

# 1. Graduate Student Apartment

The graduate apartments are divided into 4 buildings and 300 households. Apartments are separated into single graduate student and married graduate student accommodation. Each household is 49.5m<sup>2</sup>, which is the basic structure of room 1, living room, veranda, and bathroom.

- **single student house** : Sink, built-in washing machine, gas stove, bed 2, mattress 2, wardrobe 1, Bookcase 1, desk and dining table 1, chair 2 included
- **married student house** : Built-in sink, Built-in washing machine, Built-in gas range

## A. Eligibility

- Dorm#1(2 in 1 room ) : Enrolled unmarried graduate students
- Dorm#2~4 : Enrolled graduate students who are married or the students who are approved by the universtiy. \*(A document proving marriage is required(Resident Registration, Marriage Certificate etc)

## B. Application & Unit Assignment

- Dorm#1(single) : Must apply with roommate, can apply anytime when household become empty. (Have to use over 6 month)
- Dorm#2~4(married): Apartment units will be assigned in the order of submitting required documents. (However a student with a handicapped, or special case will be exceptional.)

## C. Tenancy Period

Program	Master's	Doctoral	Integrated
Maximum	5 semester	10 semester	12 semester

※ Who want to use more than maximum period

## D. Pass Card Issue

You can use your smart card to access your card, and you need to visit your first dormitory management team and apply for your family card. Possible to apply for an entrance card for a family member at the same time. In case of additional application due to an increase in the number of household members, you should visit the dormitory administration team.

### [ Pass card Issue Procedure]

- New: Online ID Card Management (wpsc.postech.ac.kr) →ID Card Issue  
→ Take it from Woori Bank
- Change: nline ID Card Management (wpsc.postech.ac.kr)→Visit Woori Bank  
→ Pay ₩5000→Receipt→Visit General Affiars and Safety Management  
→ ID Card issue

- Damage : Online ID Card Management (wpsc.postech.ac.kr) → Visit General Affairs and Safety Management → Return damaged card→ New card issue

### [Family Card Issue Procedure]

- Online ID Card Management (wpsc.postech.ac.kr)→Register→Apply family card
- Fill the information blank→Choose the issue reason
- Click Issue (5000 won/card)

### Online ID Card Management (wpsc.postech.ac.kr)

#### ■ 화면 개요

ID 카드 관리 시스템 학생/교직원의 로그인 절차 입니다.

- 최초 연결 URL : <https://wpsc.postech.ac.kr>

#### 3.1.1 처리 내용 및 절차

##### 1) 로그인 화면

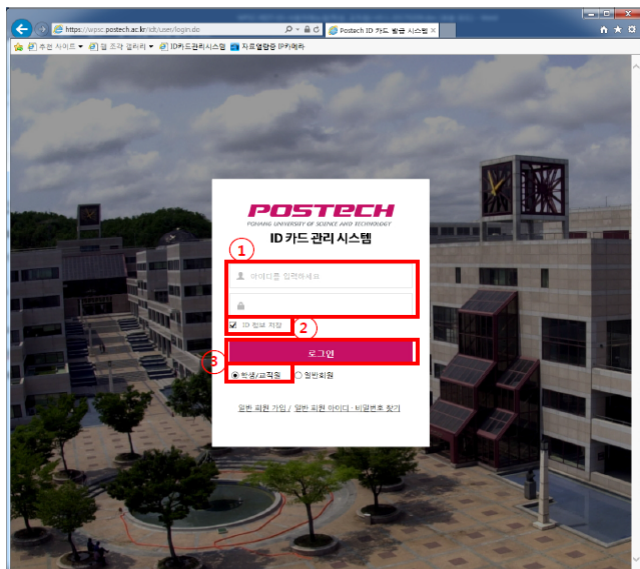


그림 1. 로그인

- ① 회원 ID / PW 를 입력
- ② [ID 정보 저장] 체크 박스는 사용자 선택 옵션

※ After applying, receive at the Visit General Affairs and Safety Management(279-2450)

#### [ Additional Tips]

- Own card loss/damage : Visit Woori Bank and apply
- Family card loss/damage : Same as upove procedure

