

BK Residence Halls

Expansion of Application Qualification

Qualification to apply for moving in

By nationality

Classification		Current	Changed
Foreigner	Faculty (Professor)	<ul style="list-style-type: none"> • Full-time Instructor (Tenure) • Full-time/Part time Instructor (Non-tenure) 	<ul style="list-style-type: none"> • Full-time Instructor (Tenure) • Full-time/Part time Instructor (Non-tenure) • A dispatched worker for use of research year
	Researcher	<ul style="list-style-type: none"> • The one appointed by the president of SNU 	<ul style="list-style-type: none"> • The one appointed by the president of SNU • An institute-issued researcher
	Graduate student, research student	<ul style="list-style-type: none"> • The one who live with legal spouse (2 persons living) 	Same (not changed)
Local (Domestic)	Faculty (Professor)	<ul style="list-style-type: none"> • Full-time instructor (Tenure) • Full-time Instructor (Non-tenure) 	<ul style="list-style-type: none"> • Full-time instructor (Tenure) • Full-time Instructor (Non-tenure) • A dispatched worker for use of research year
	Researcher	<ul style="list-style-type: none"> • The one appointed by the president of SNU 	<ul style="list-style-type: none"> • The one appointed by the president of SNU • An institute-issued researcher

※ Faculty: According to 「Seoul National University Teacher Personnel Regulations 서울대학교 교원 인사 규정」 or 「Seoul National University Rules on Appointment of a Simultaneous Faculty Member 서울대학교 겸임교원 등 임용에 관한 규정」, an employee or an appointment holder.

Researcher: An employee or an appointment holder who is Appointed by the president of SNU / an institute-issued researcher.

By the type of building

Classification	Faculty (Professor)	Researcher	Graduate student, Research student
Building A (Family Room) 56.26㎡	The one who lives with a legal spouse and child(ren) together		N/A
Building B (Studio) 23.02㎡	Living alone or living with a legal spouse are possible. *Living with child(ren) → NOT Allowed		Living with a legal spouse *Living alone or living with child(ren) → NOT Allowed

Disqualifying Factors

- A person who falls under any of the provisions of Article 18 of 「Seoul National University Student Residence Halls Regulation 서울대학교 학생생활관 규정」
- A person who has a real estate in Seoul registered under his/her own name or his/her spouse' s name.

- A person who would like to re-enter BK Residence Halls before three months from the date of the last move-out from BK Residence Halls.
- (In case of a graduate student) A person who has lived in BK Residence Halls before.
- (In case of faculty and researchers) A person who has been judged not to be eligible to reside by the SNU Gwanak Residence Halls Administrative Management Committee.
- A person who does not have the above mentioned reasons but had moved out BK Residence Halls within 3 months of the minimum residence period.

Procedure for residency application

Classification	Faculty (Professor)	Researcher	Graduate student · Research student
Procedure for Applying/ Selecting/ Registration	<p>Apply for move-in with an official document and other required documents</p> <p>↓</p> <p>Official mailing to inform the applicants of waiting number and permission to move-in (The result will be given to the applicants by your departments)</p> <p>↓</p> <p>Make a Reservation on date for moving in · payment of the rent and Fill out a contract(Pledge of Residency) for moving in</p> <p>↓</p> <p>Move into BK Residence Halls</p>		<p>Apply for move-in on the online mySNU portal site</p> <p>↓</p> <p>A person in charge in the affiliated(related) organization approves the application for moving in through the online.</p> <p>↓</p> <p>Official mailing to inform the applicants of waiting number and permission to move-in</p> <p>↓</p> <p>Make a reservation on date for moving in · payment of the rent and Fill out a contract(Pledge of Residency) for moving in</p> <p>↓</p> <p>Move into BK Residence Halls</p>
Application Period	<p>Before 2 months from the date you want to move in (from the 1st day until the last day of the month)</p> <p>※ Faculty(Professor) or Researcher : the date when the official document arrives</p> <p>Graduate student or Research student : the date when the person in charge in the affiliated(related) organization approves the application for moving in</p> <p>※ Please send an official letter with final approval from the director.</p>		
Announcement	<p>The Resident / Waiting list will be announced after the application period (Official letter will be sent)</p> <p>※ Waiting number is valid until the end of the month when it is announced.</p>		
Permitted period of living	<p>3 months (minimum) ~ 2 years (maximum) (Faculty and Researchers are allowed to reside only during the period of appointment and Graduate students(Research students) are allowed to reside only during the period of academic maintenance.)</p> <p>※ The extension period of residence can be extended within one year after by SNU Gwanak Residence Halls Administrative Management Committee.</p> <p>※ Faculty/professor(s) are allowed to live at most 7 years, and researchers are allowed to live at most 5 years. (Residence for over 5 or 7 years is not allowed.)</p> <p>Graduate students(Research students) are allowed to file for an extension only once.</p>		

○ Levy and Additional Charge

(Currency: won)

Building A(Family room)						
Deposit	Monthly Fee (Rent Fee)	Additional		Penalty		
		Over 3 years under 4 years (20%)	Over 4 years (40%)	Less than 3 years	Over 3 years under 4 years	Over 4 years
1,890,000	630,000	126,000	252,000	1,200,000	1,326,000	1,452,000

(Currency: won)

Building B(Studio)						
Deposit	Monthly Fee (Rent Fee)	Additional		Penalty		
		Over 3 years under 4 years (20%)	Over 4 years (40%)	Less than 3 years	Over 3 years under 4 years	Over 4 years
1,194,000	398,000	79,600	159,200	600,000	679,600	759,200

- Rent Fee for the first month depends on move-in date.
- According to 관악학생생활관 BK생활관 시행세칙」, 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.

○ Note

1. Application

- 1) 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..
(The application will be retracted if a student applies for building A or there is no legal spouse information record)
- 2) For graduate students, a person in charge of approval of colleges should approve first, and then registration is available by SNU Gwanak Residence Halls.
- 3) Those who do not have a portal account must sign up for an ID first and then log in.

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
- Appointment period should be stated in a certificate of job contract or an official letter and in case of full-time instructor, a certificate of employment is acceptable.
- 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.
- **If submitted documents turn out to be insufficient or false, residency can be cancelled.**

Possible combinations of Required documents

For Application

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

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + your passport or a copy 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)

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + your passport or copy of 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)

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + your passport or copy of Alien Registration Card(both sides)

4. Foreigner graduate students / Bldg B(studio)

- An application form of BK Residence Halls + your passport or copy of Alien Registration Card + Family relation certificate or marriage certificate + a copy of spouse' s passport

5. Local faculty or researcher

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + 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: guest of visiting faculty (A dispatched worker for use of research year)

- An application form of BK Residence Halls + A confirmation of appointment or an official letter + 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

○ When moving in

1. Required documents

- **Medical check-up**(must include: Chest X-ray examination result of Tuberculosis diagnosis)
- a certificate of measles immunization

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 the official seal of the institution is valid.

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
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 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.