



— **Soongsil Univ.** —

# Exchange student Guide book

[Dormitory & near-by]

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# 1. Residence hall

## 1. Facilities

In Residence hall, it has Laundry room, ATM, Parcel locker, Gym, Table tennis room, and Cafeteria, etc.

## 2. Location

### 1F - Lobby floor

- Laundry room (Male & Female line)
- ATM (Near 1F gate of Male line)
- Parcel locker (At the Lobby)

### B1F

- Gym
- Cafeteria
- Table tennis room
- Management office
- Convenience store
- Study Room (24h operating)

# 1. Residence hall

## 1. Laundry Room

Each line has laundry room. You can use washing machine and drier. It costs 1,200won each time. It operates 24hours.

You can use with pre-paid card or mobile application(Hyphen pay or Meta-Club).

If you want to use pre-paid card, you can buy a card at the lobby. In front of parcel locker, there is a vending machine for the card. Also, you can charge the balance with same machine.

If you want to use application. You need to download 'Hyphen pay' then sign up with your E-mail. (You can also use 'Meta-club' but you need your RC card for sign up)

Then you can charge the balance with various method.

But the pre-paid card is convenient way to foreigners.

# 1. Residence hall

## 2. ATM & Parcel locker

### ATM

Near the male line gate on 1st floor.

There is a ATM. It supports Visa, Master, etc. and English, too.

It operates 9a.m. to 10p.m.

### Parcel locker

Sometimes Korean say like “We are people of delivery”. In Korea, you can buy any stuffs easily on online and it just arrive in one or two days.

When the parcel has arrived, then you can pick them up at the parcel locker. (But you need Korean Phone number.)

Keep in mind this, storing fee is free for 6hours, after that you must pay to get your stuffs.

However, the any post or parcels from abroad you can pick up at the management office (B1F)

# 1. Residence hall



▲ Laundry Room

Pre-paid card vending machine ▼



# 1. Residence hall



▲ Parcel locker

ATM ▼



# 1. Residence hall



SIGN UP



SIGN UP

Select your type



내국인

KOREAN CITIZEN



외국인

FOREIGNER

Authenticate your Email  
which is used as ID

Email Address



Enter your Email address @ Select



Send an Authentication Code

- ⓘ Hi, Foreign friends  
Do you have a Korea bank account?  
If so, select the 'Korean Citizen'

NEXT

OK

▲ 'Hyphen pay' sign up

# 1. Residence hall

## 3. Gym & Table tennis room

### Gym

On B1F, next to management office, gym is located. At the beginning of semester, you can apply for gym membership.

It costs 30,000won for 1 semester.

During the semester, it's membership only.

On Vacation, free for every residents.

There is no shower room and towels.

It operates 07:00~21:00 (every day)

### Table tennis room

In front of Gym, there is table tennis room.

If you are dorm residents, you can use for free.

You can borrow rackets and balls.

If you want to use, visit management office.

There is two tables in room so you can play with your friends.

It operates 10:00~20:00 (every day)

# 1. Residence hall



▲ Gym

Table tennis room ▼



# 1. Residence hall

## 4. Cafeteria & Convenience store

### Cafeteria

On B1F, dorm cafeteria is located. During the semester, they serve 3meals (Breakfast, lunch, dinner) per day. On weekend & vacation, they serve 2meals(lunch, dinner) per day.

On Hoilday, they do not serve meals.

You can buy meal coupon at cafeteria.

Breakfast(8~9) – 4,000won.

Lunch & Dinner(11~14 / 17~18:30) – 5,500won.

### Convenience store

On B1F, there is a convenience store.

You can buy some food or other groceries.

Operating hour is so flexible. Normally 10 ~ 21

But near dorm, there are other convenience stores.

