



# UOS Dormitory guidebook



서울시립대학교  
UNIVERSITY OF SEOUL

# Dormitory etiquette

## by Dean of Dormitory

*Let's do this together!*

1. Please give a warm welcome when your roommate or house mate enter a room.
2. Please hold the door for people behind you.
3. Say Hello when you meet someone in the elevator.
4. If you are standing near the elevator button, please press the button for others.
5. Please clean your bathroom with your house mate if you are living in the Building 102~103 (International House).
6. Talk about bedtime with your roommate and turn the light off after 10PM. (Building 101, Residence Hall).
7. Please don't use shower room late at night.

# 1

## Living guide

### 1. Dormitory access

- No outsiders are allowed to enter the dormitory room. (including UOS students and parents)  
(However, it is allowed to visit a room during the official check-in & out period from 9:00 to 18:00)
- Access method : Fingerprint recognition
  - \* Access card will be given only to the students with bad fingerprint recognition.

### 2. Information of entering your room

- ① Building 101 (Residence Hall)
  - You can receive a room key when you move-in.
  - If you lose your key, you need to pay 5,000 won for reissuing a new key. The cost of the key will be deducted from your deposit.
- ② Building 102~103 (International House)
  - Each house has a door lock (press the password) and each room needs a key to open.
  - You can get a room key and a door lock password when you move-in.
  - If you lose your key, you need to pay 5,000 won for reissuing a new key. The cost of the key will be deducted from your deposit.
  - Building 102 (International House) : Take a look at the Picture



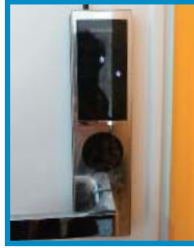
Press the four digit password and press \*

# 1 Living guide

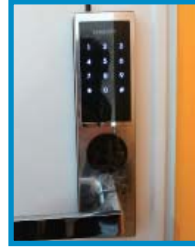
- Building 103 (International House) : Take a look at the Picture



A. Press a metal bar on a bottom.



B. When a two digit number appears, Press the number in order.



C. After pressing two numbers in order, the keypad will show up. Then, press the four digit password and press \*

## 3. How to use Internet

- You can use Internet when you connect a LAN cable.

◆ A location of LAN outlet

- Building 101 (Residence Hall) : Under the desk
- Building 102~103 (International House) : Above the desk

- 'Alyac'(vaccine program) will be automatically installed when you first get online.

- You can buy a LAN cable easily at a CVS. (We don't provide a LAN cable.)

- Don't install wifi router without permission.

Pre-visiting to the technical team office is mandatory when installation is unavoidable

## 4. How to use Intercom

Section	On-campus	Off-campus	Collect Call
Reception	O	O	X
Transmission	O	X	X

- Every room's Intercom number is posted on the Residence-International hall's middle gate.

## 5. Air conditioner & Heater

① Air conditioner

- Only operated in summer season.

- You can control temperature using a controller which is attached to the wall of the room.

※ Make sure the temperature is above 26°C.

### ② Heater

- Central Heating : Building 101 (Residence Hall)
- Individual Heating : Building 101 Room No.136~156,  
Building 102~103 (International House)
- ※ A controller is attached to the wall of the room.

## 6. How to get your Delivery / Registration / Mail

- Make sure that the room number and receiver are accurate.
  - Residence hall
    - ex) University of Seoul 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504 KOREA, Residence hall 103(room number), Jasmin Lee
  - International house
    - ex) University of Seoul 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504 KOREA, International house 205(room number), Hongcha Kim
- We do not keep your mails and delivery items after you check out. Also, if you do not find the goods for a long time, we will dispose of all mails and delivery items. (Before checking out, please change your address in advance.)

### ① Delivery

- Receive a delivery by using the unmanned delivery system. (Yellow Box)
- Location : Near the Main gate of residence hall in international house
- The Yellow Box system is easy to use. Just write down your phone number with your name together when entering a recipient's address.  
(You need to write down your real phone number. If not, a text with the password for the unmanned delivery box cannot be sent.)

