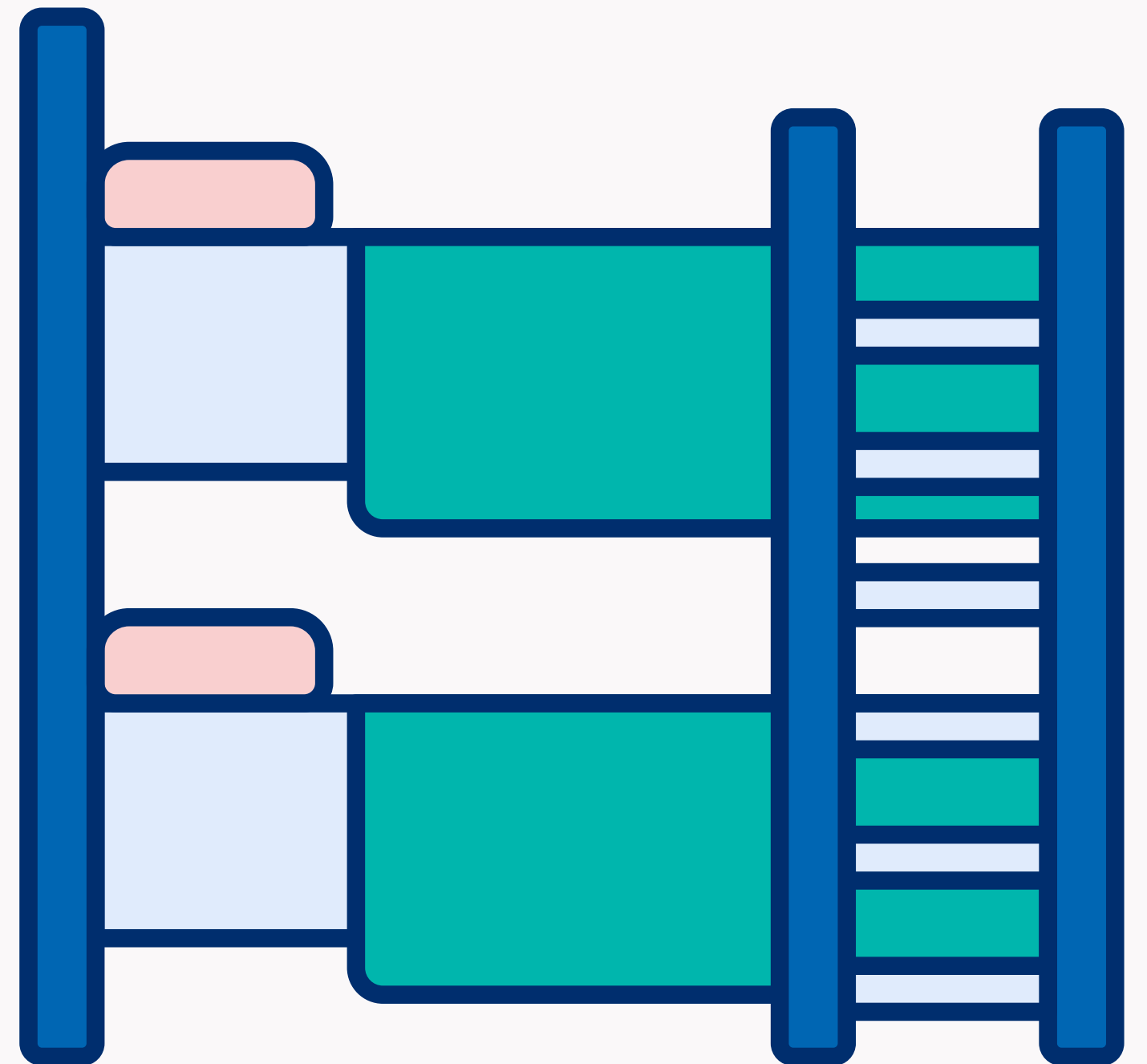


Hallym Regular Semester Dorm Application Guide



1 **CLICK HERE** 

2 Log into the Student Integrated System **(the password is the same as your Smart LEAD log in information)**

3 Select the following areas to access the dorm application page. **(Note the system will translate into English if using Google Translate.) Please note** that you should use Google Chrome as your browser if you wish to use Google Translate.

