

# For Applicants of 2024

## Announcement for Residency Application at BK Residence Halls

**1. Application period : Applications can be made from 6 months prior to the month of residency.**

※ If one wishes to move in August 2024, one can apply from February 2024.

**2. Qualification and procedure for residence application**

Classification		Faculty (Professor)	Researcher	Graduate & Research student
Qualification to apply for move-in by nationality	Foreigner	-Full-time instructor (Tenure) -Full/Part-time instructor (Non-tenure) -A dispatched worker for use of research year	-Appointed by the president of SNU -An institute issued researcher	One who lives with a legal spouse (2 persons residing)
	Local (Domestic)	-Full-time instructor (Tenure) -Full-time instructor <sup>※</sup> (Non-tenure) -A dispatched worker for use of research year	-Appointed by the president of SNU -An institute issued researcher	N/A
Qualification to apply for move-in by the type of building	Building A (Family Room, 56.26m <sup>2</sup> )	One who lives together with a legal spouse and child(ren)		N/A
	Building B (Studio, 23.02m <sup>2</sup> )	Living alone and living with a legal spouse is possible. (A child(ren) is not permitted to live in this building)		Living with a legal spouse (Living alone and living with child(ren) is NOT permitted in this building)
Restriction of qualification to move in		<p>A short-term resident of not more than three months who is eligible to apply for residency. If one wishes to stay for a short period of up to 3 months, housing owners in Seoul under applicant's or spouse's name can also apply.</p> <p>① A person who falls under any of the provisions of Article 18 of 「Seoul National University Student Residence Halls Regulation 서울대학교 학생생활관 규정」</p> <p>② A person who has a house in Seoul registered in his/her own name or his/her spouse's name.</p> <p>③ A person who is scheduled to move into BK Residence Halls less than three months from the date of move-out before BK Residence Halls.</p> <p>④ (In the case of a graduate student) A person who has lived in BK Residence Halls before.</p> <p>⑤ (In the case of faculty and researchers) A person who has been judged not to be available by the management committee.</p>		

<b>Procedure for Applying/Registration</b>	Residence application according to the application manual for the integrated administration system.
<b>Application period</b>	<b><u>Applications can be made from 6 months prior to the month of residency.</u></b>
<b>Announcement</b>	There will be selection and announcement whenever vacancy occurs.
<b>Permitted period of living</b>	<p><b>1 month (minimum) ~ 2 years (maximum)</b>  (Faculty and researchers can live during the period of appointment and graduate students(research students) can live 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> <ul style="list-style-type: none"> <li>- Faculty/instructor(s) are allowed to live at most 7 years, and researchers are allowed to live 5 years at most. (Residence for over 5 or 7 years are not allowed.)</li> <li>- Graduate students are allowed to file for an extension only once.</li> </ul>

※ 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

### 3. Maintenance Fee and Additional Charges(starting Mar 1st, 2024)

(Currency: won)

Building A(Family room)						
Deposit	Monthly Fee (Rent Fee)	Additional Fee (Extension Accepted)		Penalty(Fine)		
		Over 3 years under 4 years (20%)	Over 4 years (40%)	Less than 3 years	Over 3 years under 4 years	Over 4 years
1,995,300	665,100	133,000	266,000	1,200,000	1,333,000	1,466,000

Building B(Studio)						
Deposit	Monthly Fee (Rent Fee)	Additional Fee (Extension Accepted)		Penalty(Fine)		
		Over 3 years under 4 years (20%)	Over 4 years (40%)	Less than 3 years	Over 3 years under 4 years	Over 4 years
1,260,300	420,100	84,000	168,000	600,000	684,000	768,000

- Rent Fee for the first month depends on move-in date.
- According to 관악학생생활관 시행세칙 제44조제3항, if a resident who falls under any of the provisions of Article 20. B does not move out on an official move-out date, the resident will be expelled and there will be a penalty fee.

#### 4. Note

##### 1. Application

Students(graduate, research) can apply for Building B(Studio) only when the applicant is going to reside with his/her spouse, and should enter the spouse's information in the cohabiting family information on mySNU application.

##### 2. Cancellation of Residency

- 1) If the submission of documents and payment of maintenance fees are not completed within the designated period, we consider that you are giving up (renounce) your residence. (An application will be rendered invalid)
- 2) If false resident registration or residency is found, or false registration of cohabiting person is indicated in documents, residency will be cancelled.
- 3) If there is any account that makes a resident ineligible for residency, the resident is required to leave voluntarily and will be immediately expelled if found.
- 4) Any unauthorized room transfer or an unregistered resident in the house will lead to immediate withdrawal.

