

Guide to Procedures for Check-out for Fall Semester & Moving In Winter Vacation Dormitory in 2022

The dormitory for winter vacation in 2022 is scheduled to open as follows, and depending on the COVID-19 situation, the dormitory operation may **be arbitrarily changed or reduced (schedule, change of dormitory/room, closing, etc.)**

Please be sure to read the notice and you are solely responsible for any disadvantages caused by your ignorance of this notice.

1. Guide to leaving the Dormitory for Fall Semester in 2022

A. **Subject:** All residents of the dormitory for fall semester

B. **Check-out deadline:** **2022. 12. 20.(Tue.) 12:00** * **Be sure to follow the deadline.**

C. **Guidance by check-out type**

- 1) **Those who are Leaving* The Fall Semester:** **The room must be cleaned and all luggage taken out by the check-out deadline, and all drawers must be opened before leaving.**

* e.g.) Resident of Hwamok-gwan 101(1) in the fall semester does not move in during winter vacation ▶ Leave immediately

[12. 20.(Tue.) Application to extension the check-out period for those who are scheduled to take the final exam]

- **Extension application:** You must receive confirmation of the final exam on the 「Application for extension of check-out」 (check the attached file) from the affiliated department and submit it to the administration office of Jilri-gwan **by 15:00 on December 15(Thur.)**. **(Be sure to meet the deadline).**

▶ If the 「Application for Extension of check-out」 is **not submitted** within the deadline (no extension of the deadline), it **cannot be extended**. Unauthorized residence may result in permanent occupancy in the future.

- **Extended hours:** Only those who have applied for extension can check out **until 21:00 on 12. 20. (Tue)**

- **Conditions for extension:** By the closing date (**12. 20.(Tue.) 12:00**), you must complete the **cleaning** of the office, **arranging** all luggage (packaging complete), and **opening all drawers**. After completing the test, you need to get out your all luggage in your room, reset the password(or return the office key) and leave the room.

▶ Regardless of whether the check-out period is extended, **the inspection of the room will be conducted from 12. 20. (Tue) 14:00 to 18:00**, so be careful not to take any disadvantages.

- 2) **Those who are moving in for winter vacation among dormitory students in the fall semester (remaining students)**

: Only those who have registered for move-in can continue to live during winter vacation in advance.

	Advance move-in procedure	Pre-registration time	Advance room moving time	Pre-Registration Place
students remaining in the room**	Winter Vacation - Bongsa·Hwamok	12. 19.(Mon.) 22:00~24:00 12. 20.(Tue.) 09:00~14:00	-	Assistant Room
	Winter Vacation - Cheomseong	12. 20.(Tue.) 09:00~14:00	-	BTL Operator Office (Management Office)
[Caution] After completing the cleaning (organization) of the room by the check-out deadline, you must register in advance to stay. There are no exceptions to the cleaning (organization) of the room, even for those who remain in the room.				
students moving to another room***	Winter Vacation Bongsa·Hwamok	12. 19.(Mon.) 22:00~24:00 12. 20.(Tue.) 12:00~14:00	12. 20.(Tue.) 12:00~14:00	Assistant Room
	Winter Vacation - Cheomseong	12. 20.(Tue.) 12:00~14:00	12. 20.(Tue.) 12:00~14:00	BTL Operator Office (Management Office)
	[Caution] After completing the cleaning (organization), opening all drawers and taking out all your belongings of the existing room by the check-out deadline, after that, you must move your luggage to the newly assigned room and register for occupancy during the room moving time (12. 21. (Tue) 12:00~14:00) to stay.			
[Guide to the subject of extension of moving time]				
- If you need to apply for an extension due to the final exam on December 20(Tue.), fill out the extension application form with confirmation from your department and submit it to the administration office of Jilri-gwan by 15:00 on December 15(Thu.) .				
- Extended moving time: Those who have applied must move to the office by 21:00 on December 20 (Tue) .				
- Separate information regarding the pre-move-in registration process will be provided.				

