

ZEUS Room Application Manual

2026. 02. 01. Documentation Team, The 14th HOUSE Student Council

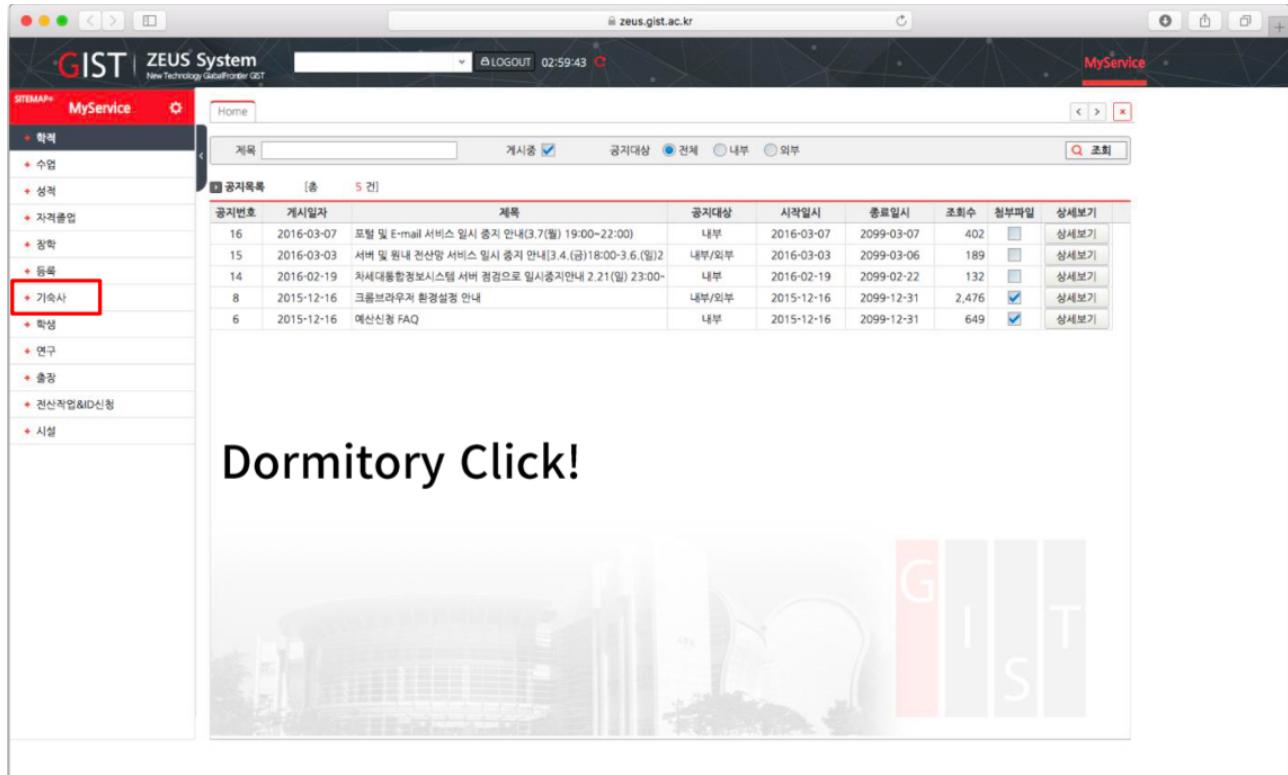


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I. Pre-consent for Dormitory Application

1. ZEUS System Login and Pre-consent Process



MyService

Home

제목

게시중

공지대상

전체

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공지목록 [총 5 건]

공지번호	게시일자	제목	공지대상	시작일시	종료일시	조회수	첨부파일	상세보기
16	2016-03-07	모바일 및 E-mail 서비스 일시 증지 안내(3.7(월) 19:00~22:00)	내부	2016-03-07	2099-03-07	402		상세보기
15	2016-03-03	서버 및 원내 전산망 서비스 일시 증거 안내[3.4.(금)18:00-3.6.(일)2]	내부/외부	2016-03-03	2099-03-06	189		상세보기
14	2016-02-19	차세대통합정보시스템 서버 점검으로 일시증지안내 2.21(일) 23:00~	내부	2016-02-19	2099-02-22	132		상세보기
8	2015-12-16	크롬브라우저 환경설정 안내	내부/외부	2015-12-16	2099-12-31	2,476		상세보기
6	2015-12-16	예산신청 FAQ	내부	2015-12-16	2099-12-31	649		상세보기

Dormitory Click!