### ② Registration

- An administration office will collect all registrations from a mail management office at university headquarters(1st floor), and registrations will be distributed at facility management office. (On the whiteboard next to the Yellow Box, registration date, room number, name of the student will be displayed.)
- You can get your registration by signing at the security office next to the main gate.
- For the receipt of registration, Student ID Card / Personal ID Card will be needed for identification.

### ③ Mail

- Location of Building 101 (Residence Hall) Mail Box
  - : Left side of Residence Hall entrance.
- Location of Building 102~103 (International House) Mail Box
  - : Opposite side of security office.

## 7. How to discard your garbage

### ① Location of Recycling & Garbage

Section	Place for Garbage Disposal
Building 101 (Residence Hall)	Trash Can (On Each Floor)
Building 102 (International House)	Yellow Barrow (Near The Front Gate)
Building 103 (International House)	Yellow Barrow (Near The New International House Entrance)

### ② Food waste

- Discard it to the blue drum box(food waste can) inside a kitchen.
- Do not discard which is not food such as plastic bag, toothpick, etc.  
(Food waste will be used for feeding animal.)

## 8. Health Examination Form

- The health examination form must be submitted every 6 month.  
(※ Including Tuberculosis Examination)
- Students who have submitted the form during the first semester must resubmit the form on the second semester.

## 9. Using electronic products

### 1) Personal refrigerator, Microwave

- Allowed in the room with these conditions.
  - ① Capacity of the refrigerator must be less than 50L. (Mini Fidge)
  - ② Capacity of the microwave must be less than 1kw
  - ③ Product that has been made within recent 10 years. (Prevention of potential fire)

### 2) Rental refrigerator

- For students who have difficulty with buying personal refrigerator can use rental service from designated company. (Company Name : Domini)
- However, dormitory will not be in charge of rental, break down, repair, and return of the refrigerator.
- Steps : Register at 'Domini' website → Complete payment → Receive it  
(Each process must be done on the designated period)

### 3) Registration of Personal refrigerator and Microwave

- Students who want to use personal refrigerator, microwave in their room must visit the office to register before using.

- Complete the electronic products registration form and the electronic products usage form.
- Follow the rules regulated on the registration form.
  - ※ For detailed information, please check the announcements on the bulletin board.

### 10. Repair Application for Facility Failure

- You can register on 'Facility Failure Repair Application' reception at the technical team office next to Building 101(Residence Hall).
- For urgent repair(power failure, lack of water, heater failure), call Facility Management Office or Administration Office.
- Facility Management Office Number : 02-6490-5188
- Administration Office Number : 02-6490-5186~7

### 11. Duty to check notice

- You have responsibility to check announcements on the dormitory web site and the bulletin board in the building.
- If you break any rules by not checking announcements, you can get penalties and all responsibility is yours.
- We recommend you to check announcements frequently.

### 12. Further notice

- It's not allowed to drink, gamble, cook in the dormitory. (Cooking is only allowed in the kitchen)
- DO NOT SMOKE INDOORS. (Including Toilet & Emergency stair)
- DO NOT USE HEATING MACHINE. (Ex: Electric blanket, pad, heater)
- DO NOT MAKE NOISE.
- You have to notify your schedule to a office staff if you leave dormitory more than 3 days.
- In case of emergency, dormitory staffs may enter your room with announcement in advance.
- You should let a office staff know if furniture or anything is broken. If you break something in dormitory you will have to pay for it. (Use the report box on the front for any facility failures.)
- You have to return provided things by office(key, basket, etc.). If you lost provided things or room is uncleaned, your deposit will be automatically deducted for that cost.
- Public shower room can be used until 01:00 AM.