- ** e.g.) Residents remaining in the same room
: Resident of Cheomseong-gwan 2701(1) in fall semester ▶ Assigned to Cheomseong-gwan 2701(1) in winter vacation
- *** e.g.) Residents of moving to another room
: Resident of Cheomseong-gwan 2701(1) in fall semester ▶ Assigned to Cheomseong-gwan 2611(1) in winter vacation

D. Room Inspection: 2022. 12. 20.(Tue.) 14:00~18:00

- 1) On the day of check-out, **a thorough inspection of the room will be carried out**, and all those subject to check-out(moving) must **clean their own dormitory room, take out all their belongings. The remaining baggage can be disposed** by housing office (when you check-out, all drawers must be open)
 - **In case of poor cleaning in the area for common use** in the room (Cheomseong: indoor toilet, shower room), high penalty points are imposed on all members of the household (**shared responsibility**)
 - Recognize that poor cleaning of the room and not taking out personal belongings are **acts that cause considerable damage to the next moving-in students.**
- 2) During the inspection of the room, if **the condition of tidying, arranging and cleaning is poor, the next semester's move-in may be canceled** due to the imposition of high penalty points, and in case of **damage or loss of the dormitory assets** such as various facilities and furnishings, **compensation must be made.**
- 3) When leaving the room for check-out inspection, you **must bring personal valuables and leave the room** and be aware that **you are responsible for the loss.**
- 4) It is expected that **many people will move** on the day of check-out, so take **special care not to cause any loss** of luggage while moving(The person is responsible for the loss).

2. Guide to moving-in procedures for the Winter vacation dormitory

A. Opening period

	Opening Period		
	Room	Days	Cafeteria
Type A (Whole Summer Vacation)	2022. 12. 21.(Wed.) 12:00 ~2023. 2. 19.(Sun.) 12:00 (Myungyui-gwan: 2023. 1. 15.~2. 19.)	61 days (36 days)	Cheomseong-gwan Nuri-gwan 2022. 12. 21.(Wed.) Dinner ~2023. 2. 18.(Sat.) Dinner
Type B (Summer Seasonal Semester)	2022. 12. 21.(Wed.) 12:00 ~2023. 1. 14.(Sat.) 12:00	25 days	Cheomseong-gwan Nuri-gwan 2022. 12. 21.(Wed.) Dinner ~2023. 1. 13.(Fri.) Dinner
Closing Period	2023. 2. 20.(Mon.)~2. 25.(Sat.)	Dormitory cleaning and facility inspection scheduled - Related information to be confirmed at a later date	

※ Depending on the COVID-19 situation, **BTL cafeteria operations may be reduced, suspended, or canceled.**

B. Subject of Move-in: Those who selected for the Winter Vacation Dormitory Residents and do not meet the restrictions on occupancy.

C. Restriction on Occupancy: Even if you are confirmed as a successful dormitory residents, you will not be able to move in if one or more of the following restrictions apply.

If it is judged ineligible **in the document review** at the moment of moving in, **the selection will be canceled** and the dormitory fee paid will be refunded according to the refund policy.

- 1) Those who received disciplinary action from the dormitory(including those with high penalty point and those who were forced to leave the dormitory in 2022)
- 2) Contagious disease patients and carriers

D. Announcement for Assigned Room

: 2022. 12. 19.(Mon.) 22:00~, [dormt.knu.ac.kr] ▶ Application(입주신청)-Assignment(배정)]

※ Announcement schedule may change depending on the situation (scheduled to be re-informed upon change.)

E. Move-in Period: 2022. 12. 21.(Wed.) 12:00~18:00, 12. 22.(Thur.) 09:00~18:00(2 days)

※ Those eligible for occupancy must **move in within the designated move-in period** to response to COVID-19, those who will move in after the move-in period **must submit the 「Delayed Move-in Application」** to the dormitory by email (housing@knu.ac.kr) **by 12. 16.(Fri.)**. For related forms, refer to 「Application Form」 on the dormitory website(dorm.knu.ac.kr).