GIST HOUSE

Click for dormitory consent in advance!!



Check notice

Click 'Check and confirm the affidavit and various agreements' !!!

Check notice

https://zeus.gist.ac.kr/sys/main/main.do



zeus.gist.ac.kr 내용:

동의사항을 저장하시겠습니까?(저장 후 변경불가)

Click Save Agreement



2. Verify Pre-consent Completion

The screenshot shows a web application for dormitory pre-approval. The main title is 'GIST ZEUS System' with the subtitle 'New Technology Global Frontier GIST'. The left sidebar includes a 'MyService' section and a 'Dormitory Application' section. The main content area shows a form for 'Dormitory Application Pre-Approval' (기숙사 청탁 신청). The application date is set to 2018-07-10, and the student ID is listed as 'Hwang, Sung-jae'. The application status is 'Pre-Approval Completed' (Pre-Approval). A large red box highlights the status message: 'Then pre-approval for dormitory application has been completed!!' (그리고 청탁 신청은 완료되었습니다!!). The application form contains several sections: 'Dormitory Information' (Dormitory Information), 'Student Information' (Student Information), 'Dormitory Application' (Dormitory Application), and 'Personal Information' (Personal Information). The 'Personal Information' section is also highlighted with a red box and contains a note: 'Please note that personal information is not stored in the database' (개인정보는 데이터베이스에 저장되지 않습니다).

GIST:HOUSE

II. Roommate Request Guide (For Applicants)

1. How to Apply for a room for 2 people

가. Roommate Request

Enter the name of the roommate you want to apply for and click enter

Select in a new window if someone with the same name exists

Check your roommate's class number!!!!

1. After confirming

2. Click Save!

Click OK!!



Once the application is made, it is complete.

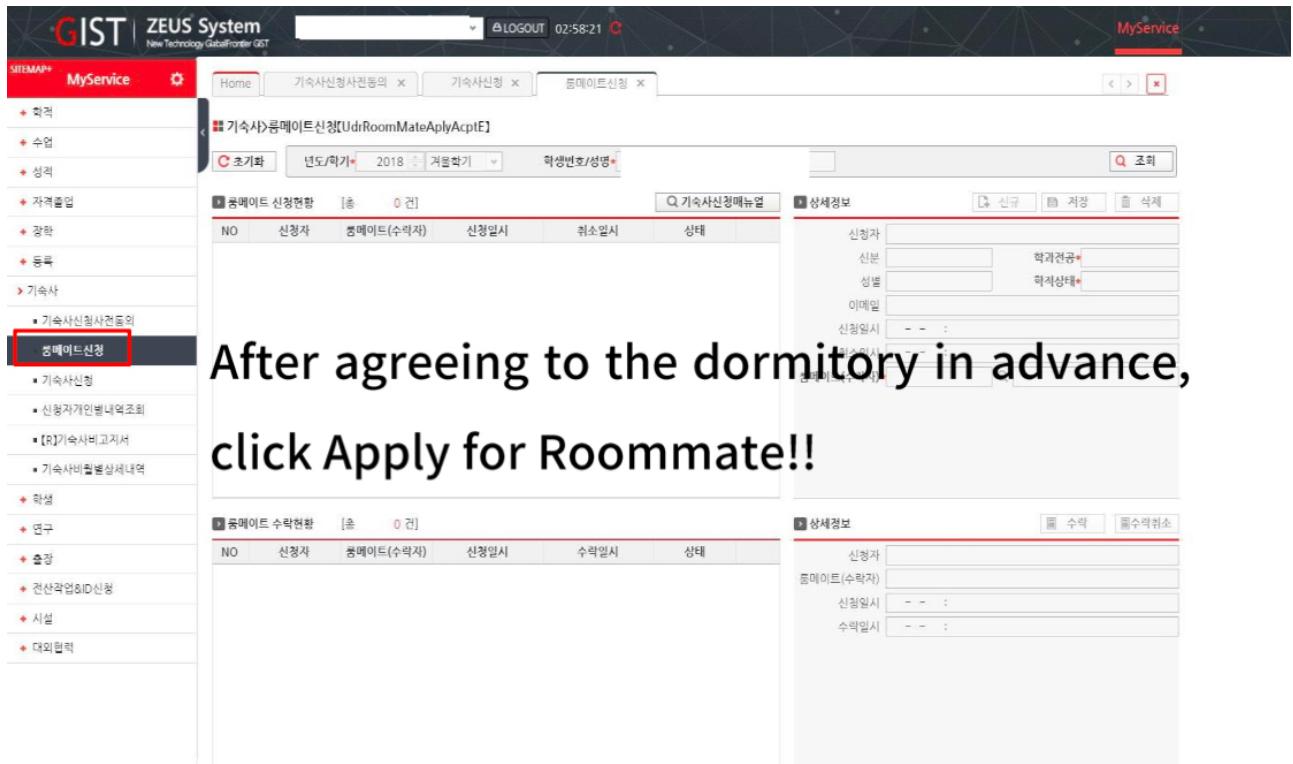
If you pressed Save and the application doesn't come up, please click the Initialize button and click Inquiry again.