# 1. Residence hall

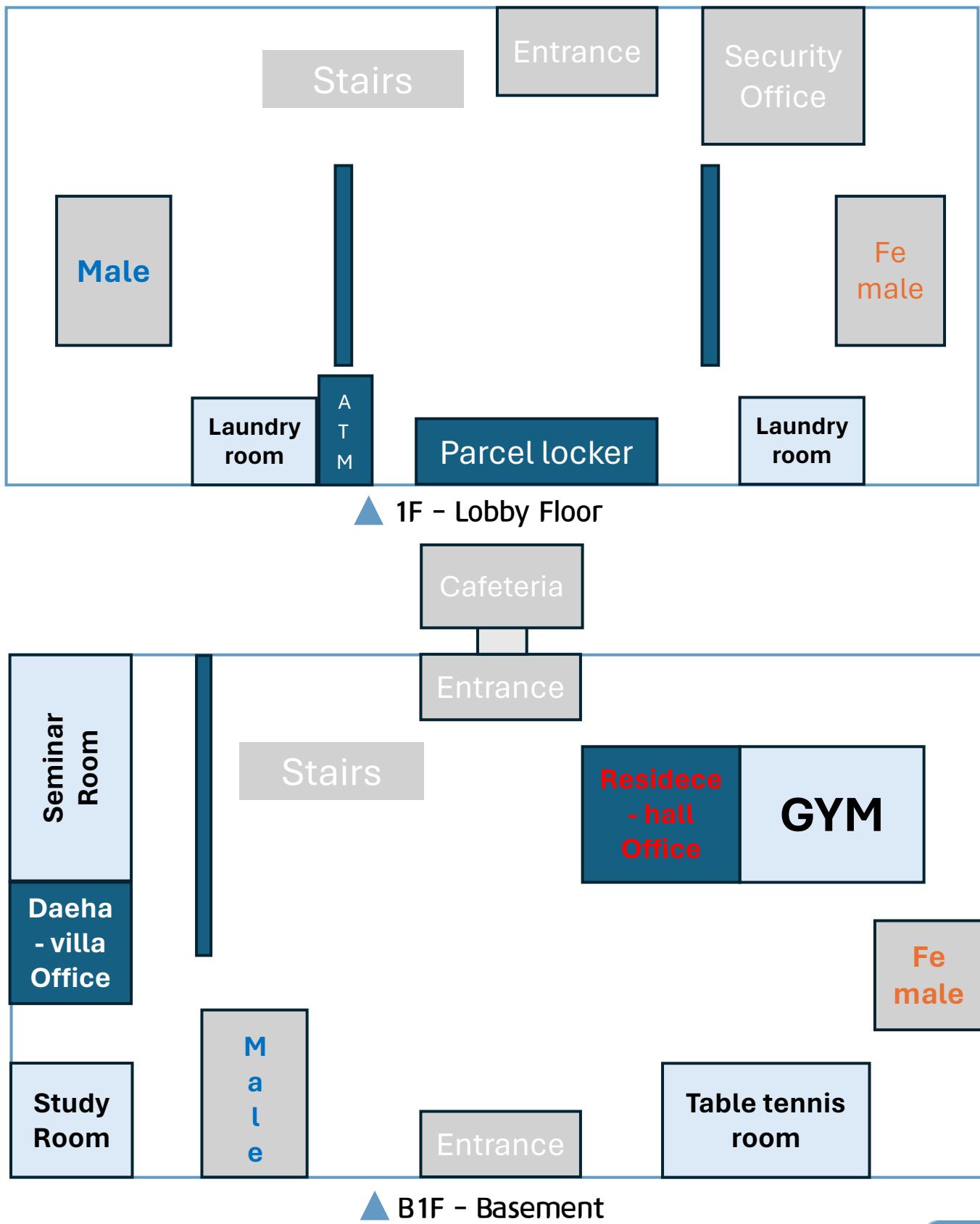


▲ Cafeteria

Convenience store ▼



# 1. Residence hall – Brief map



# 1. Dormitory Address

## 1. Address

### Residence hall

Residence hall (Room number - e.g. 101-ho), 369,  
Sangdo-ro, Dongjak-gu, Seoul, Republic of Korea  
(Soongsil University)

Zip code : 06978

### Daeha-villa

Daeha-villa (Room number - e.g. 101-ho), 89,  
Sangdo-ro 55-gil, Dongjak-gu, Seoul, Republic of  
Korea

Zip code : 06978

**\*When you want to receive parcels, you have to write your room number exactly.**

## 2. Dormitory fee & Payment

### 1. Dormitory fee & Payment

#### Fee

After check-in to dorm, you must pay the fee within 1 week. They only accept cash.

At each management office, you can receive invoice for fee.

[2024 Cost] - 16 weeks

Residence hall : 1,413,900 won

Daeha-villa : 1,673,000 won

\* You can extend your staying for just few days or 1/2 months. (Notice will be released near the semester end)

#### Payment

After receiving invoice, you need to bring cash, invoice, and passport to Bank (In-campus, there is Woori bank).

You don't need Korean bank account for transferring. Virtual account will be issued.

If you have any problem with payment, you should let your buddy know about that.

# 3. Dorm management office

## 1. Residence hall management office

On B1F, Residence hall management office is located. You can get any helps that you need related to residence hall.

Normally, student can't use B1F elevator, if you need to move heavy stuff or hard to go up (1F), you can ask to office for open the door of B1F.