# 2

## Moving out

### 1. Moving out procedure

1) Submit 'Application for Leaving/ Refund' form

- ① Visit the Dormitory office and get the 'Application for Leaving/ Refund' form
- ② Clean up the room → fill in the check list → sign in
- ③ Submit the application for leaving / refund form to the Dormitory office on your check-out date

2) Check-out Report

- ① Room condition check-up with office staff members
- ② Return all provided items (ex: Room key, Laundry basket)
- ③ Check-out Completed (The deposit refund procedure might take more than 2 weeks.)

### 2. Dormitory Fee Refund Policy

Period	Refund
Cancellation before check-in date	95% refund
Cancellation within 15 days (From last day of check-in period)	75% refund
Cancellation within 30 days (From last day of check-in period)	62.5% refund
Cancellation within 45 days (From last day of check-in period)	50% refund
Cancellation within 60 days (From last day of check-in period)	37.5% refund
Cancellation within 75 days (From last day of check-in period)	25% refund
Cancellation after 76 days (From last day of check-in period)	No refund



### 3. Important Notice of moving out

- On the day you want to leave, visit dormitory office to fill out the application for leaving / refund form after cleaning your room.
- If dormitory office is closed during holiday, you should come the day before and fill out the application form.
- All refund take about 2 weeks.
- Students must leave the dormitory during the check-out period.
  - \* Additional fee will be charged for the delay of check-out.
    - Building 101 (Residence Hall) : 20,000won / per day
    - Building 102~103 (International House) : 25,000won / per day
- The deposit will be refunded in full unless the room is left in a state of uncleanliness or disrepair, or fixings are missing, in which case the sum needed to clean, repair or replace things will be deducted from the deposit and any remainder will be refunded.
  - Poor cleaning : 20,000won
  - Key loss : 5,000won
  - entry card loss : 5,000won
  - damaged/lost equipment : Necessary sum to fix/replace
- We don't provide luggage storage service. Any left-out in a room after check-out will be thrown away.

# 3

## Facilities

### 1. Laundry room

- Location : Building 101 (Residence Hall)  
(Lobby floor)  
(men and women are separated)
- Time : 06:00AM~01:00AM
- Washing machine, dryer, iron board
  - ※ register the card(1000won) and charge it to use it (You can buy a card from the machine in front of a laundry room.)
  - ※ 500won for one use.
  - ※ If it does not work : Call 031-970-6730  
(unielux)
- Timer Iron
- You can not use a washing machine for a large size blanket, shoes, and overcoats.
- Ironing is only allowed in laundry room.



### 2. Kitchen

- Location : Building 101 (Residence Hall)  
(Lobby floor)
- Time : 06:00AM~01:00AM
- Induction stove, microwave, Toaster
- Personal items must be cleaned after using.  
(Every leftover items will be thrown away)



### 3. Fitness room

- Location : Building 101 (Residence Hall)  
(Lobby floor)
- Time : 06:00AM~01:00AM
- Exercise equipments



#### 4. Activity Room

- Location : Building 102 (International House)  
(First floor)
- Time : 09:00AM~10:00PM
- How to use : You should register in the  
dormitory office in advance



#### 5. Convenience Store

- Time
  - 08:00AM ~ 22:00PM (Always open)



# 4

## Dormitory rules

violations	Penalty
1. Burglary, robbery	Move out
2. Trespassing, occupying in the dormitory or in a room of the opposite sex.	Move out
3. Bringing the inflammables (butane gas, thinner, gasoline, etc.)	Move out
4. One who is suspended indefinitely from school	Move out
5. Changing a room without notice	8
6. Taking official equipments out of the dormitory	8
7. Letting outsiders stay in the dormitory	8
8. Breeding animals	8
9. Bringing electricity devices that is not allowed or electric heating appliances.	8
10. Trespassing rooms of opposite sex	8
11. Any inappropriate behavior caused by alcohol such as noise, damage to equipments, damage to others, etc. And drinking or gambling in the dormitory.	8
12. Cooking in a room	8
13. Damaging network on purpose	8
14. Disobeying checking facts and instructions of a dormitory director and staffs.	5
15. Damaging others by disturbance and noise	5
16. Carelessness of electricity devices	5
17. Smoking at a non-smoking area.	5
18. Private use of a place for public like lounge, hallway, and stairs, etc.	5
19. Attaching flyers without permission	3
20. Violations of any sort concerning dormitory access	3
21. Bringing containers for alcohols	3

\* The student has accumulated 10 penalty points need to leave the dormitory.

