] > fill out [Moving out checklist]
 - 3) If cleaning condition is very poor, there may be disadvantage for further dormitory usage

#How to report: send room number, photo evidence and etc. to student_life@kaist.ac.kr
- Personal Item Storage(only for enrolled students)
 - Summary: All personal items must be taken out when you move out from the dormitory in principle. But, temporary storage is supported if you are in a difficult situation to take everything out
 - Allowed items: items packed in a box and whose contents are not identifiable (cannot be stored if both conditions are not met)
 - Storage Period: 1 year maximum. ※(note) for the items not claimed after 1 month of the end of storage, they will be disposed
 - Reception place: Areum Hall(Female) storage or basement of undergraduate library. Attach the storage tag at the site
 - Reception Schedule: 2022. 6. 15.(Wed) ~ 2022. 6. 22.(Wed), 09:00~18:00
 - Contact: 042-350-4728 General Supervisor Office

D. How to fill out moving in/out checklist : kds.kaist.ac.kr > Moving in/out : select semester and room and then fill out the checklist

9. How to submit medical check-up(chest X-ray)

Examination Institution(Type)	Submission Method	Note
KAIST Clinic	(refer below)	examination before 2022.5.30.(included) is recommended
In campus research activity participant: special medical check-up	automatic	
External hospital	at nkds	English document from foreign hospital is allowed.

A. How to submit at Dormitory website : kds.kaist.ac.kr > Medical check-up submission

B. How to submit at KAIST Clinic :

- Examination result at the clinic is automatically registered to the dormitory system, but examination result comes out after at most 1 week and automatic registration will not happen unless you register your electronic signature at the clinic website (inquiry: KAIST Clinic T. 042-350-0555)
- Check Medical Check-up Submission: nkds.kaist.ac.kr > MyDorm : Medical Check-up Status
- If the medical check-up is not properly updated, make an inquiry to IT personnel at KAIST Clinic(T.042-359-0513), or submit directly to dormitory website.
- How to submit directly: **clinic.kaist.ac.kr, download "Certificate for Dormitory Moving In" > nkds.kaist.ac.kr, submit medical check-up(upload)**

C. For this summer semester, you must submit medical check up performed after December 19th, 2021(included). Submit medical check up performed within 6 month from the day of moving in.

- How to check your submission: kds.kaist.ac.kr > My Dorm

10. Note

A. **New residents must submit PCR(performed within 48 hours of moving in) or RAT(within 24 hours) indicating negative**

- you must submit to the supervisor office of the dormitory you are moving in, unless you cannot move in *no financial support for the test.
- Regardless of COVID vaccination, every new residents should submit it

B. Dormitory users must actively cooperate to prevent spread of COVID-19 wearing masks, checking body temperature and etc.

C. If medical check-up is invalid, you cannot move in.

D. In case of additional application, you cannot apply for reallocation for the spring semester dormitory.

E. Additional applicants should submit [1] chest X-ray performed within 180 days of expected moving in date(or application date if moving in period has started) and [2] supporting document depending on the dormitory using purpose(refer 3. above however, summer semester regular course application and international students are exempt from doing so) with their name and student number to e-mail(student_life@kaist.ac.kr) prior to the online application.

F. If you apply for the dormitory after the first day of moving in, you can move in right after paying the fee. (fee will be automatically calculated in accordance with residence period)

G. Room exchange application(when you apply after residence period has started) : even if you didn't move in to the room before exchange, you must fill out moving in/out checklist for both rooms.

11. Inquiry: 042-350-1342, 1341 / student_life@kaist.ac.kr

2022. 5.

Dean of Student Life