



Dormitory Application Form

Office of International Admissions & Management (OIAM)

Hankuk University of Foreign Studies (HUFS)

※ Due to limited capacity in our dormitories, there is **NO Guarantee** that you will receive a room as requested.

※ Please complete and email your application to:

if you are	Exchange	Visiting	International Summer Session (ISS)
Email	exchange@hufs.ac.kr	kimbh84@hufs.ac.kr	summerhufs@gmail.com
or Mail	Office of International Admissions and Management (OIAM) #102 Historical Archives, 107 Imun-ro, Dongdaemun-gu, Seoul, Korea, 02450 Phone : +82-2-2173-2065, 2068 Fax : +82-2-2173-3387		

(fill out the information below)

Student Type	<input type="checkbox"/> Exchange	<input type="checkbox"/> Visiting	<input type="checkbox"/> ISS
Family Name:	First Name:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality:		
Home University Name:			
Phone Number:	Email Address:		

("V" check, select only one)

Building	<input type="checkbox"/> Global Hall	<input type="checkbox"/> Int'l House	<input type="checkbox"/> Globee Dorm
Your program starts : (yy/mm/dd), ends (yy/mm/dd)			
Stay HUFS Dorm Period	<input type="checkbox"/> One Semester	<input type="checkbox"/> One Year (2 semesters)	<input type="checkbox"/> ISS
※ If you want to live in a dormitory during the vacation, please let OIAM know two months before the vacation starts.			

※ Please be aware that the fees are subject to change and may increase prior to the upcoming semester.

(for more information about Fees and Facilities, please visit our homepage : <http://international.hufs.ac.kr>)

※ International students will be assigned to **Double rooms**.

※ If you apply for 1 semester and do NOT take Korean Language Class during vacation, you cannot apply for the dormitory during vacation.

※ Meals are NOT included.

※ The deposit will be paid in accordance with each Dormitory's refund policy.

1. Do you smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. What time do you usually go to bed?	<input type="checkbox"/> 22:00	<input type="checkbox"/> 24:00	<input type="checkbox"/> 02:00
3. Do you have any serious health problems or require disability support?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Have you completed the "Health Examination Form" with a doctor's signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. If you have any other special request, please specify:			

		International House	Global Hall	GlobeeDorm
Common Information		※Please be aware that the fees are subject to change and may increase prior to the upcoming semester. ※Your deposit will be returned in accordance with each dorm's refund policy. ※If you arrive earlier than the check-in date, you should arrange your housing independently.		
Curfew	Weekday	Starting at 12:00 (Highly Recommended)	Starting at 12:00	Starting at 12:00
	Weekends	Starting at 01:00 (Highly Recommended)	Starting at 01:00	Starting at 01:00
Point of Contact	Tel	+82-2-2173-3270	+82-2-2173-2862	+82-2-2173-2068
	Email	hufshouse@gmail.com	edu@hufs.ac.kr	summerhufs@gmail.com
	Team	International House	Global Hall	ISS Housing

Global Hall Conditions of the contract and payment

Global Hall (Seoul Campus) Penalty Point Details		
Number	Details	Penalty Points
※ You must leave the dormitory immediately and are not allowed to move in permanently if you do the followings from 1 to 5		Must leave the dormitory
1	Entering the room of the opposite gender	
2	Allowing an outsider to enter the room and sleep in	
3	Violence, gamble, or theft	
4	Bringing any hallucinogen into the dormitory and use one	
5	Smoking in the dormitory	
※ You must leave the dormitory immediately and not allowed to move in next semester if you do/are the followings from 6 to 10		
6	Damaging, borrowing, taking, changing, and moving the facilities of the dormitory on purpose	
7	Someone who cannot adapt the corporate life in dormitory and does indecent behavior	
8	Someone who uses the inappropriate entrances (such as windows or other passages)	
9	Someone who has failed to abide by the university regulations and been punished according to the statutes of the university	10 penalty points
10	Someone who falsified the application or entered illegally using somebody else's name	
11	Not following the orders of deans, superintendents, or management office	
12	Someone who allows an outsider(non-resident) to enter the dormitory, including the dormitory entrance	
13	Cooking, using electric heating appliances, and bringing or using inflammables and dangerous things	
14	Drinking, or bringing/keeping alcoholic drink in the dormitory (Drinks will be taken and discarded)	
15	Sleeping out without permission	
16	Damaging posted announcements on the bulletin boards in the dormitory	
17	Keeping pets such as dogs, cats, and other animals (e.g. reptiles)	
18	Lending the access card or room key, or making unauthorized copies of them	
19	Making noises, using musical instruments or audio systems	
20	Moving out without permission or without following the procedures such as cleaning inspection	
21	Not attending the dormitory events (including roll-call and room inspection) without any proper reasons	
22	Filling in an application of sleeping out for somebody else	
23	Disturbing your roommate, such as disturbing sleep	
24	Someone who acts indecent or wears an unacceptable outfit	
25	Not cleaning the room	
26	Posting a notice or ad without permission	2 penalty points
27	Entering the dormitory when you are not allowed to. * Available entrance time on weekdays: 05:00 ~ 24:00 * Available entrance time on weekends and legal holiday: 05:00 ~ 01:00	

※ We call the roll every semester.