### Available offers

- Facility repairing (Broken, not working, etc)
- Changing room (When have trouble with room or roommate)
- Spare Keycard (When leave key in room)
- Reissuance Keycard (When lost)
- Lost & Found (When lost stuffs in dorm)
- Check - in & out
- Etc

Operating hours : Mon - Sun 9~12 / 13~21h

Contacts : +82-2-2621-0100~0400

Website : <https://ssudorm.ssu.ac.kr>

### 3. Dorm management office

#### 2. Daeha-Villa management office

On B1F, Daeha-villa management office is also located. You can get any helps that you need related to Daeha-villa.

#### Available offers

- Facility repairing
- Changing room
- Check - in & out
- Etc

**Operating hours :** Mon - Fri 9 ~12:20 / 13:20 ~17

**Contacts :** +82-2-2621-0100~0400

**Etc :** Group chat room will be made for Daeha-villa residents.

### 3. Dorm management office

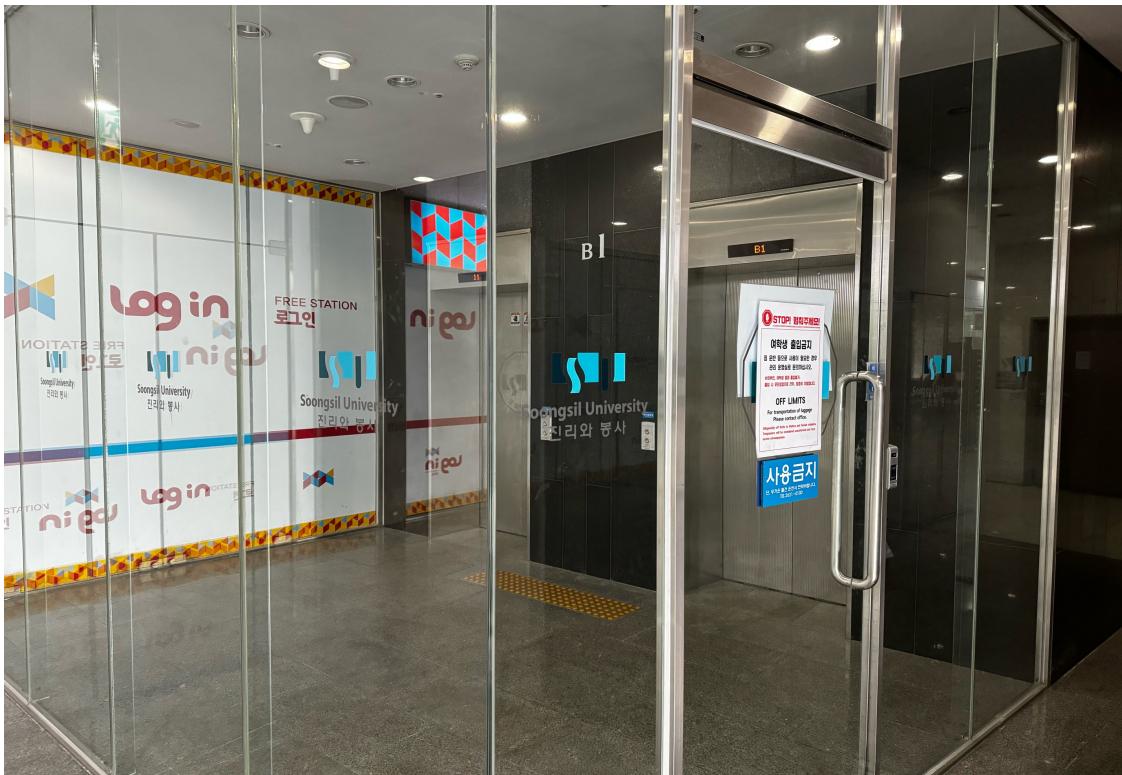


▲ Residence hall

Daeha - villa ▼



# 3. Dorm Restricted Area



▲ Male B1F

Femal B1F ▼



# 4. Curfew & Absent

## 1. Curfew time

In residence hall, there is curfew time during 1 ~ 5 a.m. During the curfew, go in & out of dorm is possible but you will get 2 penalty points.

During the exam period or special events, curfew penalty will be suspended.

So! Don't worry about study:)

## 2. Absent

If you have plan to sleep out of dorm, you have to apply for absent on website or at the office.

If you don't, you will get 3 penalty points.

If you want to know how to apply for absent online, visit the office. The staff will let you know your ID and PW of website and the method.

# 5. Merits & Penalty points

## 1. Merits

In residence hall, if you behave good or participate events, you will get merit points. If you get merit points, you can delete your penalty points.