4. Check Roommate Request Status

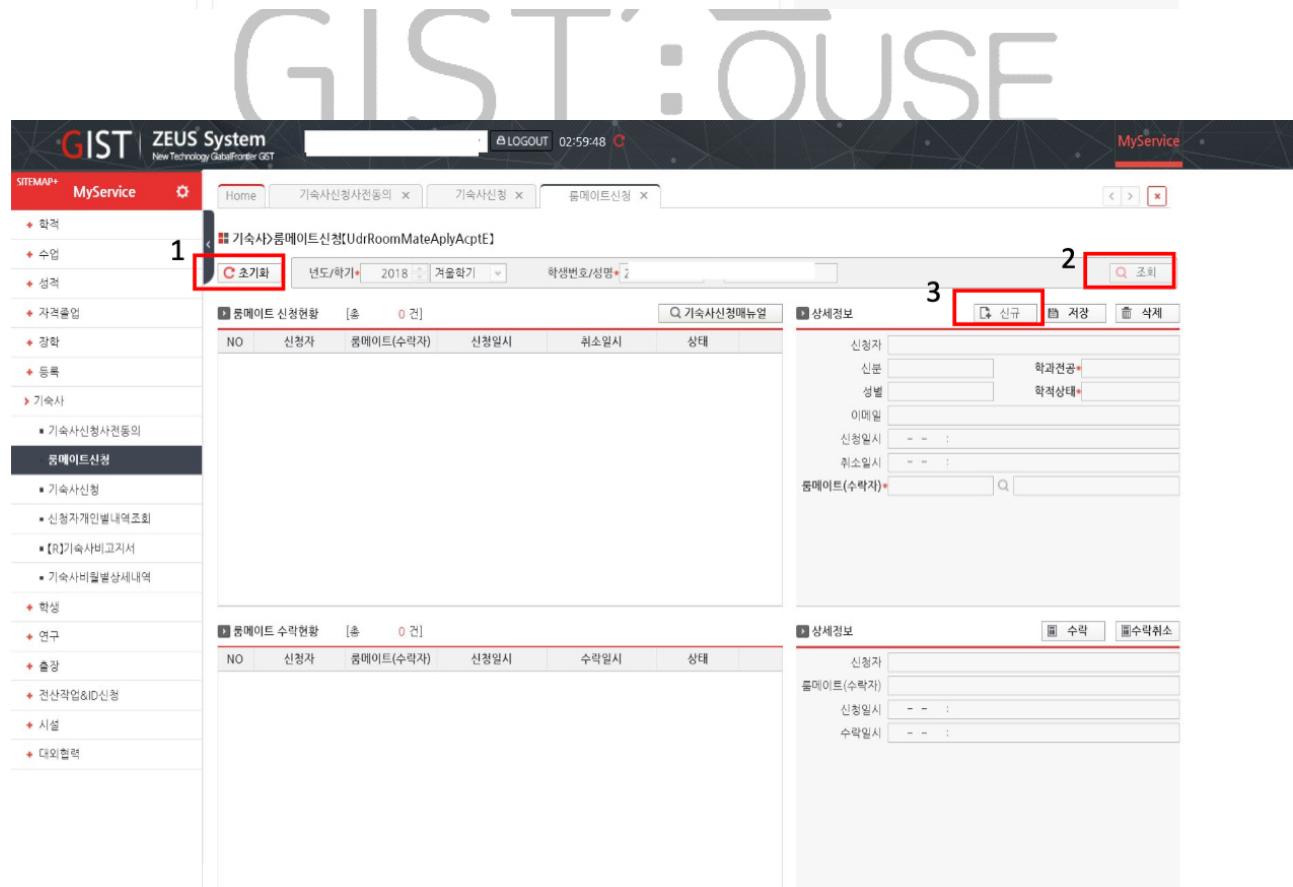
The screenshot shows the GIST ZEUS System MyService interface. The main content area is titled '기숙사>룸메이트신청[UdrRoomMateAplyAcptE]' and shows a list of roommate requests. The list table has columns: NO, 신청자, 룸메이트(수락자), 신청일시, 취소일시, and 상태. The '상태' column for the first row is highlighted with a red box. To the right of the list are two detailed view sections: '상세정보' and '상세정보' (repeated). The '상세정보' on the left shows information for the first request, including 신청자 (GIST대학), 학과전공 (기초교육학부), 성별 (남), 학점상태 (2학기), 신청일시 (2018-09-29 23:10), and 취소일시 (None). The '상세정보' on the right is for a second request, which is currently empty. The left sidebar contains a navigation menu with various links related to student life and services.

