

Dormitory Situation Guidelines

Woosong University's
dormitory



Dormitory Prohibited Actions



※ Immediate expulsion upon discovery!

(For detailed penalty items, please refer to the dormitory website)

- Theft, criminal actions and disruptive behavior.
- Providing food and shelter to outsiders.
- Group activities and initiatives causing disruptions to communal life.
- Putting up any advertisement or signs without prior notice.
- Unauthorized overnight absence for more than a week.
- Drinking, smoking, gambling, drugs, violence.



Prohibited Items

※ Confiscation and penalty upon discovery
(For more detailed penalty items, refer to the dormitory website)

- Heating appliances and cooking utensils

Electric blanket, microwave, electric kettle, iron, fan, electric pot, electric heater, gas burner, electric rice cooker, egg steamer, electric heating pad, etc.



Regulations regarding facility damage

All facilities within the dormitory (chairs, desks, glass, etc.) cannot be moved.

In case of loss or damage, repair and restoration costs must be compensated



What to do in case of an accident or a medical emergency

※ In case of an accident or reporting a medical emergency

- Emergency call (119)
- Situation room ☎
042-630-9696
- Dormitory management office ☎
042-629-6655/6130 (International Dormitory & Cheongwoon 2)
042-629-6542 (Cheongwoon 1)
042-630-9969 (Soljio Dormitory)



In case of a fire

※ In case of a fire, alert those around you and evacuate!!

1. Call emergency services (119)
 2. Report to the management office or rehensive situation room.
 3. If possible, use fire extinguishers or fire hydrants for initial firefighting.
- Dormitory management office ☎
042-629-6655/6130 (International Dormitory & Cheongwoon 2)
042-629-6542 (Cheongwoon 1)
042-630-9969 (Soljio Dormitory)
 - Comprehensive situation room ☎
042-630-9696



In case of a fire

※ During a fire, follow to the following precautions

- Do not use elevators.
- Calmly evacuate through emergency exits.
- If evacuation to lower floors is challenging, proceed to the rooftop.
- Use wet towels or cloth to cover nose and mouth, and evacuate in a crouched position for better air quality.



Submission of Complaints and Matters

※ Complaint Reception Centers

- Dormitory management office ☎
042-629-6655/6130 (International Dormitory & Cheongwoon 2)
042-629-6542 (Cheongwoon 1)
042-630-9969 (Soljio Dormitory)

· Email Contacts

- wsudorm2@wsu.ac.kr (Cheongwoon 1 & 2 and International Dormitory)
- solgeo@solbridge.ac.kr (Soljio Dormitory)



Facility Malfunction Report

※ Complaint Reception Centers

· Procedure for Facility Malfunction Report

Woosong University Dormitory Website >
Community > Report Malfunction/Repair
> Submit

· Dormitory management office ☎

- 042-629-6655/6130 (International Dormitory & Cheongwoon 2)
- 042-629-6542 (Cheongwoon 1)
- 042-630-9969 (Soljio Dormitory)



Facility Inspection (Upon Admission)

※ Mandatory room photos during admission and departure
(Comparison photos taken before and after admission and departure)

1. Visit the dormitory management office and complete the admission application and
2. Submit the admission application form.
3. Receive room assignment and card/key distribution.
4. Accompany the staff for room facility inspection. (Photographs taken during facility inspection)
5. Complete admission after submitting the facility inspection form.



Facility Inspection (Upon Departure)

※ Resignation must be requested five days prior. Visit the management office to complete the resignation form!

1. Visit the dormitory management office five days before resignation to complete the resignation application.
2. On the day of resignation, visit the management office to return card/keys.
3. Accompany the staff for room facility inspection. (Photographs taken during facility inspection)
4. Confirm the condition of facilities before resignation is allowed.



For any other inquiries related to the dormitory, feel free to contact the management office anytime.

Please use common spaces, facilities, and shared items responsibly.

Woosong University's dormitory.

