

## Spring 2026 Dormitory Application and Assignment

(Department of Management Engineering and MBA Program,  
Kim Jae-cheol AI Graduate School)

Here is the notice for the schedule and procedure  
for Spring semester of 2026 dormitory application and assignment as below.  
Please note this notice for applying for the dormitory.

### < Main Schedule >

| Date                                       | Contents  |
|--|---|
| 15 Jan (Thu) 10:00 ~<br>21 Jan (Wed) 18:00 | Dormitory Application   |
| 21 Jan (Wed) 18:00                         | Due date for chest X-ray submission (submit to KDS)           |
| 30 Jan (Fri) 15:00                         | Assignment result announcement                                |
| 20 Feb (Fri)                               | [Fall residents] Move-out date for students who will graduate |
| 4 Feb (Wed) ~ 6 Feb (Fri)                  | Dormitory Fee Payment Period                                  |
| 21 Feb (Sat) ~ 21 Aug (Fri)                | Check-in Date & Dormitory period (6 months)                   |

※ Dormitory website : [kds.kaist.ac.kr](http://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. Application Submission Date : 15 Jan(Thu) 10:00 ~ 21 Jan(Web) 18:00, 2026

### 2. Registration Process

- Submit the dormitory application form by e-mail to [atelier@kaist.ac.kr](mailto:atelier@kaist.ac.kr) (application form attached)
- Submit a **chest X-ray** (via the dormitory website)
- Students who will move into the dormitory for the **Fall Semester of the 2025 academic year** must also submit the dormitory application form and health examination results

- ※ Do NOT click “Dormitory Application” on the KAIST Dormitory website (this will apply the Daejeon dormitory deposit and penalties).
- ※ If the number of applicants exceeds the available capacity, students whose home address is in Seoul will be selected by a public lottery. The lottery schedule will be announced individually to applicants at a later date.

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

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1. Submission Schedule : 21 Jan(Web) 10:00 ~ 15 Jan(Wed) 18:00, 2026

### 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 21 Aug 2025](#) (taken within 6 months of moving-in date)

- 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 : 30 Jan(Fri) 2026, 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 : 21 Feb(Sat) 10:00 ~ 21 Aug(Fri) 18:00, 2026, (6 months)

## 4 Payment [Regular Period] (270,000 KRW/Month, Single room)

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1. Dormitory Fee Payment Period: February 4 (Wed) 10:00~February 6 (Fri) 18:00, 2026 (for 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. Method of Paying the Dormitory Deposit

**(Do NOT transfer the deposit to the virtual account on the dormitory website)**

- New residents for the Spring Semester of the 2026 academic year are required to pay a **dormitory deposit of KRW 100,000** during the dormitory fee payment period by transferring it to the following bank account : **Woori Bank 254-040524-13-001**  
(Account Holder: **Korea Advanced Institute of Science and Technology**)
- **Students who have already paid the dormitory deposit in the 2025 academic year are not required to pay the deposit again.**

**5**

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

### 1. How to apply for a cancellation or refund

- A. How to cancel before moving 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                            |
|--------------------------|----------------|-----------------------------------|
| 21 Feb(Sat) ~ 4 Mar(Wed) | Early move out | 50% of a monthly fee subtracted   |
| 5 Mar(Thu) ~ and after   | Early move out | (refer to <Refund table> on p.10) |

※ **Dormitory withdrawal application form and move-out inspection checklist (available at the dormitory 1st 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             |
|----------------------------|---------------------------|
| 2026. 2. 2. ~ 2026. 2. 20. | KRW 30,000 deducted       |
| 2026. 2. 21. ~ 2026. 3. 4. | 0.5 month(s) fee deducted |
| 2026. 3. 5. ~ 2026. 3. 19. | 1 month(s) fee deducted   |
| 2026. 3. 20. ~ 2026. 4. 4. | 1.5 month(s) fee deducted |
| 2026. 4. 5. ~ 2026. 4. 19. | 2 month(s) fee deducted   |
| 2026. 4. 20. ~ 2026. 5. 4. | 2.5 month(s) fee deducted |
| 2026. 5. 5. ~ 2026. 5. 19. | 3 month(s) fee deducted   |
| 2026. 5. 20. ~ 2026. 6. 4. | 3.5 month(s) fee deducted |
| 2026. 6. 5. ~ 2026. 6. 19. | 4 month(s) fee deducted   |
| 2026. 6. 20. ~ 2026. 7. 4. | 4.5 month(s) fee deducted |
| 2026. 7. 5. ~ 2026. 7. 19. | 5 month(s) fee deducted   |
| 2026. 7. 20. ~ 2026. 8. 4. | 5.5 month(s) fee deducted |
| 2026. 8. 5. ~ 2026. 8. 21. | No refund                 |

3. **Refund : on the 15th of every month** (once a month)
  - ※ Refunds apply to cases occurring from the 11th of the previous month to the 10th of the current month (Refund account: the account number registered under [MyDorm]→ Personal Information” )
  - ※ **Please make sure to register your refund account on the Dormitory website [MyDorm].**
4. For any inquiries or questions, please contact Seoul Campus Management Team.  
Poklyun OH, Seoul Campus Management Team (☎02-958-3255), [atelier@kaist.ac.kr](mailto:atelier@kaist.ac.kr)

## 6 Moving in / Moving out Dormitory

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### 1. Spring 2026 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. Spring 2026 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
  - ※ If the checklist is not submitted, or if the furniture is damaged or the cleaning condition is poor, you may face disadvantages when applying for the dormitory in the fall semester.
  - ※ **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 go to the management office on the 1st floor to clean and dispose of any food in the shared refrigerator, check the cleaning condition of your room, than fill out the moving-out application form available at the management office. After obtaining the signature of the dormitory manager on the 1st floor, please submit the form.

## 7 Other Guidelines and Precautions

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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. **Students who lose their eligibility to stay in the dormitory due to leave of absence, non-leave dispatch, expulsion, withdrawal, or living off-campus must immediately move out of the dormitory.**
  - ※To complete the move-out process, after applying for ‘Early Move-out’ on the dormitory website, submit the **[Moving-out Checklist]** upon departure and visit the dormitory 1st-floor information desk to obtain approval for the **[Withdrawal Application and Move-out Inspection Form]**.
3. Students must clean their rooms before moving out for the next incoming student. If the room is in poor condition or any items are damaged, the student must compensate for the damages, and the cost may be deducted from the 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.

