Manual for Online Dormitory Applications for International Students

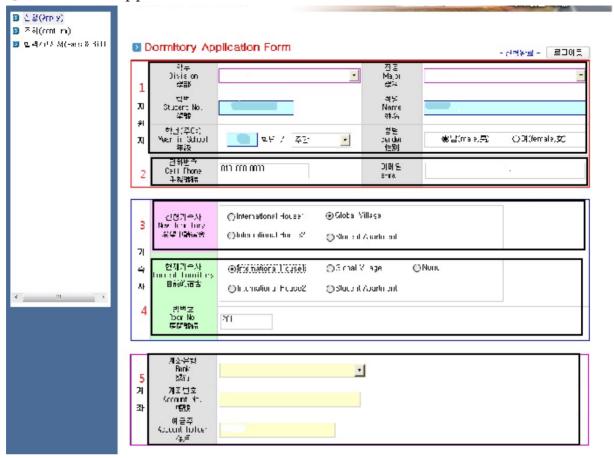
1. Dormitory Application

- ① Access http://dez.dongseo.ac.kr/source/sur/06/htm/ through Internet Explorer
- 2 Enter your ID and Password to log in



Atleftmenu, Click "신청(Apply)"→select "학부생(undergraduate)" or "대학원생(graduate)" → Enter ID and P/W (ID: student number, P/W: last 7 digits of alien registration number) → Click "Log in"

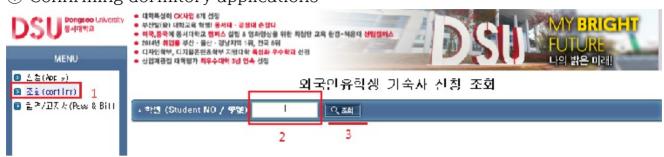
3 Fill in the Application Form-1



- 1) After logging in, you can find the page above. Section 1 is automatically completed upon log in.
- 2) Cell phone and email information should be filled in by students themselves at section 3. (These are required fields. In case of not having a cell phone, please enter a random number.)
- 3) Select the preferred dormitory to reside in next semester at section 3.
- 4) Enter the current dormitory and current room number. If you don't currently reside in a dormitory, choose "None".
- 5) Enter your bank account information (Korean account) at section 5.

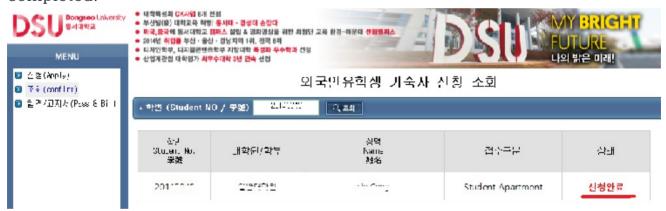
2. Confirmation of Dormitory Application

1 Confirming dormitory applications



Click "조회(Application Confirmation)"at the left menu \rightarrow Enter student number at blank 2 \rightarrow Click the icon labeled "조회"

② If 신청완료"is displayed as below, the dormitory application has been completed.



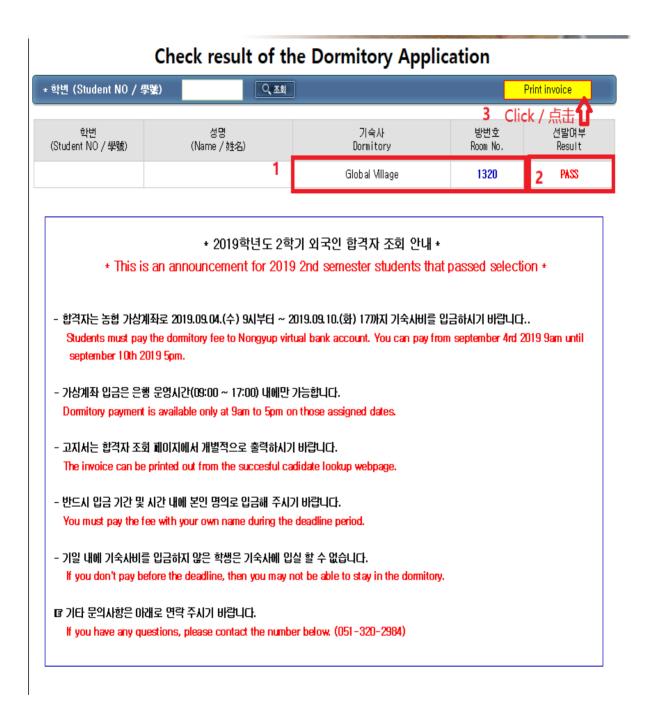
- 3. Checking Application Results and Printing the Form for Dormitory fees
- ① Check the result of the dormitory application as shown below



Click "결과/고지서(Result & Invoice)" at the left menu → Enter student

number at blank 2 → Click the icon "조회"

② After checking the result for dormitory PASS/FAIL and room number, print the form for dormitory fees and make the payment listed.



Check the dormitory building and room number at section $1 \rightarrow$ Check the result of PASS or FAIL at section $2 \rightarrow$ Click "기숙사비 고지서 출력 (Printout dormitory fee form)" to print.

* After printing the form, the dormitory fee payment must be made only at Nonghyup bank (4F, International House 2). Other banks cannot accept payment.

동서대학교 외국인유학생 기숙사비 등록 고지서						
1. 납부기간 내에 등록하지 않은 학생은 입주포기자로 간주하오 나, 이점 유의 바랍니다. Notice that the acceptance will be canceled in case of delayed payments or failure of payments.	기숙사비 등록 고지서(은행용)		:	기숙사비 등록 고지서(학생보관용) 2019년도 2학기		
	2019년도 2학기					
	대학원/학부	글로변경영팩부		미학원/학부	글로변경영학부	
2. 납부정소 (A place to pay the dormitory fee) 교내 농협시점 (국사생활관 4층) NH bank DSU branch (4th floor in International House II)	전공	경영학신공		전공	경영학신공	
	학반			학반		
	<u>명</u> 0 편0		: ::	편0 전8		
3. 문의사항 (Contact) 학생생활관	내용	2019 2학기 기숙사비	: :	내용	2019 2학기 기숙사비	
(Student dormiroty) Tel: 051-320-2984	기 숙 사 비	498 ,000		기 속 사 비	498,000	
	위 금액을 정히 영수함. : : : : : : : : : : : : : : : : : : :			위 급액을 정해 영수함. 립부기간: 2019,08,28(수)~2019,08,29(목)		
	발부기간: 2019,08,28(수) ~ 2019,08,29(목)		: .			
	납부장소 : 형	5현 동시대학교 지점 (국제현력관 4중)	1	납 <mark>부</mark> 장소 : 농	[협 동서대학교 지점 (국제협력관 4층)	
	가상기찬 : 및	5월 027500-64-475030				
DSU BANGED UNIVERSITY						
	식인생략 동서대학교 홍장			식인생략 동서대학교 홍장		

- 1. Dormitory payment is available only at 9am to 5pm on those assigned dates.
- 2. You must pay the fee with your own name during the deadline period.
- 3. If you don't pay before the deadline, then you may not be able to stay in the dormitory.

4. Virtual account

Each student is assigned a different virtual account number. You must pay exactly the correct amount to that number. A slight difference in the amount will not be tolerated and payment cannot be confirmed.

After you print the invoice check your account number thats printed on the invoice. You can complete the payment at International House 2 4th floor, Nonghyup Bank.

(Please do the payment after checking the account number)

If you have any questions, please contact the number below. 051-320-1699