2. How to Apply for a room for 3 people

가. Roommate Request



After agreeing to the dormitory in advance,
click Apply for Roommate!!



Enter the name of the roommate you want to apply for and click enter

Select in a new window if someone with the same name exists

Check your roommate's class number!!!!



1. After confirming

2. Click Save!

Please confirm that the applications for both roommates have been completed, and then save.

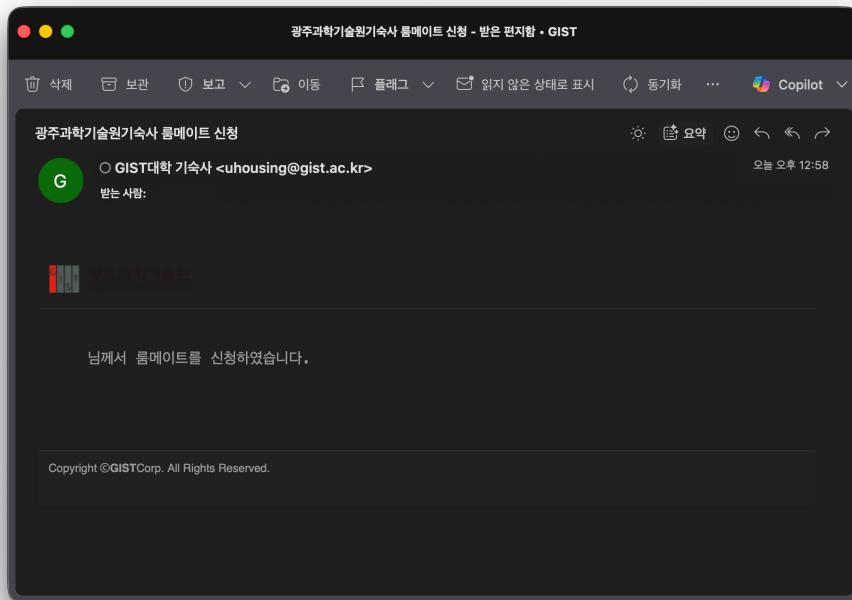
나. Check Roommate Request Status

If the status has changed to 'Accepted,' the roommate selection has been successfully completed.

If the other party has accepted but the screen doesn't update, please click the 'Initialize' button and then search again.

III. Roommate Request Guide (For Respondents)

1. Check Roommate Request Email



1. Access 'Roommate Request' Menu after Pre-consent

Like the applicant, **after agreeing to the dormitory in advance, click on the dormitory and then click on Apply for Roommate**

MyService

기숙사>룸메이트신청[UdrRoomMateAplyAcptE]

초기화 년도/학기* 2018 겨울학기 학생번호/성명*

룸메이트 신청현황 [총 0 건]