Awarding Points	Corresponding Award Points
- Emergency rescue and fire extinguishing	20 Points
- Voluntary work for others	18 Points
- Residents raising the honor of the dormitory	16 Points
- Contributing to creating an academic atmosphere within the dormitory	6 Points
- Reporting violations of the dormitory regulations	6 Points
- Maintaining clean rooms	4 Points
- Turning in found items	2 Points
- Other good conduct designated by the dormitory director	

▲ Table of merit Points

# 5. Merits & Penalty points

## 2. Penalty points

In residence hall, if you behave bad or violate the rules, you will get penalty points.

If you get more than 20 points, you can be expelled from dorm.

### ■ Penalty Points

- Allowing nonresidents to sleep in rooms
- Distributing rumors or pornography on the network or throughout dormitory
- Using inflammables or hazardous materials
- Performing speculative actions and unauthorized illegal meetings or providing spaces for them
- Larceny
- Performing violent and/or uncontrollable acts under the influence of alcohol
- Sexual harassment and/or sexual abuse
- Damaging or abusing facilities and/or equipment
- Violation of school regulations and standards
- Not obeying the proper instructions of the manager
- Residents violating any of the acts above or similar acts
- Smoking inside the dormitory
- Changing allocated rooms arbitrarily
- Pets (mammals, birds, reptiles, amphibians, aquarium fish and so on)
- Possessing inflammables and hazardous materials
- Using unauthorized electronic heating devices
- Cooking inside rooms or bringing in outside foods (Except, guest houses and quadruple occupancies)
- Stealing or opening other residents' mails
- Accompanying unauthorized outsiders or lending key cards to outsiders
- Not participating in the orientation

**20 Points (Expelled)**

**18 Points**

**16 Points**

**10 Points**

### ▲ Table of penalty Points

## 6. Other rules of Residence hall

### 1. Gender strictly separated

In residence hall, male and female residents use same building. But each gender is prohibited of entering other gender's line. If you do, you will be expelled.

### 2. No trespasser

Even if same gender, who are not a resident, no one can enter each side of dorm (Lobby is ok). If you help trespasser to enter the dorm, you will be expelled.

### 3. Do not lose Key card

If you lose key card, you have to pay 5,000won for reissuance.

### 4. No Shoes in the room.

In korea, we normally don't wear shoes inside.

### 5. No Cooking

You can't cook in residence hall due to fire.

# 7. Simple rules of Daeha-villa

## 1. Only for female residents

Daeha-villa is only for female residents.

Prohibit of male student's entering.

## 2. No party & No big noise

Daeha-villa is not only for Soongsil students.

Other citizens are live in there, too.

So please, don't make big noise in nights.

## 3. Keep Clean

## 4. No curfew, absent penalty

## 5. No shoes in the room

# 8. Certificate of Residence

## 1. Residence hall

When making RC, you need a certificate of residence. If you live in residence hall, you can receive at the residence hall management office.

But you have to pay the dormitory fee first, then you can apply for certificate.

## 2. Daeha-villa

If you live in Daeha-villa, you can receive at the Daeha-villa management office.

# 8. Certificate of Residence

## 3. Example of certificate of Residence

### 입사확인증

성명 Your name

주소 : 서울특별시 동작구 상도로 369  
승실대학교 생활관 레지던스홀

입사기 : Staying Period

사용 용도 : 거주증명 제출용

상기인은 승실대학교 레지던스홀의 거주자임을 위의 내용으로 증명함.

2023년 09월 19일

승실대학교 레지던스홀

관리운영실장

# 9. Near-by places

## 1. Daiso (Cheapest grocery store)

Location : 상도역 Sangdo station (Line no.7)

You can go there by walk in 15min.

Also, if you take bus (No. 742, 752) at Soongsil univ annex, you can go there, too. (Stop : 상도역 Sangdo station)



## 2. E-mart (Big supermarket)

Location : 용산역 Yongsan station (Line no.1)

Take bus (No. 501, 506, 742, 750A/B) at Soongsil univ station, then take off at Shin-Yongsan station (신용산역).

