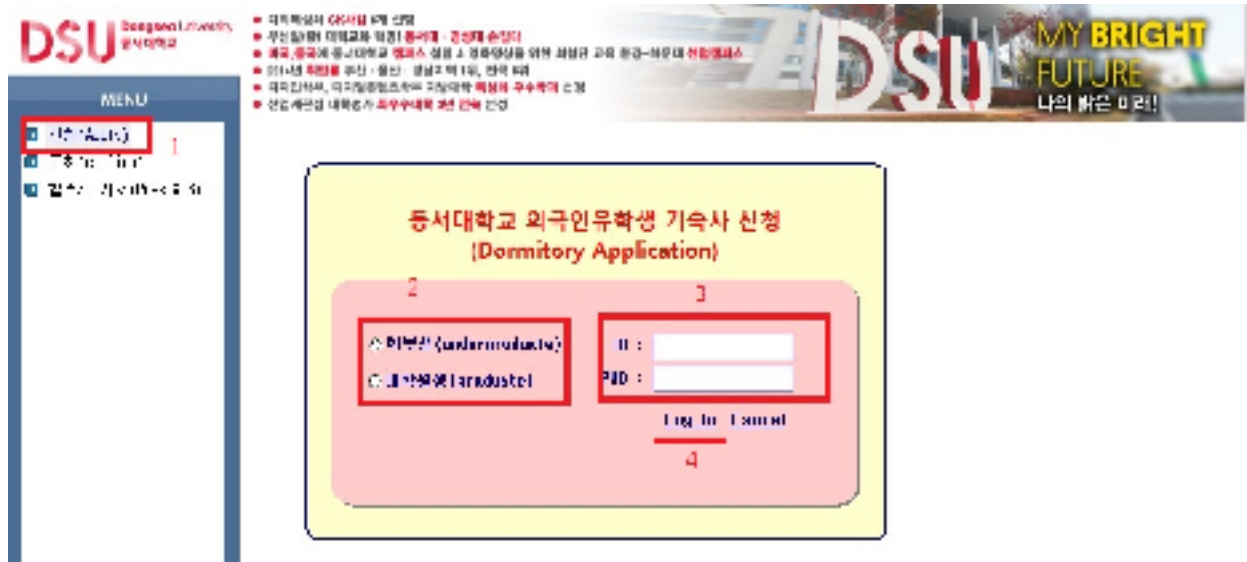


Manual for Online Dormitory Applications for International Students

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



At left menu, 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

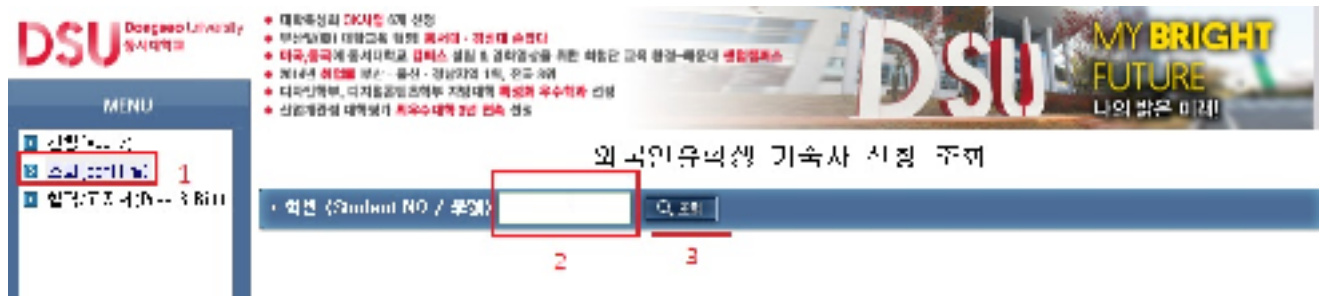
The screenshot shows a web-based application form titled "Dormitory Application Form". The form is divided into five numbered sections, each highlighted with a red border:

- Section 1:** Personal information including Name (이름), ID (학번), and Cell Phone (휴대폰 번호).
- Section 2:** Contact information including Cell Phone (휴대폰 번호) and Email (이메일).
- Section 3:** Dormitory preferences, including a dropdown menu for "Preferred Dormitory" and radio buttons for "National dormitory", "School dormitory", and "None".
- Section 4:** Current dormitory and room number, including a dropdown menu for "Current Dormitory" and a text field for "Room No.".
- Section 5:** Bank account information, including a dropdown menu for "Bank Name", a text field for "Account No.", and a text field for "Branch Name".

- 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



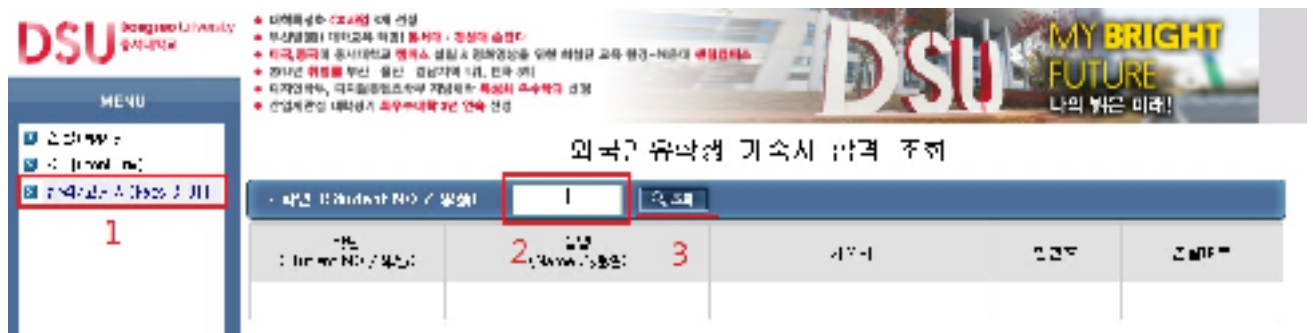
Click “조회(Application Confirmation)” at the left menu → Enter student number at blank 2 → Click the icon labeled “조회”

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.

DSU Dongseo University 동서대학교

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외국인유학생 기숙사 취직 수시

1 기숙사 / 방번호

2 결과

3 기숙사비 고지서 출력

기숙사 / 방번호	결과
1	2 PASS

Check the dormitory building and room number at section 1 → Check the result of PASS or FAIL at section 2 → 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.