NO	신청자	룸메이트(수락자)	신청일시	취소일시	상태
1	2018-09-29 23:10	신청			

상세정보

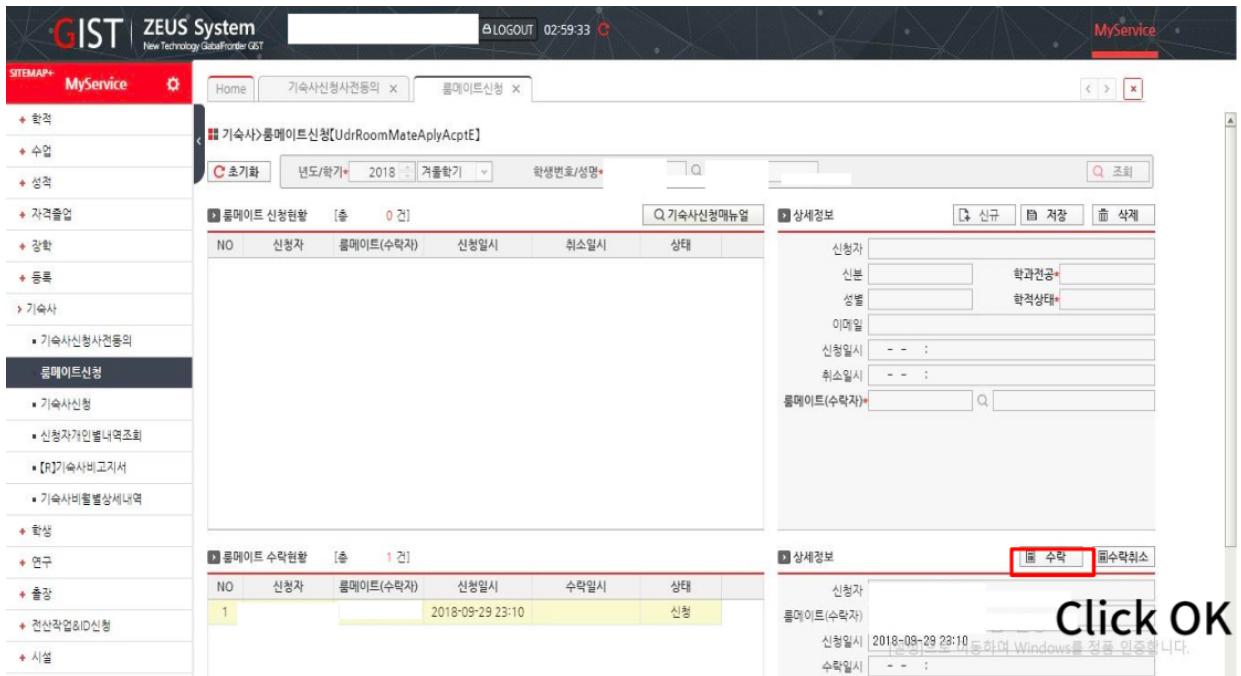
신청자: [Redacted]
신분: [Redacted]
성별: [Redacted]
학과전공*: [Redacted]
학적상태*: [Redacted]
이전일: [Redacted]
신청일시: [Redacted]
취소일시: [Redacted]
룸메이트(수락자): [Redacted]
수락일시: [Redacted]

수락

수락취소

룸메이트(수락자): 품 인증
신청일시: 2018-09-29 23:10
수락일시: [Redacted]

2. Proceed with Roommate Acceptance



The screenshot shows the GIST ZEUS System interface. On the left, a sidebar lists various services: 학적 (Academic), 수업 (Classes), 성적 (Grades), 자격증업 (Certifications), 장학 (Scholarships), 등록 (Registration), 기숙사 (Dormitory), and 시설 (Facilities). The '기숙사' section is expanded, showing sub-options: 기숙사신청 (Dormitory Application), 신청자개인별내역조회 (Check individual records of applicants), [인증]숙사비고지서 (Notification of dormitory fees), and 기숙사비율상세내역 (Detailed record of dormitory fees). The main content area shows two tables: '룸메이트 신청현황' (Roommate Application Status) and '룸메이트 수락현황' (Roommate Acceptance Status). The '수락' (Accept) button in the acceptance table is highlighted with a red box. A large watermark 'GIST HOUSE' is overlaid on the bottom left of the screenshot.

Click OK



The screenshot shows the GIST ZEUS System interface. The '수락' (Accept) button in the acceptance table is highlighted with a red box. A confirmation dialog box is overlaid on the screen, asking '으로 룸메이트를 수락하시겠습니까?' (Do you want to accept the roommate?). The '확인' (Confirm) button is highlighted with a red box. A large watermark 'GIST HOUSE' is overlaid on the bottom left of the screenshot. A note at the bottom right says 'Windows 정품 인증 [설정]으로 이동하여 Windows를 정품 인증합니다.' (Windows Product Activation [Settings] to move and activate Windows).