B1F of Yongsan station

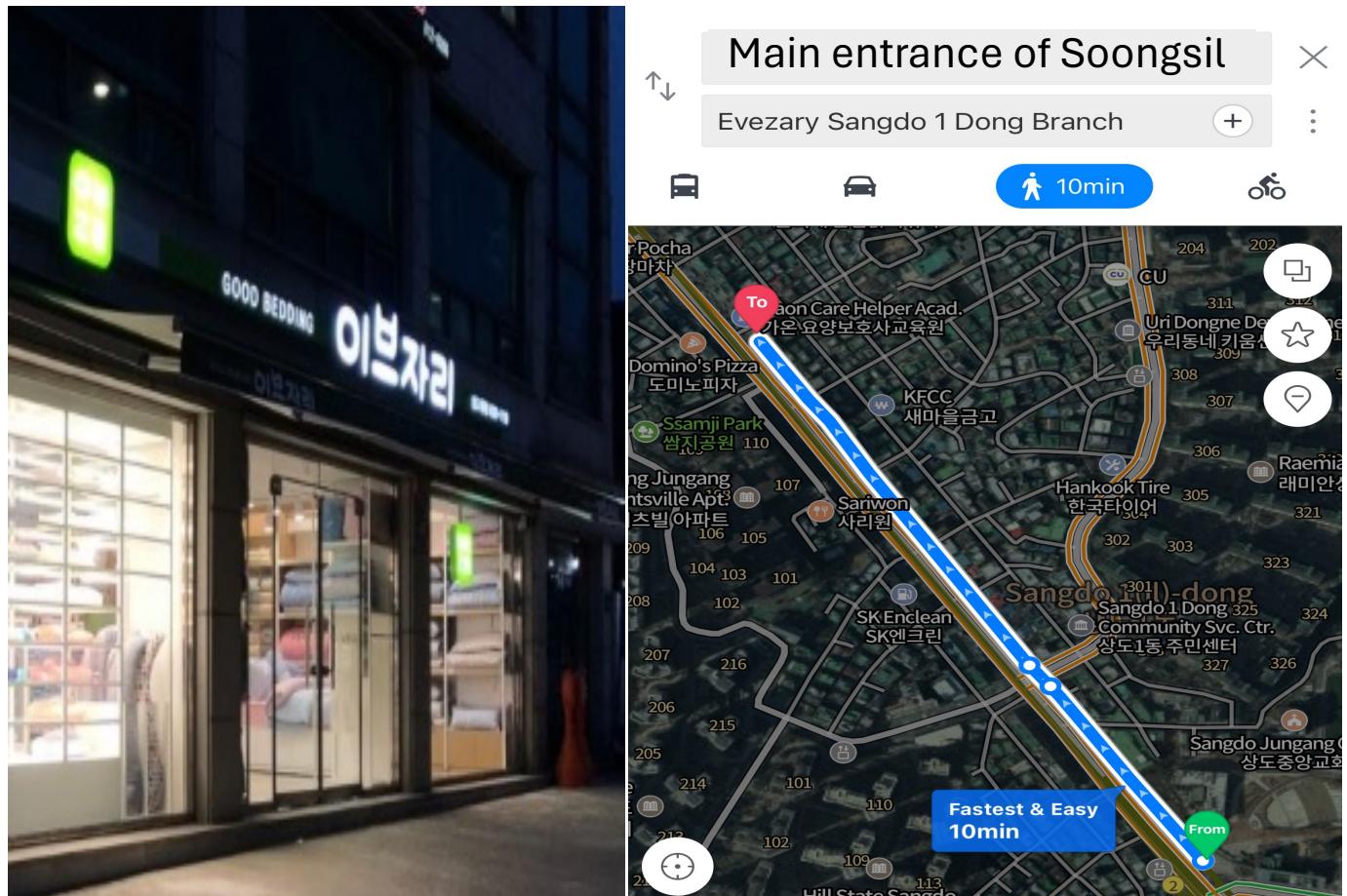
Operating hour : 10:00-22:30 (Close every 2,4th week's **SUN**)

# 9. Near-by places

## 3. Evezary(이브자리) – Sangdo 1 Dong Branch

You can go there by walk in 10min.

You can beddings. (Nearest store from Soongsil.)



## 4. Nursing room in Campus

In campus, On 5th floor of Student Union Building, There is nursing room. You can get simple medical treats at there.

During the semester, it operates 9 ~ 17 (Only weekday).

# 9. Near-by places

## 5. Woori bank

In campus, We have bank in Shinyang-hall(1F).

Operating hour : 9:00-16:00 (Only weekday)

## 6. Post office

In campus, We have Post office in Shinyang-hall(1F).

Operating hour : 9:00-18:00 (Only weekday)



\* On 2F of this building, Office of international affairs is located.

# Welcome to Soongsil :)

This guide book is made by SISO  
It's only for convenience of exchange students.  
All information in this can be changed anytime.

If you have any questions, ask to your buddy:)

Have a memorable journey in Korea & Soongsil!  
Wish good luck in every moments.

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*Soongsil International Student Organization*