4

 Change Password	 비밀번호변경
 Academic administration 	 학사행정 
 General administration	 일반행정
 software	 소프트웨어



5

- Change Password
- Academic administration
- academic record
- class
- sign up
- Course evaluation
- Variance
- graduate
- union
- transfer
- employment
- registration
- scholarship
- H_SARA
- English education
- international exchange
- Hallym Volunteer Service
- Student counseling
- student dormitory ★
- local settlement
- General administration

- 비밀번호변경
- 학사행정
- 학적
- 수업
- 수강
- 강의평가
- 변동
- 졸업
- 교직
- 편입
- 취업
- 등록
- 장학
- H_SARA
- 영어교육
- 국제교류
- 한림봉사
- 학생상담
- 학생생활관 ★
- 지역정주
- 일반행정

6

- student dormitory
- Sketch information
- Sketch information
- during semester ★
- During vacation
- 학생생활관
- 사생정보
- 사생정보
- 학기증 ★
- 방학증



Personal information collection and use agreement

1. Consent to collection and use of personal information

Personal information items co...	Affiliation, student number (examination number), name, grade, gender, date of birth, nationality, phone number (applicant, guardian, home), e-mail, address, photo, academic records (including grades), dormitory information (life score, residence) information, entry/exit information, etc.)
Purpose of personal information collection/use	The information you provide will be used for identity verification, document submission, communication and information delivery, qualification verification, and selection procedures : ① Identity verification and registration: name, gender, date of birth, photo ② Use for communication and information delivery: name, address, phone number (applicant, guardian, home), e-mail ③ Qualification verification and selection procedure: affiliation, student number (Examination number), grade, school records (including grades), dormitory information ④ Used to operate the dormitory program: affiliation, student number, grade, name, gender, phone number, e-mail, dormitory life score and residence information
Personal information retentio...	5 years (discarded upon expiration or deletion request) ※ Information required for re-entry into the dormitory (dormitory living score and residence information) may be preserved while enrolled at our school.

Please note that you have the right to refuse consent to the collection and use of personal information, and that your selection may be restricted if you refuse consent.

Personal Information Collection and Usage Agreement



yes no

2. Consent to collection and use of sensitive information

Sensitive information items collected	Disability information, basic livelihood security information, information on persons of merit (nation...
Purpose of collection/use of s...	The information you provide will be used for selection and employment procedures. ① Selection procedure: Disability information, basic livelihood security information, persons of merit (national, independent), etc. ② Admission procedure: Medical certificate (tuberculosis)
Sensitive information retentio...	1 year (discarded upon expiration or deletion request)

You have the right to refuse consent to the collection and use of sensitive information . Please note that if you refuse consent, you may be subject to restrictions on selection (priority selection) and employment .

Consent to collection and use of sensitive information



yes no

Personal information (sensitive information) will in those agreed upon by the provider, and if you wish to refuse use of the provided information, you may request viewing, correction, or deletion through the personal information manager.



1. Agree to the personal information collection agreement (the two yellow areas)

2. Click 'apply during the semester' at the bottom of the page

Follow the step by step instructions below to choose your dorm. **Then remember to ‘click’ apply for application (8).** Please note that you must select **SIX different** dorm choices (by priority) in section 1. When completing this page you should turn Google Translate off.

※ 우선입사 대상자 서류제출은 증빙서류 스캔 또는 사진 촬영하여 등록 해 주시기 바랍니다.(신입생, 대학원생, 재외국민은 제출 서류 없음.)

[기타 고지사항]

