

For students living in KAIST dormitories

1. Go to kds.kaist.ac.kr

2. Log in

The screenshot shows the KAIST Dormitory System website. At the top, there is a navigation bar with the KAIST logo, a 'Select semester' dropdown menu set to 'Spring semester of 2015', and buttons for 'LOGIN', 'MY PAGE', and 'KOREAN'. Below the navigation bar, there are several main sections:

- Application** (orange button with a document icon)
- Relocation** (blue button with a circular arrow icon)
- Moving out** (yellow button with a circular arrow and 'x' icon)
- Additional Move-in** (green button with a person icon)

On the left side, there are two expandable sections:

- Notice** (with a '+' icon):
 - 2015년 3월 공동아파트 입주 및 대기자 환원 (2015-03-03)
 - 2015. 2월 공동아파트 입주 및 대기자 환원 (2015-02-10)
 - 15. 2월 공동아파트 실내소독안내 (2015-02-06)
- Repair/Maintenance** (with a '+' icon):
 - 갈릴레이관 6층 2층 샤워실 (2015-03-05)
 - 최명관 1505호 건물 교체 요청 (2015-03-05)
 - 갈릴레이관 5440호 의자 교체 부탁드립니다. (2015-03-05)

In the center, there is a large image of Galilei Hall, a multi-story building with a green lawn in front. Below the image, it says 'Galilei Hall' and provides details: 'Number of residents : 842', 'Room type: room for 2~3', and 'Eligibility: male graduate'. There is a 'Detail View' button.

On the right side, there is a 'FAQ' section titled '10 Most Frequently Asked Questions'. It lists several questions with 'Q' icons:

- Do returning students have to apply separately?
- How can I pay for the dormitory?
- To get refund for the dormitory, what should I do?
- I want to move out from the dormitory in the middle of the semester. How much dormitory fee can I get it back?
- If I registered late for the summer/winter session, can I apply for the summer/winter dormitory?
- How is the eligibility for the reassignment of the dormitory?
- What is the mail address of dormitory?

At the bottom right, there are three icons representing different services:

- Registration of the account number for school expenses
- Time card for the Working Scholarship Students
- Certificate of residence** (highlighted with a red box)

A red box highlights the 'Certificate of residence' icon and the text '3. Print out the certificate and submit it as "proof of residency"'.

Proof of Residency

주소확인자	소속 (Affiliation)		직책	
	전화번호(Phone)	()	- 휴대폰 ()	-
	외국인과의 관계 (relationship with applicant)	[]고용주(employer) []친척(family) []기타()		
	성명(name)			(서명 또는 인 sign)

201 년 일 일

(서명 또는 인 sign)

* Attach: Copy of contract & ID of owner of the contract *

※ 체류지 입증서류는 법령에 따라 청구하는 서류로 미제출 시 체류허가 불허 등 불이익이 발생할 수 있으며, 허위 체류지 입증서류를 제출하는 경우 출입국관리법에 따라 과태료 처분 등을 받을 수 있음에 유의하시기 바랍니다.