

## Notice of Roommate (Room) Change Application

The housing office is introducing a roommate change system from the first semester of 2025 to provide a more comfortable shared living environment for residents, as outlined below. Residents who need to change roommates are requested to apply within the specified period.

### 1. Roommate Change Application and Room Transfer Period

- March 31, 2025 (Mon) – April 30, 2025 (Wed)
- Room transfers **must be completed within one week** from the application date.  
(e.g., If you apply for a room transfer on March 31, 2025 (Mon), the transfer must be completed by April 7, 2025 (Mon) at the latest.)

### 2. How to Change Roommates

- ① Fill out the 'Roommate Change Application Form' attached to this notice, and **submit it in person** with the other person to each administration office.  
(Note that the application form contents vary by building, so fill out the form for your dormitory.)
- ② Proceed with each room transfer on the date specified in the 'Roommate Change Application Form.'

### 3. Conditions for Roommate Change

- You must find the roommate to switch with yourself (the housing office does not mediate).
- The reason for the change is not questioned, but a roommate (room) change is only possible if all four conditions below are met:

① Dormitory	<p>Changes are only possible within the same dormitory building (exchanges with other dormitory buildings are not allowed).</p> <ul style="list-style-type: none"> <li>• E-House: Changes are possible only within E-House (regardless of the building).</li> <li>• Hanwoori House: Changes are possible only within Building 101 or Building 103, respectively.</li> <li>• I-House: Changes are possible only within Buildings A/B or Buildings C/D, respectively.</li> </ul>
② Room Type	<p>Even within the same building, the detailed type of room must be the same. (e.g., If you live in a double room (standard) in E-House, the resident to switch with must also live in a double room (standard) in E-House. Exchanges are not possible if the other resident lives in a double room (private).)</p>
③ Residence Option	<p>Changes are only possible between residents who have applied for the same residence option. (e.g., Residents living for the first semester + summer + second semester + winter cannot switch with residents living only for the first semester + second semester.)</p>
④ Academic Status	<p>Changes are only possible between students with the same academic status. (e.g., Undergraduate ↔ Undergraduate, Graduate ↔ Graduate)</p>

- All roommates in the room to be changed must agree to the roommate change.

※ However, in the case of E-House, the consent of all unit mates is not required (refer to the [Roommate Consent Signature] section of the application form).

#### 4. Precautions for Roommate Change

- Please inform your roommate of the room change process in advance.
- Both the roommate change application and transfer must be completed by

April 30, 2025 (Wed).

- The transfer must be carried out according to the schedule specified in the roommate change application form. (: The administration office must enter the actual room transfer date into EUREKA.)
- Roommate changes are allowed only once per regular semester such as semester 1 and 2 (there is no change system during vacation). Please make your decision carefully.
- For priority admission residents whose rooms are assigned by departments such as ROTC, KOICA scholarship students, and the Language Education Center, please inquire with the relevant department about the possibility of roommate changes before applying.

[Reference] How to Check Room Information, Room Type, and Residence Option

① Check room information and room type: EUREKA > Student Service > Dormitory > Result Announcement

The screenshot shows the EUREKA system interface. At the top, a breadcrumb trail reads "Student service > Dormitory > Result Announcement", which is highlighted with a red box. Below this, there are input fields for "Name", "Student ID/Applicant", and "Dept". A red arrow points down from the "Student ID/Applicant" field to the "Dorm application Info" section. This section contains "Year/Sem" input fields, also highlighted with a red box. Below that is the "Application result" section, which contains a table. A red arrow points down from the "Application result" section to the table. A red star is placed over the "Year" and "Sem" columns of the table. A red box highlights the "Building clas", "Room type", "Room", and "Bed no." columns. The table has a header row "Determined Information" and a data row with "1" in the "No." column. To the right of the table are buttons for "Consent to CoPledge of Dorr", "Bill", and "Pay".

No.	Year	Sem	Building clas	Room type	Room	Bed no.	Consent to CoPledge of Dorr	Bill	Pay
1							Completed	Completed	PRINT

② Check residence option: EUREKA > Dormitory > Student Card > 'Other Information' > 'Residence Application Information'

The screenshot shows the "Other info" section of the EUREKA system. It contains various input fields and checkboxes. A red box highlights the "Residence Application Information" section, which includes checkboxes for "1st Semester", "Summer Session", "2nd Semester", and "Winter Session". The "1st Semester" and "2nd Semester" checkboxes are checked.