

# Guide to Posville Residence

POSTECH Housing Services

**2026-3-1**

# Posville Residence Guide

## 1. Introduction of Researcher's Accommodation

There are a total of 150 units in 5 buildings. There are two types of units available: single (1 person in 1 unit) and triple (3 people sharing 1 unit) Each household is 79.2 m<sup>2</sup> (24 pyeong) in size and has three rooms, a living room/kitchen, a balcony, and one bathroom, and is operated with central heating (hot water) system.

구분	Bldg 1	Bldg 2	Bldg 3	Bldg 4	Bldg 5	Total
# of units	30	30	30	30	30	150
Type	Single	Single	Single	Triple	Single	-

## 2. Eligibility

Anyone who meets the qualifications below can apply for Posville to get stable residence for outstanding workforce to contribute to university research and education

○ Single Units

- Based on the availability of units, assignment is made in the order of ①, ②, ③, and ④ regardless of the applicant's waiting period.
- Applicants under category ① must prepare the required documents and apply directly to the Housing Services Team.
- Categories ②, ③, ④, and ⑤ require an official recommendation letter from the department head (e.g., supervising professor, director, or dean).  
(Additional documents must be attached to the recommendation letter. Category ③ also requires a separate recommendation letter from the academic advisor.)
- Categories ③ and ④ are limited to married individuals only.

※ The result of Review and assignment are usually provided within approximately 6 weeks.

Eligibility	Required Documents	Subject to Approval(○) / Review(●)
① Early-career researchers	- Employment Contract - Copy of ID	○
② Non-tenure-track faculty	- Move in application form after approval from the head of department/Institute	○

	<ul style="list-style-type: none"> <li>- Employment Contract</li> <li>- Utilization Plan</li> <li>- Copy of ID</li> </ul>	
③ Grad Students	<ul style="list-style-type: none"> <li>- Move in application form after approval from the head of department/Institute</li> <li>- Copy of ID</li> <li>- The Recommendation letter from the academic advisor</li> <li>- Marriage Certificate</li> <li>- Enrollment Certificate</li> </ul>	●
④-1 Researchers from affiliated and resident research Institute	<ul style="list-style-type: none"> <li>- Move in application form after approval from the head of department/Institute</li> <li>- Employment Contract</li> <li>- Copy of ID</li> <li>- Marriage Certificate</li> </ul>	●
④-2 University Employee(Full-time track annual salary contract)	<ul style="list-style-type: none"> <li>- Move in application form after approval from the head of department/Institute</li> <li>- Employment Contract</li> <li>- Copy of ID</li> <li>- Marriage Certificate</li> </ul>	●
⑤ Others	<ul style="list-style-type: none"> <li>- Move in application form after approval from the head of department/Institute</li> <li>- Employment Contract</li> <li>- Utilization Plan</li> <li>- Copy of ID</li> </ul>	●

※ Applicants who have retired from universities or companies in the Pohang area, or whose registered place of residence is Pohang, are restricted from applying.

○ Shared Units (3 persons per unit)

- Applicants must apply directly to the Housing Services Team. Assignment will be made within approximately 2 to 4 weeks.

### 3. Application for occupancy and assignment

○ Move-in application

- Fill out the Move-in Application Form and submit

※ Move-in Application Form → [Link](#)

- How to Pay Monthly Housing Fees

※ Salary deduction (around the 17th of each month): Check ‘automatic deduction from salary’ (POVIS -> Personnel/Administration -> Salary)

※ Cash/Bank Transfer (by the end of each month): For researchers who are not directly paid by POSTECH, individual payments should be made to the bank account via e-mail notification every month.

○ Assignment: The assigned household cannot be changed arbitrarily by the resident

**4. Requested document**

- When applying for moving-in
  - Move-in Application form (separate form)
  - Employment contract or certificate of enrollment (copy): If there is none, it can be added later.
  
- When signing a tenancy agreement
  - Tenancy agreement (separate form)
  - ID card (copy)
  - Facility checklist (separate form, completed after moving in)

**5. Period of Residence**

- Minimum 6 months to maximum 2 years (Additional 2 years available if you wish to continue living)
  - If there is a shortage of vacant units, the tenants who exceeds the maximum period of residence can be informed of vacating the household in order of term of residence

**6. Fees(As of 2026.3.1)**

- Single (1 person in 1 unit)
  - Furnished: **735,000 KRW** (excluding utility cost)
  - Unfurnished: **682,000 KRW** (excluding utility cost)
- Triple (3 people in 1 unit): R1, R2, R3 / Different imposition by room num.  
(Excluding utility cost)

(unit: KRW/Month)

Category(3 people in 1 unit)	Large room(R1)	Medium room(R2)	Small room(R3)
Researcher/Non-tenure Track/Graduate student /Reseracher Personnel/Administrative Staff	292,000KRW	259,000KRW	224,000KRW
Bank Account	Woori 1005-701-131012 (Account Holder: POSTECH)		