※ You will leave the dormitory if you have 20 penalty points or more. If you have more than 10 penalty points during one semester, you cannot apply for the dormitory next semester

I hereby declare that I have read and understand this regulation and I understand that if I do not abide by these rules to which I have agreed, HUFS has the right to cancel this contract and I will be asked to move out of GlobalHall without any refund.

Signature : _____

Date : _____

Int'l House Conditions of the contract and payment

No	Rule Violation	Consequence
1	Entering another student's room without permission, or entering the room of a student of the opposite gender.	Immediate discharge
2	Allowing a person of the opposite gender into your room.	
3	Allowing non-residents to sleep in the dormitory.	
4	Engaging in violence, gambling, or theft.	
5	Intentionally damaging dormitory facilities and/or lending, changing, or removing items from the dormitory.	
6	Disrupting or making the dormitory environment unsafe as a result of excessive noise, harassing or abusive language or behavior, and/or impolite and unmannered conduct.	
7	Failure to use the proper entrance and exit doors.	
8	Receiving disciplinary action from HUFS, such as expulsion.	
9	Forging housing application documents.	
10	Drinking, smoking, and/or allowing others to do so in the dormitory. First offense will result in 10 penalty points, and any more incidents will result in immediate discharge.	
11	Failure to follow instructions from the dorm manager, supervisor, or dormitory operations team.	10 penalty points
12	Allowing non-residents into the dormitory without permission.	
13	Keeping pets (dogs, cats, or other) in your dormitory room.	
14	Lending or reproducing the dormitory and/or room key without permission.	
15	Failure to participate in mandatory resident activities, such as roll call and facilities checks.	
16	Using items (stereos, percussion instruments, etc.) that create noise in the dormitory.	
17	Failure to keep your room clean and organized.	5 penalty points
18	Posting an advertisement on the dormitory bulletin board without permission.	

1. You have to arrive on the official check-in dates specified by HUFS Office of International Admissions and Management (OIAM).
2. If you expect to arrive later than your indicated move-in date, you must notify OIAM of your planned date of arrival in writing by fax or email. If not, your housing arrangement will be canceled due to "no show" policy.
3. The dorm fee covers up to KRW 50,000 utilities fee (Water, Electricity, Gas) per one month. If your bills exceed KRW 50,000, the additional fee will be charged to you.
4. You must pay your dormitory fee during the first week of each semester or vacation term and if you fail to make timely payments, your contract may be terminated.
5. If you choose to move out of the dorm before the term ends, the dormitory fee will be refunded to you in accordance with the schedule described in our International House Regulation.
6. We do not accept any requests for monthly billing.
7. All successful dorm applicants are required to submit proof of health examination results (see our Health Examination Form) to waive the medical exam before arriving on campus. In case of staying for 2 semesters, applicant must submit health examination result before the beginning of each semester.
8. You have to move out on the official check-out dates, which is the last day of HUFS regular semester. For students who take the 10 week Intensive Korean Language Program during summer or winter vacation, the official check-out date is the last day of the Language Program. No late check-out will be available in any cases.
9. You should abide by all rules of the dormitory. If you want to terminate this contract, you should notify OIAM in writing.

I hereby declare that I have read and understand this regulation and I understand that if I do not abide by these rules to which I have agreed, HUFS has the right to cancel this contract and I will be asked to move out of HUFS Int'l House without any refund.

Signature : _____

Date : _____



Health Examination Form for All Dormitory Applicants

Hankuk University of Foreign Studies

※ Important: All successful applicants who need our university housing are required to submit proof of an authorized health exam result (including Hepatitis Type B and tuberculosis) prior to arrival in Korea, in accordance with the requirements of the Korean Immigration Service and our dormitory regulation.

Please check your housing type

I. Personal Information

1. ON-CAMPUS HOUSING: GlobalHall ☐

2. OFF-CAMPUS HOUSING: International House ☐

Family Name(姓): _____ First Name(名): _____

Date of Birth(dd/mm/yy): _____ / _____ / _____ Gender: Male() Female()

II. Personal Medical Assessment

1. Have you had any serious illness or injury that required hospitalization in the last two years? Yes () No ()
2. Have you ever made repeated visits to a doctor for an illness or injury? Yes () No ()
3. Have you ever had any of the followings?
 - hepatitis or tuberculosis? Yes () No ()
 - close contact with any infectious disease? Yes () No ()
4. Do you have any allergies? Yes () No ()
5. Have you ever cared for by a mental clinician? Yes () No ()

If the answer to any of above questions is Yes, please provide the question number and specify in details below _____

I hereby state that information submitted on this form is true

Student Signature _____

Date _____

III. Health Examination Report (This form is VALID only if completed and signed by a clinician)

1. Hepatitis Type B

Results: HBsAg Positive ☐ Negative ☐
 HBsAb or Anti-HBs Positive ☐ Negative ☐
 HBcAB or Anti-HBc Positive ☐ Negative ☐
 No Active or prior infection () Immune () New infection or chronic carrier () Unclear ()

Date of exam: _____

(Describe)

2. Tuberculosis

a. Skin Test Result: _____ Date of exam: _____

(Describe)

If the tuberculosis skin test is **positive (9.9mm or over)** you must complete and submit b:

b. Chest X-Ray

Date: _____ Normal ☐ Abnormal ☐ _____

(Describe)

☐ Clinician's Signature

MD/NP/PA Name (Please Print)

Signature

Date

Address

Country

Telephone Number