

Fall 2025 Dormitory Application and Assignment  
(ME and MBA, Kim Jaechul Graduate School of AI)

Here is the notice for the schedule and procedure  
for Fall semester of 2025 dormitory application and assignment as below.  
Please note this notice for applying for the dormitory.

**[Important]** As Pajeongsa Dormitory will tentatively be available for move-in starting September 15, applicants for Fall semester dormitory housing will be assigned in the following order foreign students first, followed by non-capital area residents, who will be assigned to Sojeongsa Dormitory. Any remaining rooms will be assigned to students residing in the capital area through a public lottery. Students who are not selected in the lottery and whose homes are in Seoul must vacate their Spring semester dormitory room by the morning of August 15, and will be eligible to move into the remodeled Pajeongsa Dormitory on September 15 (The move-in date is subject to change depending on the construction schedule)  
(The schedule for the public lottery will be separately notified to applicants only)  
Students selected to move into Pajeongsa Dormitory will be notified individually regarding dormitory fees and room assignments.  
Please submit the dormitory application form and health checkup results via email to atelier@kaist.ac.kr.

< Main Schedule >

Date	Contents
17 July (Thu) 10:00 ~ 21 July (Mon) 18:00	Application
23 July (Wed) 18:00	Due date for chest X-ray submission (submit to KDS)
1 Aug (Fri) 15:00	Assignment result announcement
15 Aug (Fri)	[Spring Semester Residents] Graduation Check-out
4 Aug (Mon) 10:00 ~ 6 Aug (Wed) 18:00	Dormitory Fee Payment Period
16 Aug (Sat) ~20 Feb (Fri)	Fall Semester Move-in and Dormitory Usage Period (6 months)

※ Dormitory website : kds.kaist.ac.kr (Notice will be posted if any change in operation occurs.)

## 1 Dormitory Application and Payment [Regular Period]

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1. Period of Application : 17 July(Thu) 10:00 ~ 21 July(Mon) 18:00, 2025
2. Registration Process
  - A. Submit the dormitory application form and a copy of your resident registration card (without the last digit of your social security number, to verify your home address) by email, [atelier@kaist.ac.kr](mailto:atelier@kaist.ac.kr) (Find an attachment), Excluding those who have submitted a resident registration certificate in the spring semester.
  - B. Current dormitory residents must also submit an [application](#) and [medical check-up](#) results  
※ Do not apply for a dormitory web site (Daejeon Dormitory policy of deposit, penalty, etc. will be applied)

## 2 Chest X-ray Submission (submit to KDS)

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1. Submission Schedule : 23 July(Wed) 2025, 18:00
2. Documents

A. Submission methods depending on institution(type)

Institution(Type)	Method	Remarks
KAIST Clinic	(Refer Below)	
External Hospital	Manual	<a href="#">Documents in English/Korean</a> will only be accepted

B. Submission Method : [kds.kaist.ac.kr](http://kds.kaist.ac.kr) → [Dormitory Application] → [Medical check-up Submit]

C. Validity : [check-up taken on and after 16 Feb 2025](#) (taken within 6 months of moving-in date)

D. How to check if a medical check-up has been submitted and the date (validity) of the check-up : [kds.kaist.ac.kr](http://kds.kaist.ac.kr) → [MyDorm] → Status

E. Students who have had a medical examination at an outside clinic should return the medical examination form distributed by the school.

- For the convenience of students, we automatically get results from KAIST Clinic. But it may take up to 7 days to update on kds after check-up. You have to agree to share the results when you reserve for medical check-up, unless it won't be automatically submitted(Contact : Clinic(042-350-0525)).
- If you get the check-up at Clinic, please check on [kds.kaist.ac.kr](http://kds.kaist.ac.kr) → [MyDorm] → "Medical Check-up Submission Status", and if the result is not updated, please contact Clinic(042-350-0513), or submit manually([clinic.kaist.ac.kr](http://clinic.kaist.ac.kr) → download "Certificate of medical examination" ⇒ [kds.kaist.ac.kr](http://kds.kaist.ac.kr) → [Dormitory Application] → [Medical check-up Submit]).
- For submission, it is valid ONLY if status of [Medical Check-up Submission Status](#) becomes <approved>.  
※ Please submit in advance, since it can be rejected according to validity period, etc after submission, and Students will be notified by e-mail only if their result of medical check-up has been rejected

## 3 Assignment Announcement

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1. Date : 1 Aug(Fri) 2025, 15:00 (subject to change)
2. How to check : [kds.kaist.ac.kr](http://kds.kaist.ac.kr) → [MyDorm] → 'Dormitory Allocation Status'
3. Stay Duration : 16 Aug(Sat) 10:00 ~ 20 Feb(Fri) 18:00, 2026, (6 months)

## 4 Payment [Regular Period] (Single Room: 270,000 KRW per month)

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1. Dormitory payment period: 2025. 8. 4.(Mon) 10:00~8. 6.(Wed) 18:00 (Regular period Residents)  
※ Check your online account through the Dormitory website and make a payment

- If you do not pay the fee during the period, your application will be cancelled

## 2. Payment and Account

Once the dormitory assignments have been announced, it's essential to kindly ensure that the payment account is checked through the dormitory website. This will allow for timely payment after the allocation process is completed.

- Payment Account : [kds.kaist.ac.kr](https://kds.kaist.ac.kr) ⇒ 'MyDorm' ⇒ Dormitory Application details
- Payment Confirmation : [Application] → (waits 10 mins) → Payment → (waits 10 mins) → Confirmed

## 3. Dormitory Deposit Payment Method

- For new residents in the Fall semester of 2025, please pay a dormitory deposit of 100,000 KRW to the following account : Woori Bank 254-040524-13-001 (Account holder : Korea Advanced Institute of Science and Technology)
- Students who have already paid the deposit in the Spring semester do not need to make a payment again.