F. Move-in Documents

※ If you do not submit the occupancy documents, **no one will be able to move in without exception.**

- 1) 1 **original** copy of chest x-ray tuberculosis examination report(Valid until 2 months prior to move-in)
 - ▶ Students who continue to reside during the winter vacation among the fall semester dormitory student do not need to submit.
- 2) 1 copy of each for Health Status Checklist, Resident Consent Form(based on move-in date)
 - For related forms, fill out **the latest version (v20224)** in the 「Application Form」 section of the dormitory website (dorm.knu.ac.kr) and submit it when moving in.
- 3) Check the **installation of the Kyungpook National University dormitory app**
 - Pre-installation is required for smooth move-in procedures on the day of move-in.
 - ※ How to install the dormitory app: Search for '경북대학교 생활관(Kyungpook National University Dormitory)' in Play Store (Android) or App Store (iOS) and install it
- 4) **Others:** As the COVID-19 situation is flexible, you may be asked to submit additional documents later, so be sure to **update your contact information** in the integrated information system and **check the dormitory web site from time to time.**

G. Move-in procedure: If you **do not wear a mask, you are not allowed to enter** the dormitory. Only the residents are allowed to move their luggage (**Absolutely no entry other than dormitory residents**).

※ The move-in procedure can be changed depending on the COVID-19 situation, and if it changes, it will be notified on the website of the dormitory.

- 1) Bongsae-Hwamok-gwan: On 1st floor of resident counter of Hwamok-gwan
 - Temperature measurement ▶ Health status check (Health declaration checklist) ▶ Consent to move in (Resident consent form) ▶ Submission of move-in documents ▶ Registration of hand blood vessels
- 2) Cheomseong-gwan: At the Cheomseong-gwan cafeteria on the basement of Cheomseong-gwan or operator office on the 2nd floor Cheomseong-gwan 1dong
 - Temperature measurement ▶ Health status check (Health declaration checklist) ▶ Consent to move in (Resident consent form) ▶ Submission of move-in documents ▶ Receive the room key(management office)

H. Move-in Cancellation

A) [Before opening date] If you apply for “입주취소” at the menu of “입주신청” at [dormt.knu.ac.kr] by 12. 20.(Tue.) 16:00, you can get a full refund

B) [After opening date] If you apply for “퇴관” at the tab of “중도퇴관” of the menu of “관생기본정보조회” at [dormt.knu.ac.kr], you will get a refund according to the refund policy.

※ **Note!!** For refund, you need **your own Korean account** number.

I. Notification

- 1) Be sure to check your health condition before moving into the dormitory, and if you have **any symptoms suspected of COVID-19**, be sure to **take a rapid antigen test**(visit a respiratory clinic or test self kit) and **recommend moving in** after confirming negative.(If you are confirmed with COVID-19 after moving in, you will not be able to stay in the dormitory during the quarantine period.)
- 2) According to **the principle of operating a double room** during vacation, if **only one person resides** in a double room, there may **be a shift in the room assignment**.
- 3) During winter vacation, noise may occur due to **window replacement work** in Hwamok-gwan, and some rooms(20 rooms) are not habitable(Students who lived in that room during the fall semester must change rooms during winter break.).
- 4) All residents **must install the Kyungpook National University dormitory app**.(※ Dormitory notices are provided through the dormitory app)
- 5) Due to the construction of new dormitories in the vicinity of Sungshil-Bongsae-Jilri-Hwamok-gwan, many inconveniences such as noise, dust, vibration, and traffic inconvenience are expected, so please refer to it for your move-in plan.
 - Due to the construction of the new dormitory, **the pedestrian path in front of the Jilri-gwan and Bongsae-gwan is narrow**, so it may take a considerable amount of time to enter and exit the vehicle. (No parking in front of the Jilri-gwan and Bongsae-gwan, the **vehicles must leave immediately after a temporary stop if you want to unload luggage**.)
 - **There is a risk of safety accidents** due to the entry and exit of various construction vehicles and heavy construction equipment around the construction site, so **refrain from access to the construction site and from pass nearby**.
- 6) Adjustment of the opening schedule(postponement, extension, reduction, etc.) or change of dormitory

