

Housing Application and Contract

Personal Information	
Program Enrolled in	
Home University	
Name	
Gender	
Date of Birth (yyyy-mm-dd)	
Country of Birth	
Passport Number	
Nationality	
Permanent Address	
Phone Number	
e-mail	

Housing Preference & Period of Stay		
Housing Preferences	1st	Dormitory / Residence Hall 2 / UR Seoul
	2nd	Dormitory / Residence Hall 2 / UR Seoul
Period of Stay	Semester (16 weeks) / Semester + Vacation (25 weeks)	

Roommate Preferences	
<i>Roommate requests must be mutual and all applications complete for potential roommates to have the best opportunity to receive the same room.</i>	
Name	
Additional Comments	

Emergency Contact Person	
Name	
e-mail	
Phone Number	
Relationship	

I hereby acknowledge that I have read, understand, and agree to be legally bound by the terms of this contract and the conditions stipulated on this contract's front and reverse sides; SSU policies including but not limited to the SSU Code of Conduct; and other rules, regulations and policies established by the University. I further understand that I am bound by all information provided by the Soongsil Residence Hall Administration Office. I accept financial responsibility for the entire contract period stated herein and understand that I am obligated to pay any late fees or other costs associated with the collection on any amount not paid when due. Also, I consent to the release of any information here by SSU to other institutions for housing application on behalf of myself.

Signature _____ Date _____

The following rules and regulations will be strictly enforced. Please read through the rules carefully. Room Assignment

- Assigned rooms cannot be changed at one's own discretion. The supervisor may ask a student to change rooms due to managerial purposes. If asked, the student must accept the request.

Entry and Exit

- All residents will not be able to enter the building between 00:00 to 05:00 AM and cannot visit another room after 00:00 AM
- Only parents and siblings are allowed to visit the room. They are required to get permission from the office prior to visiting.

Stay out of the dorm

- In order to stay out overnight, all residents have to fill out the Short-term Stay Out Form at least 23 hours prior.
- If you would like to stay out 7 days or longer, you have to fill out the Long-term Stay Out Form and obtain permission from the supervisor.

Inspection

- The supervisor may inspect the resident's room when needed. All residents are responsible for roll call at any time. All unauthorized items will be confiscated.

Use of Facilities

- All residents should check the room thoroughly for any damage or loss done at check in and notify the supervisor immediately, if any damage or loss is evident.
- You are responsible for keeping your room clean, and should be careful when you use all other facilities within the building.
- You are required to notify the office as soon as you notice any damage or breakage of objects in your room. All residents will be responsible for any damage or loss to the room or premises unless proven otherwise.
- You are not allowed to put stickers or posters on the door, walls, or furniture in the room.
- You should turn off all switches and unplug all electric devices when you leave the room.
- The supervisor may limit the use of certain facilities if needed.

Accident Prevention

- You should notify the office as soon as an accident occurs.
- The use or possession of illegal drugs, fireworks, other explosives, dangerous weapons or other illegal substances is strictly prohibited. Anyone involved with them will be expelled and notified to the proper authorities.
- Damage or theft of other people's property is strictly prohibited. Disciplinary action will include financial reimbursement for damages.
- The resident is responsible for all personal property and responsible for costs incurred.
- You are not allowed to possess any flammable materials or prohibited electronic devices.
 - Permitted: Hair Drier, Electronic razor
 - Prohibited: Iron, Electronic mat or blanket, Electronic heater, Rice cooker, Electronic water boiler, Hot Plate, Electric kettle, Candles, Incense etc.
- You should be aware of the evacuation map on the back of the door in the room and escape the building accordingly in the case of a fire alarm or an announcement. If a fire occurs, use the fire extinguisher located in the corridor and staircase. And contact the office immediately.
- The resident will be fully responsible for any acts of sexual harassment or crimes against another.
- At no time may a resident create disturbances such as loud noise, loud music, or fighting which would cause undue inconvenience to other residents.
- Threats of violence or conduct that threatens the health and safety of oneself or any other person in or around the residence is strictly prohibited.

Keys

- If you lose a card key, please contact the office immediately, to receive a new one (5,000 won for reissuing). Residents who lose the card key are fully responsible for any loss or damages caused, and financial reimbursement including key replacement.
- Do not write your name, phone number, or room number on the card key.
- You are responsible for equipment keys and their loss. (Replacement costs: key 5,000 won and padlock 10,000).
- Smoking is strictly prohibited inside the residence.
- Contact the supervisor immediately if you come down with a contagious disease and follow the directions given to you.
- Residents may not keep any pets in the rooms.
- The resident is responsible for cleaning their room thoroughly prior to check out.

I, the undersigned, have read and understood the rules and regulations and will comply with them fully. If I violate them, I will be expelled from the residence. I will pay for any damages or losses to the residence property for which I am responsible.

Signature _____

Date _____