# 5

## Prohibited and Restricted Items

Class	Item	prohibited / allowed
Electric heater	Electric blanket	prohibited
	Electric pad	prohibited
	Electric heater	prohibited
	Fan heater	prohibited
Equipment for cooking	Coffeepot	prohibited
	Electric coffee-maker	prohibited
	Electric toaster	prohibited
	Microwave	allowed with conditions
	Electric frying pan	prohibited
	Gas burner	prohibited
	Electric rice cooker	prohibited
	Hot Plate	prohibited
Cooker (ex: Slow Cooker)	prohibited	
Audio and Image devices	Video	prohibited
	Television	prohibited
	Electronic (musical) instrument	prohibited
Learning device	Desk lamp	allowed
	Laptop	allowed
	Printer	allowed
Etc.	Electric fan	prohibited
	Refrigerator	allowed with conditions
	Air conditioner	prohibited
	Vacuum	allowed
	Hairdryer	allowed
	Linguistic learning machine, Battery charger	allowed

# 6

## Contact information

### 1. Dormitory phone number

Section	Contact number	Working hour
Administration Office	02-6490-5186~7	Weekdays 09:00-18:00 (Closed on Weekends and official holidays)
Facility Management Office	02-6490-5188	24-hour open
Security office	02-6490-5184	24-hour open

### 2. Emergency Contact

Section	organization	Contact number
Fire · Police	Cheongnyangni 119 Safety Center at Dongdaemun district Fire Station	02-962-0119
	Jeonong 119 Safety Center at Dongdaemun district Fire Station	02-2215-0119
	Jeonong 2 Police Station	02-961-4306
Hospital	Samyuk Medical Center Emergency Room	02-2210-3566
	Seoul Sung-sim Hospital Emergency Room	02-957-0119
	Dongdaemun District Health Center	02-2127-5365

### 3 Dormitory Address

- Korean : 서울특별시 동대문구 서울시립대로 163 서울시립대학교 생활관 (우:02504)
- English : University of Seoul 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504 KOREA, Residence hall (Post Code:02504)

※ You need to right down (International House or Residence Hall, room number, name)

※ You need to right down your real phone number. If not, a password for the unmanned delivery box cannot be sent.

# Emergency Procedure

## - Fire Emergency Response -

### 1. ALERT

- If you find a fire, alert people in the area to evacuate.
- Activate the nearest fire alarm.
- If you can use a fire extinguisher, use it to extinguish a small fires.
- Call Dormitory Security office (02-6490-5184) to inform the location and details.
- Call 119 if the situation gets worse and uncontrollable.

### 2. EVACUATION

- Please remember more than 2 nearest fire exits for your safety.
- Walk to the nearest fire exit and evacuate via the nearest staircase to ground level exit.
- Smoke tends to go up, so bend down and protect yourself with wet towels to avoid smoke and fumes.
- If you cannot evacuate via ground level exit, please go to the rooftop of the building.
- Never use elevators. Elevators are tied to the fire detection system and are not available once the alarm sounds.

### 3. FIRE PREVENTION

- Do not smoke in the building including toilet, lounge, balcony, etc.
- Devices not in use must be plugged off.
- Possession or usage of electrical heating appliances, any flammable and hazardous materials are strictly prohibited in dormitory.
- Learn the general principles of using the fire extinguisher.



**02504** University of Seoul 163 Seoulsiripdaero, Dongdaemun-gu,  
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