building or room may occur arbitrarily depending on COVID-19 and other circumstances, and **residents must cooperate with this.**

- 7) Due to **the unstable operation** of the next-generation integrated information system of the dormitory, there may be **obstacles** may occur in the moving-in process such as application, payment, and room assignment. We ask for your generous understanding of all applicants.

3. Cautious and Other Guidance

- A. All residents must check, understand, and comply with Kyungpook National University dormitory regulations and living rules. (New residents must attend the dormitory orientation.)
- B. All residents must comply with **personal quarantine rules(must wear an indoor mask, wash hands, keep distance, etc.)** and stay-out restrictions (You can stay out after submitting an overnight stay application. **In the case of 2 unauthorized overnight stays, you will be forcibly removed from the premises.**) during the period of residence.
- C. In case of **COVID-19 related issues**(COVID-19 test or self-isolation notification, etc.) after moving into the dormitory, you must **immediately notify** the dormitory administration office or the resident assistant in each dormitory.
- D. If additional documents are required after moving in the dormitory, you must cooperate with it.
- E. Graduate, undergraduates, and foreigners may be assigned together, and **it is not allowed to enter other dormitory or rooms other than the assigned room.**
- F. If the resident qualifications were falsely stated or if a change occurs in academic record (withdrawal, graduation, etc.) after move-in, **you must voluntarily leave the dormitory immediately**, and if caught, you will be forced to leave.
- G. Please **update your personal information(address, contact information, etc.) immediately** as notice of dormitory may be sent to the **contact information on the integrated information system.**
- H. There is not enough space in the parcel room, so **please cooperate to receive your parcels directly.** The administration office does not accept parcels instead.
- I. Use of public facilities may be restricted depending on the COVID-19 epidemic situation. (e.g. Physical fitness room, reading room, PC room, etc.)
- J. **Adjustment of the opening schedule(postponement, extension, reduction, etc.) or change of dormitory building or room may occur arbitrarily** depending on COVID-19 and other circumstances, and **residents must cooperate with this.**
- K. **Self-isolation in the dormitory is not possible when confirmed with COVID-19**, but depending on the COVID-19 situation, **temporary isolation may be conducted** in some dormitories.
- L. Other Inquiries
 - Administration office of dormitory
Jilri-gwan: (053)950-6681~2 / Cheomseong-gwan: (053)950-4045 / Nuri-gwan: (053)950-4047
 - The operator of BTL Dormitory
Cheomseong-Myungyui-gwan: (053)940-0231, Nuri-gwan: (053)714-3000
 - Dormitory Website: <http://dorm.knu.ac.kr> / Dormitory e-mail: housing@knu.ac.kr
 - Dormitory Adress: ○○-gwan, Kyungpook Univ. Dormitory, 80 Daehakro, Buk-gu, Daegu, Korea
(Myungyui-gwan: Myungyui-gwan, 16, Dongseong-ro 4-gil, Jung-gu, Daegu, Korea)
 - Dormitory Assistant Staff(everyday 21:00~24:00)

Sungshil(A)	Bongsa(D)	Jilri(E)	Hwamok(F)	Hyangto(H)	Cheomseong(I)	Myungyui(J)	Nuri(K)
950-4061	950-4064	950-4065	950-4066	950-4067	M) 940-0206 F) 940-0207	661-0321	M) 714-3606 F) 714-3607

Dean of Kyungpook National University Dormitory