# Required Documents

- Submit originals **issued within 3 months** from the day you move in
- Issue family relations certificate on your own terms
- In case of locals, property tax should be 0 on a certificate of taxation by local tax item and please set the tax year for 2 years when issuing.
- All required documents must be in Korean or English. The documents are valid with an official seal of the institution.

## Possible combinations of Required documents

### For Application

#### 1. Foreigner faculty or researcher / Bldg A(family)

- A copy of your passport or Alien Registration Card(both sides) + Family relation certificate or marriage certificate or birth certificate + copies of family's passports

#### 2. Foreigner faculty or researcher to cohabit with spouse / Bldg B(studio)

- A copy of your passport or Alien Registration Card(both sides) + Family relation certificate or marriage certificate + a copy of spouse's passport

#### 3. Foreigner faculty or researcher to live alone / Bldg B(studio)

- A copy of your passport or Alien Registration Card(both sides)

#### 4. Foreigner graduate students / Bldg B(studio)

- a copy of your passport or Alien Registration Card + Family relation certificate or marriage certificate + a copy of spouse's passport

(Must complete online application by mySNU and submit documents to Gwanak Residence Halls Administration Office(#900 B1)

#### 5. Local faculty or researcher

- your local tax payment certificate + your spouse's local tax payment certificate + Family relation certificate

※ Applicants who do not hold marital relationship are to submit his or her own local tax payment certificate only

#### 6. Local faculty: A dispatched worker for use of a research year

- your local tax payment certificate + your spouse's local tax payment certificate + Family relation certificate + Certifying documents of a Research year plan by the department

※ Applicants who do not hold marital relationship are to submit his or her own local tax payment certificate only

### **7. Local faculty: Guest or Visiting faculty**

- your local tax payment certificate + your spouse's local tax payment certificate + Family relation certificate + A certificate of full-time faculty with a verification mark by your department

※ Applicants who do not hold marital relationship are to submit his or her own local tax payment certificate only

## **○ When moving in**

### **1. Required documents**

- Medical check-up result(must include: Chest X-ray examination result of Tuberculosis diagnosis)
- A certificate of measles immunization
- Passport / Alien Registration Card

※ If you live with your spouse, you must submit your spouse's x-ray result and measles immunization document.

### **2. Note**

- A detailed explanation for medical check-up and measles vaccination certificate is provided in Appendix 2
- Medical check-up must be written either in Korean or English to be considered as a valid one
- Foreign applicants must have 'BK Residence Halls Health Certificate'(form) authenticated by a legitimate medical institution before submission.

※ Only a certificate with an official seal of the institution is valid.

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

**SNU Gwanak Residence Halls**

# Guidelines of Health Certificate and Measles Vaccination Certificate

## 1. Health Certificate

### 1) Validity of Health Certificate

- Documents must be issued in the name of **“Medical Certificate”, “Health Certificate”**
- **Result note, doctor’s note, notification letter and confirmation notes are invalid.**
- Health certificates with an official seal from public health centers, general hospitals, and internal medicine departments are valid.
- Only those who have been judged ‘normal’ may move-in.

### 2) Required Tests

- Chest x-ray screening that can be checked for Tuberculosis.
- The required tests may differ according to medical institute. (required tests are decided by the medical institution)

### 3) Only health certificates **issued within 6 months from the move-in date are valid.**

## 2. Measles Vaccination Certificate (Measles Antibody Test)

### 1) Issue measles vaccination certificate

- Print ‘vaccination certificate’ from Korea CDC’s NIP (nip.cdc.go.kr)  
Only for Koreans

### 2) Verify vaccination (valid only if 2nd vaccination is complete)

Category	Required Documents
<b>Measles Vaccination verified</b>	<b>Submit ‘vaccination certificate’</b>
<b>Vaccinated, but not verified on webpage</b>	<b>Submit ‘measles antibody test results’</b> 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
<b>Not vaccinated</b>	<b>Submit ‘vaccination certificate’</b> after measles vaccination ※ Those not vaccinated must prepare beforehand to complete the 2nd vaccination before document submission period

### 3. Filling SNU Health Form (for Foreigners)

If it is difficult for foreigners to issue health examination and measles vaccination certificates in Korea, they can be replaced with Health Form attached.

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

2) Note

- Health form must be completed by the hospital institution and include the institution name, address, phone number and an official seal in the hospital.
- Tuberculosis test is only valid when issued within 6 months of the date of moving in.