

Guidelines for Move-in

1. Move in can be proceeded only after receiving the notification informed by general office.
2. Students can move-in within indicated move-in hours (Mondays-Fridays 09:30-12:30; 14:30-17:00, except public holidays).
3. Move in must be done in-person, no authorization is allowed.
4. The entire move-in procedure includes:
 - a) Fill in the move in form and other related forms at office.
 - b) Student gets the key card, and checks carefully the furniture and equipment of the assigned room and complete the equipment checklist. Report any damage or malfunction item.
 - c) After the room checking, return the equipment checklist to office.