※ Urgent enter needed

- Daytime (~6pm) : 054-279-8777
- Night, weekend, holiday : 054-279-2222

### E. Deposit / Rent

○ **Security deposit:** 200,000 won

(for married, refund after facility inspection for move out)

※ Payment account: work bank, 1005-101-136460 , POSTECH

※ Refund : Registered Account

○ **Fee**

- Single : 180,000won/per capita/month/every month, additional fee for utility
- Married : 250,000won/per capita/month/every month, additional fee for utility
- the others : under table

○ **Payment**

- Deduction from wage : automatically deducted from TA wage (on the 25th)
- Individual payment : bill or e-mail,  
    ※ payment : Woori Bank, 1005-401-131011 ,POSTECH)
- payment : Rent(deferred) + electricity + TV + others
- Fee

	Regular period (single, married)		Other researchers
Rent	180,000	250,000	375,000 won
Electricity bill	amount used		amount used
TV subscription fee	2,500 won		2,500 won
Miscellaneous expenses	(hot water, water supply, sewage management, gas and heating :amount used) pest control, building cleaning		

- ※ Rent can be changed by University
- ※ Dont want TV, contact to dormitory administration team.
- ※ Contact to dormitory administration team when have trouble on washing machine(LG), heating.
- ※ When you move in, you need to go to the house where you move in.

○ **Heating Facility Explanation : refer the attachment**

- Central Control: controlled by the temperature

○ **Utility Reading Day**

- Electricity meter : End of each month
- Heating meter : 22th of each month

**F. Move-Out**

In case of violation of the rules of private school and other regulations, or loss of status of residence due to leave, withdrawal or graduation, the student must leave the school within 10 days.

- If there is any reason to leave, you must notify the dormitory ten days in advance.
- Fees calculation and payment notice
  - Fill out the 'Rent Payment Confirmation' form
  - Payment account: Woori Bank, 1005-401-131011 ,POSTECH)

- The fee may not be paid from the deposit
- Waste Disposal : refer [5. dispose of household garbage]을 참고한다.
- After refund, must pass the inspection for his/her unit.
- Deposit will be refund until 7 days after move-out.
- Must fix damaged facility by yourself, fixing cost is calculated separately with deposit.

### **G. Pest Control**

Every second Thursday(once) / Schedule will be posted on the 1th floor board. It is necessary for apartment, everyone must join. If occupant is absent, Housing Office will unlock the door with master-key. For special occasion please contact the housing office in advance.

### **H. Parking**

A total of 244 parking spaces are reserved for the residents. The gymnasium parking lot is also available. The resident must park his/her vehicle only in the designated parking lot, follow the parking rules, and avoid causing any inconvenience to others.

### **I. Children Playground**

A children's playground is located between Apartment #1 and #2

## 2. Regulations

### A. Life

- The resident may not move to other apartment building or unit.
- The resident must follow the regulations of the university.
- The resident must not sublease the apartment or cohabit with unauthorized persons.
- Inspections & pest control will be conducted for each apartment unit. If the occupant of a unit is absent, the Housing Office may unlock the unit with a spare key.
- Waste must be disposed of in standard garbage bags and designated containers.
- No public order violations are allowed (drinking, gambling, giving private lessons, keeping a pet, other for-profit activities, etc.).
- When you move in, you will be prepared by the households in charge.

### B. Facility

- If a resident broke or damaged the facilities by misuse, he/she must repair/compensate for the damage. Any act that ruins the appearances of the apartments is prohibited.
- The resident is not allowed to dismantle the facilities or furniture (sink, door lock)
- The resident may not change door locks without permission.
- For facilities maintenance problems, report on POVIS: Visit POVIS ⇒ Work Area ⇒ Report Facilities Problems
- When a resident papers the walls and ceilings, he/she must not remove the fire detector (the emergency bell will go off).
- The resident must check the fire extinguisher in his/her unit every month.  
(If the pressure is in green zone, it is normal. red zone, immediately report to 279-8714.)
- resident must not connect the LPG line to a gas heater (any violator will be asked to move out).

### [ Additional Information]

- The Housing Office conducts the administrative work during office hours, but not at night.

※ ※Any resident who violates the regulations above or fee defaulters may be ordered to move out.