# 5

**Cancel and Refund** (Prohibited from applying for abandonment and withdrawal from the dormitory website / **Apply penalty to Daejeon terms and conditions**)

### 1. Cancellation Method · Period and Refund Policy

- A. How to cancel move-in : Send an email request to [atelier@kaist.ac.kr](mailto:atelier@kaist.ac.kr)
- B. How to move out early : [kds.kaist.ac.kr](https://kds.kaist.ac.kr) → [MyDorm] → “Early move out” or [Dormitory Moving In/Out] - [Early move out]

※ **Early move out MUST be approved by Dorm supervisor's office after submitting [Moving out checklist]**

Dates	Type	Refund
16 Aug(Sat) ~ 4 Sep(Thu)	Early move out	50% of a monthly fee subtracted
5 Sep(Fri) ~ and after	Early move out	Refer to the <Refund Conditions Table>

※ Dormitory Check-out Application and Check-out Inspection Form (Available at the Dormitory 1<sup>st</sup> Floor Information Desk)

- Dormitory Fee Refund Policy: Seoul Campus rules follow Daejeon terms and conditions. For the regular semester at Daejeon Dormitory, refunds are processed upon departure based on a submitted withdrawal (refund) application at the Information Center located on the dormitory's 1<sup>st</sup> floor. Refunds will adhere to the <Refund Conditions Table> effective on the departure date. Leaving and refund application forms are readily available at the Information Center on the dormitory's 1st floor.“

### 2. Refund of Dorm fee (Refer to below <Refund table by criteria>)

Period	Refund Amount
2025. 8. 1. 15:00 ~ 2025. 8. 3.	Full refund
2025. 8. 4. ~ 2025. 8. 15.	KRW 30,000 deducted
2025. 8. 16. ~ 2025. 9. 4.	0.5 month(s) fee deducted
2025. 9. 5. ~ 2025. 9. 19.	1 month(s) fee deducted
2025. 9. 20. ~ 2025. 10. 4.	1.5 month(s) fee deducted
2025. 10. 5. ~ 2025. 10.19.	2 month(s) fee deducted
2025. 10.20. ~ 2025. 11. 4.	2.5 month(s) fee deducted
2025. 11. 5. ~ 2025. 11.19.	3 month(s) fee deducted

Period	Refund Amount
2025. 11.20. ~ 2025. 12. 4.	3.5 month(s) fee deducted
2025. 12. 5. ~ 2025. 12.19.	4 month(s) fee deducted
2025 12.20. ~ 2026. 1. 4.	4.5 month(s) fee deducted
2026. 1. 5. ~ 2026. 1. 19.	5 month(s) fee deducted
2026. 1. 20. ~ 2026. 2. 4.	5.5 month(s) fee deducted
2026. 2. 5. ~ 2026. 2. 20.	No refund

### 3. Refund : on the 15th of every month (once a month)

※ Reasons for refund occurred from 11th of previous month to 10th of same month (Refund account : Refund will be made to 'refund account' registered in [MyDorm] - "Personal Information" )

### 4. For any inquiries or questions, please contact Seoul Campus Management Team.

Poklyun OH, Seoul Campus Management Team (☎02-958-3255)

## 6 Moving in / Moving out Dormitory

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### 1. Fall 2025 New Comers Moving in Procedures

- 1) KDS> [Moving in checklist]> Upload> Check the person in charge> End
- 2) Prohibition of arbitrarily moving in to the dormitory, such as not completing moving in procedure(including checklist submission) in accordance with rules of operation of dormitory

### 2. Fall 2025 Moving out

- 1) KDS> [Moving out checklist]> Upload> **Visit dorm supervisor' s office**> Check Visit dorm supervisor' s office> End
- 2) Prohibition of arbitrarily moving out to the dormitory, such as not completing moving out procedure(including checklist submission) in accordance with rules of operation of dormitory
  - ※ Deposit may be deducted or disadvantaged if checklist is not submitted or damaged furniture or cleaning is bad
  - ※ Make sure to submit the checklist so that the room condition can be checked on the day you move in/out (Prohibition of arbitrarily moving in/out)
  - ※ When leaving the dormitory, please fill out the moving out application form located in the information center on the 1st floor of the dormitory, check and submit it to the information center manager.

## 7 Other Important Notes

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1. If there have been any inappropriate actions in the dormitory application and utilization, then the current dormitory assignment will be revoked and the fee will not be refunded at all. Additionally, further dormitory application will be restricted.
  - A. Students who transfer or trade the right to apply or live in dormitory. including the seller, buyer, assignor, assignee and students who cooperated in the activity. (The roommate will be regarded as cooperator)
  - B. One who used the room alone (except in a single room) and one who cooperated to allow the other to use the room alone. (When the student abuse the system, not by chance)
  - C. One who exchanged the room without the permission of the Seoul Campus Management Team.

2. **If a student loses reason to stay in the dormitory for several reasons like leave of absence, non-absent dispatch, suspension, or withdrawal, then student MUST leave the dorm immediately.**
  - ※ After applying for “Early Move-Out“ on the dormitory website, you must submit the [Moving Out Checklist], then visit the dormitory office on the 1st floor to receive approval for the [Move-Out Application and Room Inspection Form] in order to complete the move-out process.
3. You must clean up your room for next student moving in and if there are any damages in the room or condition is poor, you must pay for it or deposit.
4. If your room is reported to be not cleaned by the next student moving in, penalty will be given and your dormitory application will be cancelled. After checking the moving out checklist and room by the dorm supervisor, if there is any problem, you must restore to its original condition and there may be disadvantages.