3. Verify Roommate Acceptance



The screenshot shows the 'Roommate Acceptance' section of the GIST Roommate Application System. On the left, a sidebar lists various service categories. The main area displays two tables: 'Roommate Application Status' and 'Roommate Acceptance Status'. The 'Roommate Acceptance Status' table has a single row with the following data:

NO	신청자	룸메이트(수락자)	신청일시	수락일시	상태
1	신청자	룸메이트(수락자)	2018-09-29 23:10	2018-09-29 23:15	수락

The '상세정보' (Detailed Information) section on the right shows the following details for the roommate:

- 신청자: 신청자 (Redacted)
- 학과전공: 학과전공 (Redacted)
- 성별: 성별 (Redacted)
- 학적상태: 학적상태 (Redacted)
- 이메일: 이메일 (Redacted)
- 신청일시: 2018-09-29 23:10
- 수락일시: 2018-09-29 23:15
- 룸메이트(수락자): 룸메이트(수락자) (Redacted)

If it changes to Accept, you
have a roommate.



4. Important Notes

- 가. Among students who wish to be roommates, everyone except the primary applicant is considered a "Respondent." (Please pay special attention when applying for a Triple Room.)
- 나. Sending or accepting multiple overlapping requests may cause system errors and is strictly prohibited. Please ensure you have sufficient discussion with your intended roommates before applying.
- 다. Students applying individually do not need to follow the process above. (Detailed instructions will be provided later in this manual.)
- 라. If the application period ends without the request being accepted, the request will be automatically canceled. Please make sure all parties accept the request within the deadline.

IV. How to Apply for a Room

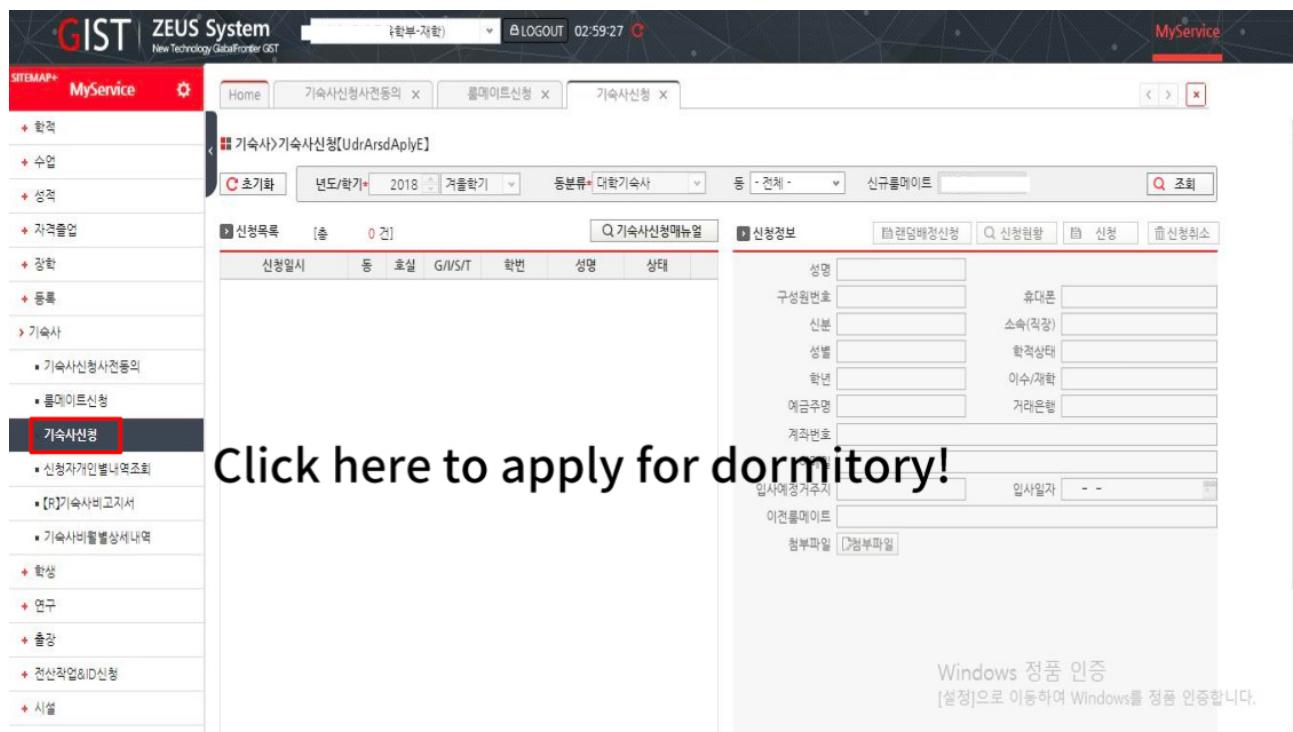
1. Important Notes

가. Only male students in their sophomore year (2nd year) or higher are eligible to apply for Dormitory C (as of 2026).

