



Toward Global Eminence

## Sewha Hall Dormitory Guide

### 1. On-Campus Dormitory: Sewha Hall

Sewha Hall is an on-campus dormitory that accommodates approximately 400 students, both Korean and international students. It is run by a student self-government body, House Council.

<b>Capacity</b>	Total 432 (50% of residents are international students)
<b>Fee</b>	KRW 1,114,000(per semester) <i>*Pre-deposit KRW 60,000 is refundable when you check-out</i>
<b>Real state Holdings</b>	23.8m <sup>2</sup>
<b>Facilities</b>	Bed, Desk, Chair, A/C, Refrigerator, Toilet -Shower room, Free WIFI, Study and Seminar room, Administration office, Others (Lounge, Laundry room, Cafeteria, Fitness club, Ping-pong tables, etc.) <i>*Cooking is not allowed in Sewha Hall.</i> <i>*Pillow, comforter, toilet paper and towel are not provided. (Blanket and mattress cover will be provided)</i>
<b>Notes</b>	To maintain dormitory order, all residents are required to follow directions from 'Student Dormitory Council', and be abided by <b>very strict dormitory regulations &amp; penalty point system</b> (See Appendix 1 below for curfew hours)
<b>Contact</b>	khsd9476@khu.ac.kr +82-2-961-9476

➤ **Facilities**

Twin Room



Gym



Seminar Room



Laundry room



Lobby



For more pictures can be found via [Sewha website](#)(Click)

## 2. Dormitory Payment

### ➤ Payment Detail

#### Beneficiary Information

- Name: 세화원입사비
- Bank: KEB Hana Bank
- Swift Code: KOEXKRSE
- Bank Address: 35, EULJI-RO, JUNG-GU, Seoul, Korea HANA BANK, HEAD OFFICE
- Bank Phone No.: +82 02-969-1111
- Payment Account No.: 27891001194304
- Payment Amount: KRW1,114,000

### ➤ Before You Pay

- Sender's Name must be in capital letters (printed) when sending your dormitory fee.  
ex) YUN JISU

\*The name should be as same as the passport

\*Transfer the fee in your name, if possible. Otherwise, you need to send the remittance details with your name, and student number to the Sewha Hall e-mail additionally.

- Students who are already enrolled, must pay the dormitory fee via your Korean account.
- Students wire transferring from overseas must consider the exchange rates and additional fees. An overseas transfer may have different deposit amounts depending on the exchange rate. Make sure you wire the exact amount to the account.
- Submit the remittance details when entering the dormitory. The dorm will accept a captured file from your mobile.
- The dormitory application will be canceled if the dormitory fee is not transferred within the payment dates. If there is any possibility of a delay in the payment, please send the information to Sewha Hall.

### 3. Dormitory Check-in

#### ➤ Before Check-in

- You can check in a dormitory only during given period.  
*\*Available time on 9:00 AM to 8PM on weekdays ONLY and Breaks (12PM ~ 1PM and 6PM ~ 7PM) is not included.*
- You can check the given period when you apply for housing.
- Please check the address, transportation and map of the dormitory.
- You can be informed of the assigned room, access to dormitory and rules from the RA of your dormitory on moving-in period.
- Please note that changing rooms after room assignment is not allowed.

#### ➤ Requirements

- Registration form
- Photo: size of 3.5\*4.5cm, white back ground, colored, head shot (selfies are not allowed)
- Valid TB test result  
*\*e.g.: When you get tested on February 10, your test is validated till May 10.*
- Certificate of Entry & Exit: you can get it when you arrived in Seoul, near Community Center

#### ➤ Check in Process

- Check in is available on the 2nd floor, Administration Office.
- We will request you to prepare the documents. If you cannot prepare all of them, you have 1 week to complement your submission.
- Students entering Sewha Hall after the official entrance period, must notify their arrival date to Sewha Hall(khsd9476@khu.ac.kr) and the OIA via email (exchange students: inbound.mobility@khu.ac.kr & full- time students: admission@khu.ac.kr) at least 5 days before entering.

#### **4. Extending Dormitory Stay**

- Usually OIA will mail about extending your stay in the dorm, students who'd like to extend their stay in the dorm during the vacation, please inform the Office of International Affairs.  
(Exchange students: [inbound.mobility@khu.ac.kr](mailto:inbound.mobility@khu.ac.kr),  
Full-time students: [admission@khu.ac.kr](mailto:admission@khu.ac.kr))
- Extending applications are accepted on during the given period and you must pay the whole amount of fee.

#### **5. Check Out**

- Students must discuss with dormitory assistants for inspecting the condition of the room and the date of moving out in advance.
- Before checking out, students must clean their room and return the front gate key and bedding items to the dormitory assistants.
- There will be a charge for lost or damaged items.