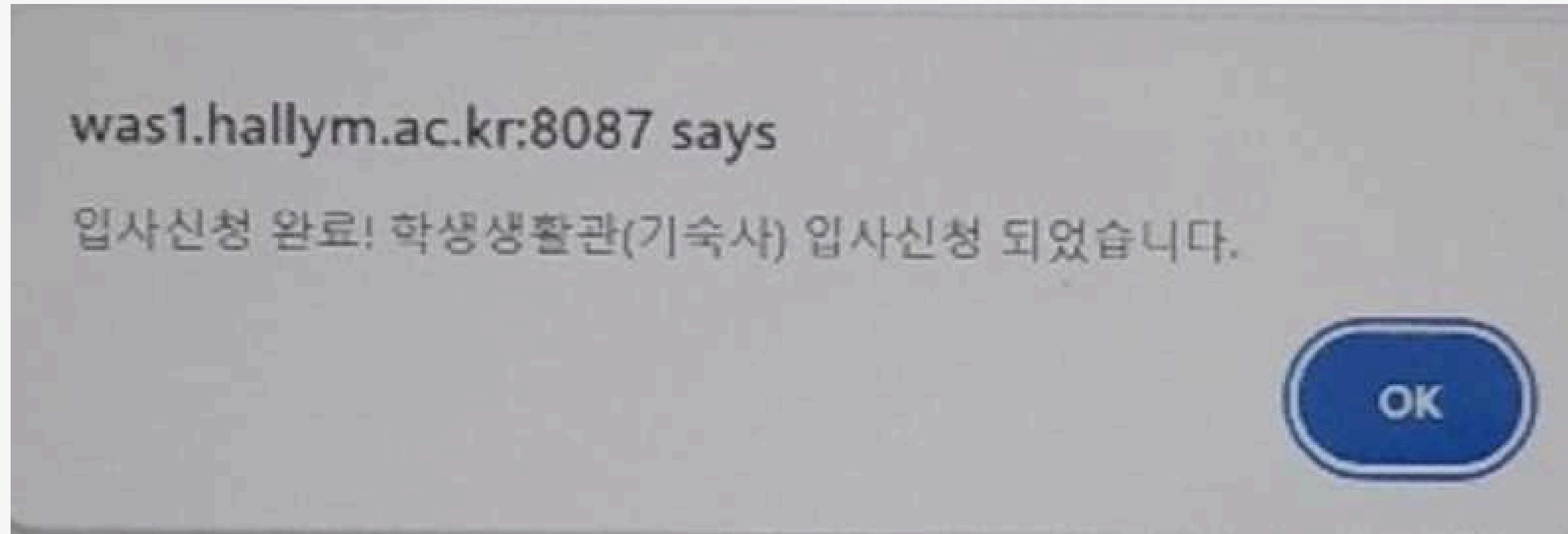
- 본인 및 보호자의 정보 변경 발생 즉시 통합정보시스템의 개인정보를 직접 수정 바람.
- 기숙사비 감면(장학대상): 기숙사비 감면(장학대상)학생도 납부해야 할 금액(자지회비) 있음. 납부기간 내 필히 납부 바람. (미납부=입사포기 간주)
- 퇴사자에게는 학생생활관 규정 제23조(납입금환불) 의거하여 환불 함.

Your paragraph text

퇴사구분		입사관리비	비고
지정 입사일 이전	8일전까지	전액환불	* 환불 시 일 수 산출의 1일 기준 금액 = 학기별납입금/학기수입일수 (백원미만결상)
	7일전부터 지정입사일 이전까지	입사관리비의 90% 환불	
지정 입사일 후	8주 이전	입사관리비의 30% 공제 후 일 수 산출하여 환불	* 최종퇴사일은퇴사신고 또는 KEY(출입카드) 반납일을 기준으로 산출 함
	9주 이후	환불하지 않음. ※ 질병 및 사고(진단서 첨부: 퇴사일 기준 15일 이내 발행), 취업(실습)에 의한 퇴사 시 입사관리비 의 30% 공제 후 일 수 산출하여 환불(증빙서류 미제출 시 환불 없음)	* 개강 전 퇴사신청 = 퇴사신고, 하단 "퇴사/환불 신청 및 확인"에서 퇴사신청

★
8 입 관 신 청
 9 납부 고지서 출력
 납부확인 및 입사서류 등록
퇴사 / 환불 신청 및 확인
호실(룸메이트) 신청 및 확인
Activate Windows

- | | | |
|---|--|---|
| <p>1 Select your dormitory choice (by priority)</p> <p>2 Select: Period of use one semester (4 months)</p> <p>3 Application for single room use (if choosing Dorm 1)</p> | <p>4 Upload of documents (for priority dorm assignment) n/a for international students</p> <p>5 Select your preferred room mate language (if applying for dorm 3). NB not guaranteed</p> <p>6 Disabled assistance</p> | <p>7 Parental text message (leave as default if you do not wish for your parents to get text messages about the dorm)</p> <p>8 CLICK APPLY FOR APPLICATION</p> <p>9 CLICK TO PRINT PAYMENT NOTICE</p> |
|---|--|---|



Once you click the area ‘**apply for application2**’ (8) (on previous page) you will see this message confirming your dorm application.

Please check this message carefully as other error messages may appear if you have not completed all areas of the application fully or correctly.

Please note. You must log back into this system to print your dorm payment bill (9) on page 5 of this PDF.

Please note that if you do not pay your dorm bill by the dates specified you may lose your place in Hallym dormitory for the semester.

Further dorm payment schedule and information should be found on Hallym English website and Hallym dorm website (links below).

 **English Website**

 **Dorm Website**