

□ Move out process in the middle of second semester of 2023

1. Preparation for room inspection for move out

- Update contact information/email in personal information on the website of the dormitory ⇒ Application for Move out
- If there is vacancy in the room, roommate have to discuss and decide who will clean the common area
- Dormitory homepage – My page - If the room is different from the room on the home page after confirming the resident information, request the person in charge to change it
- If you move out on weekends and holidays, it will be difficult to check on the same day and request a self-inspection on weekdays
(ex) Date of Move out: Saturday → Friday Self-inspection, May 5 (Fri)
Holiday Day → 5.4 (Thursday) Self-inspection)

2. Cleaning: ex) 3rd dormitory: room, shower room, and common area, and one's own cleaning area (Room No. 4 in Building 306 → Toilet)

Building	Room number			
	1	2	3	4
301,303	shoe rack, entrance, shower room	balcony, boiler room, Toilet	living room, hallway,(washstand)	-
302	living room, hallway,(washstand)	shoe rack, entrance, shower room, boiler room	shower room	Toilet
304,305	living room, hallway,(washstand)	shoe rack, entrance, shower room	balcony, boiler room, Toilet	-
306,307	living room, hallway,(washstand)	shoe rack, entrance	balcony, boiler room	Toilet
309	All	All		

3. Self-inspection: Completion of cleaning before 16:00 on the scheduled move out date and sending a cleaning photo to the person in charge

- Reply to the person in charge (re-clean if the requirements are not met after checking the cleaning) → Re-inspection → Send a photo
- Approve to leave the dormitory → Leave → Delete room access at 18:00

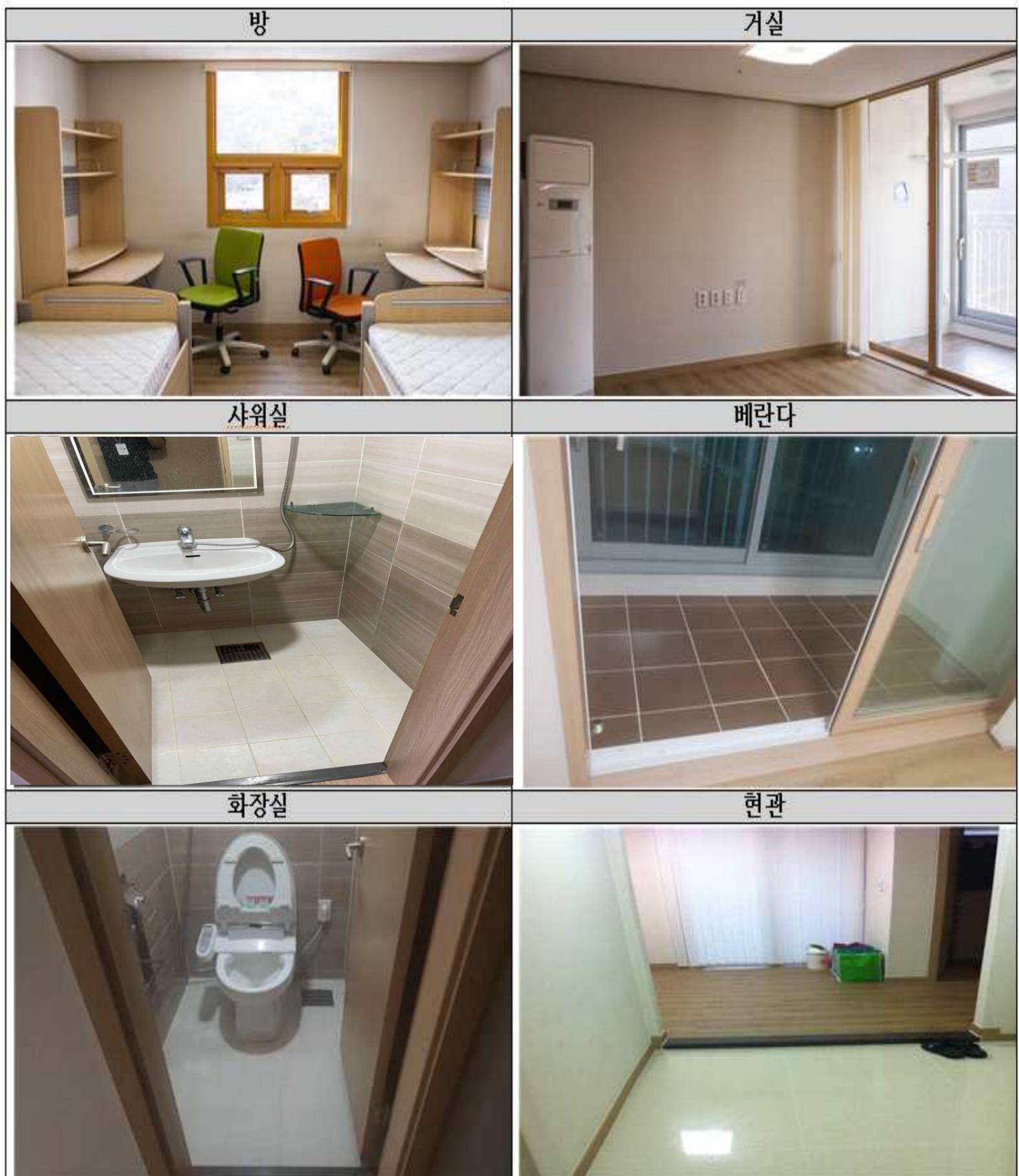
1 st , 2 nd , 4 th BTL dormitory	3 rd Uiju
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※ Dormitory Policy : Article 13 (Move out Procedure)

- ① When an student leaves the dormitory , he/she shall return the rented goods and get the room inspection. However, an **application for move out must be filed seven days before the date of move out** (Amendment, December 30, 2021)
- ② **If student do not get the room inspection, student may get the penalty points and restrictions** on dormitory move-in in the future

4. Room inspection standard (photo)

- Shower room, toilet: Lax cleaning(Security office retal) and hair removal are essential



※ In case of no one to clean the common area, home-mate should discuss about common area and clean it