※ Fees can be subject to change according to the university residence policy

**7. Deposit money / Refund(As of 2026.3.1)**

○ It is the rule to transfer deposit money until the date of moving-in

(unit: KRW)

Category	Single	Triple
Amount	1,500,000	500,000
Bank Account	Woori 1005-401-136461 (Account Holder: 포항공과대학교)	

※ If there is no issue on facility when moving-out, deposit money will be refunded

※ Money will be refunded on the account which you registered on the university system

**8. Compliance with tenants**

**[Life part]**

- When moving in, the assigned Bldg. & Household cannot be changed arbitrarily.
- Within one week of move-in, a facility checklist must be completed and submitted. If any damage occurs due to the resident’s negligence, immediate restoration is required.
- During the period of residence, university regulations is applied. For graduate students, dormitory rules will also be applied accordingly.
- Failure to comply with the following may result in **forced eviction** and **forfeiture of the deposit**
  1. Co-residing or subleasing with individuals who do not have authorized access
    - ※ Family members may be granted access through the General Affairs Team
  2. Failure to pay the housing and utility fees for two consecutive months
  3. Incidents such as fire or accidents caused by the resident’s negligence
  4. Keeping pets inside the residence
  5. Indoor smoking
  6. Receiving two or more noise complaints that disturb the community
  7. Two or more instances of unauthorized disposal of general or food waste
  8. Two or more reports of leaving personal belongings in shared indoor/outdoor spaces
- Co-residing or subleasing with individuals without authorized access is strictly prohibited.
  - ※ For single units, family members must apply for access authorization through the General Affairs Team (Apply for access authorization → [Link](#))
- In the case of shared units (3 persons per unit), if one resident moves out, the Housing Services Team will inspect the shared areas (living room, bathroom, balcony, etc.). If the condition is poor, the cleaning cost will be equally charged to all remaining residents.
- Regular inspections such as pest control and fire safety will be conducted. Indoor pest control will only be performed for residents who have consented entering rooms. For those who have not consented, a pest control kit will be left at the door.

- General waste must be disposed of using designated volume-based garbage bags. Food waste must be disposed of using the provided measuring equipment with a T-money transportation card.
- For large-sized waste, the appropriate sticker must be purchased and attached before disposal.
  - ※ Volume-based garbage bags and stickers can be purchased at R-Mart (Hyoja Market); T- money cards can be found at the Jigok Hall convenience store.
  - ※ Failure to use designated bags or stickers for disposal:
    - Fine of KRW 100,000 to KRW 1,000,000 (Article 30 of the Waste Management Ordinance)
    - Residents reported to relevant authorities will be subject to eviction.
- Residents will be evicted in cases of accidents (e.g., fires), crimes, or community disruptions caused by their own negligence.
- Cleaning within the unit is the responsibility of the resident. Upon moving out, all personal items must be removed, and the unit should be left clean to prevent complaints.

**[Facility part]**

- The act of damaging the interior and exterior of the household is prohibited, and in the case of facility breakdown/damage caused by negligence of a resident, the resident should restore or compensate the damaged one directly.
- Flower beds outside the building cannot be used as a personal garden or similar form
- Basic facilities and all accessories (including construction equipment) in the household cannot be arbitrarily removed/moved/modified.
- How to register Residential facility repair report: POVIS → facility report→ facility report
  - ※ Only basically provided facilities/equipments can be maintained by the university.
- Fire detectors shall not be removed during wallpaper work within household. (Emergency bell can ring)
- City gas must be connected by the tenant. (installation fee should be paid by resident): 1800-0098 (Yeongnam Energy Call Center)
- LPG/LNG is prohibited from being connected to personal heaters, etc. (the resident caught violation of this rule will be evicted)
  - ※ All administrative tasks are available during working hours (9 am to 6 pm on weekdays), and are not available on weekends. At night time (6 pm to 9 am on the following day), only emergency tasks are performed. (Contact Number: 054-279-3701)
  - ※ Violators of the rules above or those who are two months overdue on monthly fees can be evicted.

## 9. Move-out

- Visit or contact Housing Services 10 days before you move-out
  - Prepare a move-out application form and check the facilities.
  - Pay the last monthly fee  
(Woori Bank 1005-701-131012/Pohang University of Technology)
  - Cleaning → household inspection → Move-out and refund of deposit money
  
- How the last monthly fee will be calculated
  - Before salary deduction: Calculated from the 1st of the previous month to the date of moving-out (the previous month ~ the date of moving-out)
  - After salary deduction: Calculated from the 1st of the month to the date of eviction (1 month usage fee / 30 × date of use)
- ※ How to apply for move-out: POVIS – Dormitory/residential facilities - Status of using residential facilities/Application for resignation
- ※ If there is a facility damaged by the user during the household inspection after moving-out, compensation shall be paid at personal expenses.
- ※ Refund of deposit money: If there is no problem after the household inspection, the deposit money will be refunded to the bank account registered at the university system.
- ※ Gas line disconnection (sealing) (on the resident's account): 1800-0098 (Yeongnam Energy Call Center)