나. Dormitory C operates units that combine a Double Room and a Single Room into one suite. Roommate applications are required only for those who wish to use a Double Room. Errors may occur if a group of three applicants tries to apply for a Double or Single room together, or if a pair of roommates tries to apply for a Single room. Please ensure your roommate group size matches the room type before applying.

2. How to Apply for a Single Room (Dormitory C)

가. Access the Dormitory Application Menu (Single rooms are available in Dormitory C only)



The screenshot shows the GIST ZEUS System application interface. The left sidebar has a 'SITEMAP+' section with various categories like 학과, 수업, 성적, 자격증업, 강학, 등록, 기숙사, and 기숙사신청. The '기숙사신청' link is highlighted with a red box. The main content area has a search bar with '기숙사신청' and a dropdown for '학년/학기' set to '2018 겨울학기'. Below the search bar is a table with columns: 신청일시, 동, 호실, G/V/S/T, 학번, 성명, 상태. To the right is a '신청정보' section with fields for 성명, 성별, 학년, 예금주명, 계좌번호, 입사예정일, 이전주소, and 첨부파일. A watermark at the bottom right says 'Windows 정품 인증' and '[설정]으로 이동하여 Windows를 정품 인증합니다.'

1. After applying for the dormitory you want

2. Click to view!!

GIST  HOUSE

나. Selecting Your Preferred Room

For Single Rooms in Dormitory C, since there are no roommates involved, you will be final-assigned to the room you apply for.

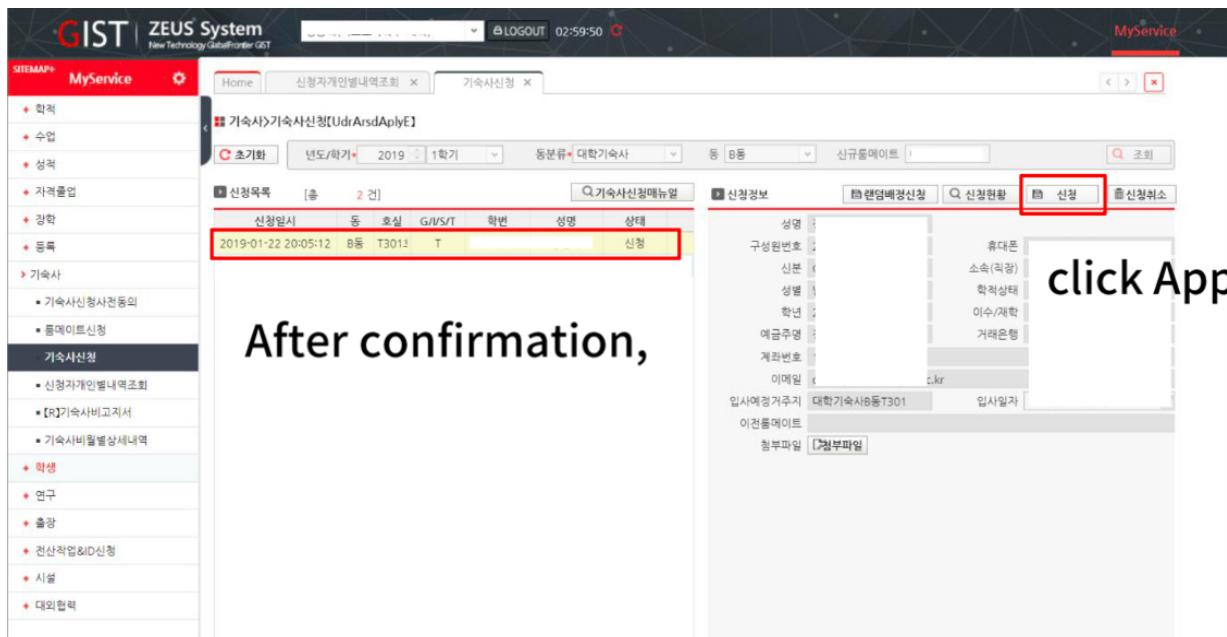
Click on Application Status!!

Two-person applications cannot be randomly assigned!

Windows 정품 인증
[설정]으로 이동하여 Windows를 정품 인증합니다.