## [Appendix 1]

### Guidance Information

1. After receiving your key, check which side of the room you are using A or B Room. Residents should not switch keys. (Students with the A key should use the bed and desk that are on the left side of the room, and students with the B key should use the right side.)
2. The following information is the opening and closing time of the dorm's main gate (curfew hours)

	Opening Time	Closing Time
Mon ~ Thurs	05:00 AM	24:00 PM
Fri ~ Sun & Public Holidays		1:00 AM

※ The lobby closes at the same time the dorm's main gate

3. The following information is the office hour for Housing Office.

Day	Opening Hours	Closing Hours	Additional Notes
Mon ~ Thurs	09:00	24:00	The person on duty is written on the door of the housing office. You can call the person on duty, in case of an emergency.
Fri ~ Sun & Public Holidays	13:00		

4. The following information is fines for losing each key

Closet Key	Drawer Key	Entrance Key	Key Tec	Card Key
13,000	15,000	15,000	20,000	20,000

5. You can do your laundry during the opening and closing times of the dorm.
  6. Internet Service is free of charge.
  7. After entering, clean the room and always lock the door when leaving in order to avoid your property being stolen.
  8. Be sure to keep your rooms clean and lock the door when leaving your room.
  9. You can collect parcels delivered to you at the janitor's room after you have signed "Proof of delivery". If you wish to pay delivery charge on arrival, be sure to give the money to the janitor in advance.
  10. Female study room is on the second and third floor and male study room is on the fourth and fifth floor. Study rooms are open 24 hours a day. No food allowed.
- ※ Laptop is allowed only in study rooms on second and fourth floor.

11. Television, portable air conditioner, electronic fans and heating devices are not allowed. Loud devices are also not allowed. (e.g.: musical instruments)
12. When you leave the dormitory, clean your room first and fill out the online check-out.
13. There are the heating controller (white; can use in winter) and the air conditioner (beige; can use in summer) on the wall.
14. Find the numbers below to make calls from outside to the dormitory.
  - ※ It is impossible to make an outside call by Dorm phone in the rooms. You can only receive call from outside.
  - ※ For making a call from outside to your room - 02) 961-9471~4 (ARS) + ○○○ ( Room Number)
15. The following is the number for contacting people within the dormitory with the dormitory phones.
16. When borrowing an iron, fill out a form at the Housing office. It is required to return the iron within a day and you have to sign the sheet when returning the iron.
17. Vacuum cleaner rental is available at the counter after signing a form. After using it, please return immediately for the next user.
18. When staying overnight, fill out the "Overnight form" on the website. "Staying out request" should be submitted by midnight. If you do not fill out the form, you will be penalized for staying out without permission.
19. Since the dorm windows are opaque during the day and become transparent at night, be sure to put down the blinds.
20. Do not stick anything on the wall (i.e. glue stick, glass tape, adhesive hangers etc.) to avoid damaging wall paper.
21. If there is inconvenience, contact the supervisor of the floor.
22. Fitness Club and table tennis facility are available from 06:00 to 10:00 and from 17:00 to 23:30 respectively.
23. The snack bar is available from 08:00 to 21:00 during the semester and from 09:00 to 21:00 during the vacation. (subject to change)
24. If your sink or bathroom drain is clogged, please contact the janitor's office on the first floor.
25. The rooftop is opened 09:00 to 10:00PM for the students. (Smoking and non-smoking areas are separated.)
26. Please follow the rules of this dormitory. (Please keep in mind the "Dormitory Regulations and Penalty Points")

**[Appendix 2]**

**Sewha Hall Dormitory Regulations**

- When you receive more than 5 points, you cannot apply for housing next semester. Also, when you have more than 20 points, you should leave the dormitory.
- If the student leaves the dormitory voluntarily or has been evicted for violating any rules, dormitory payment will not be refunded.

<b>Regulations</b>	<b>Penalty</b>
Showing infamous behavior and mal-adjusting to dormitory's social environment	20 points
Breaking dormitory facilities on purpose	
Taking out dormitory facilities without permission	
Showing violence, gambling, stealing	
Having guest of the opposite sex at anytime <b>*completely prohibited</b>	
Drinking alcohol and smoking	
Having non-registered people at the dormitory	
Cooking in the dormitory	10 points
Staying out without writing the 'staying out log'	
Bringing in and using any dangerous objects such as electrical appliances and heating equipment	
Keeping pets (dogs, cats, etc.)	
Making loud noises and disturbing others	
Bringing friends without permission (including to the lobby and the gate)	
Moving or renting dormitory facilities without permission	
Making unauthorized copies of room keys	5 Points
Impolite behavior towards dormitory administrator and supervisors	
Curfew violation	
Damaging dormitory notices	
Posting notices without permission	
Not attending group events without any particular reason e.g / OT, room checking, regular inspection, etc.	
Poor maintenance of the room	
Not following the instructions from the dormitory assistants	
Violation of the using time of washing machines and dryers	
Private occupying seats of study room (Dormitory office is not responsible for lost personal belongings)	
Delivering food into the dormitory room (deliveryman is not allowed in the dormitory)	
Lending card keys and room keys to others	
Delinquent behaviors and inadequate dressing	
Having alcohol container in your room for any reason	
Writing the 'staying out log' for someone else	

※ **Students who continuously violate dormitory rules despite of the supervisor's warnings will be penalized.**