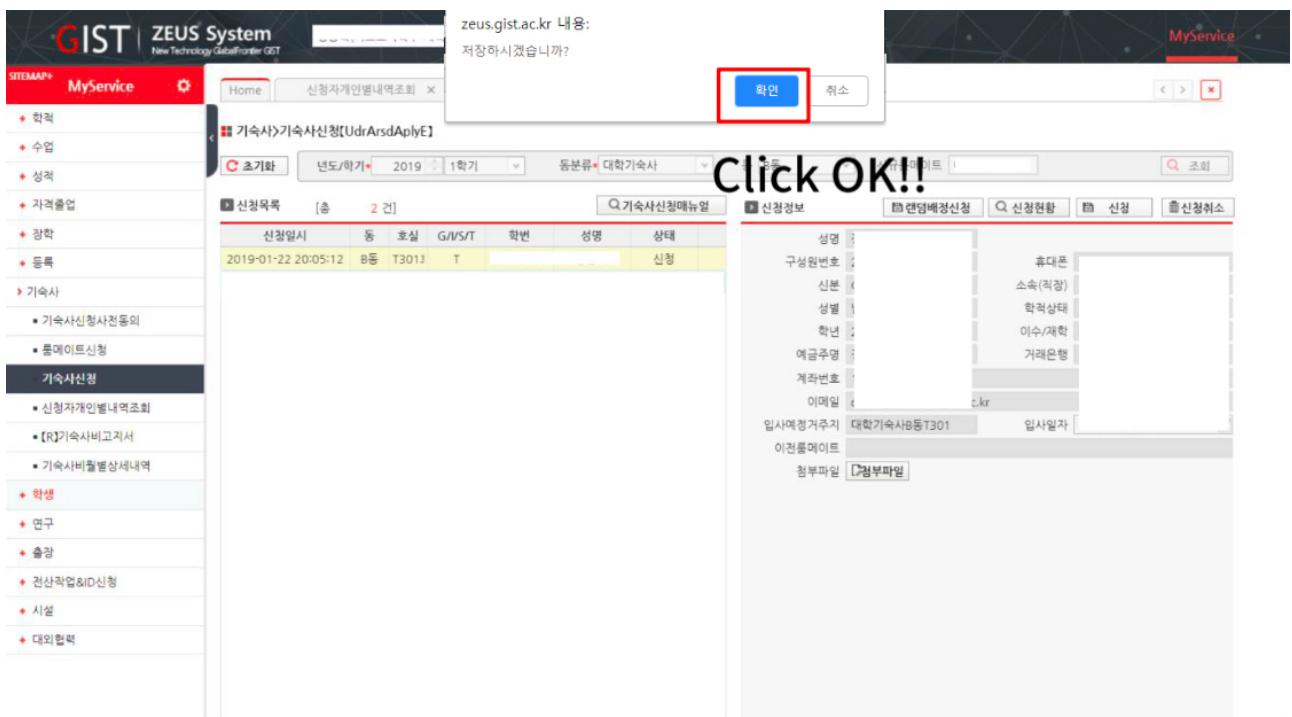


1층	2층	3층	4층	5층	6층	7층	8층
102-1(남)	202-1(남)	302-1(남)	402-1(남)	501-1(남)	601-1(남)	701-1(남)	
1인실 신청인원 : 0							
102-2(남)	202-2(남)	302-2(남)	402-2(남)	502-2(남)	602-2(남)	702-2(남)	
2인실 신청인원 : 0							
103-1(남)	203-1(남)	303-1(남)	403-1(남)	503-1(남)	603-1(남)	703-1(남)	
1인실 신청인원 : 0							
103-2(남)	203-2(남)	303-2(남)	403-2(남)	503-2(남)	603-2(남)	703-2(남)	
2인실 신청인원 : 1	2인실 신청인원 : 1	2인실 신청인원 : 1	2인실 신청인원 : 0	2인실 신청인원 : 0	2인실 신청인원 : 0	2인실 신청인원 : 0	
104-1(남)	204-1(남)	304-1(남)	404-1(남)	504-1(남)	604-1(남)	704-1(남)	
1인실 신청인원 : 0							
104-2(남)	204-2(남)	304-2(남)	404-2(남)	504-2(남)	604-2(남)	704-2(남)	
2인실 신청인원 : 0							
105-1(남)	205-1(남)						
1인실 신청인원 : 0	1인실 신청인원 : 0						
105-2(남)	205-2(남)						
2인실 신청인원 : 0	2인실 신청인원 : 0						



After confirmation,

GIST HOUSE



Once the application has been processed, it is complete.

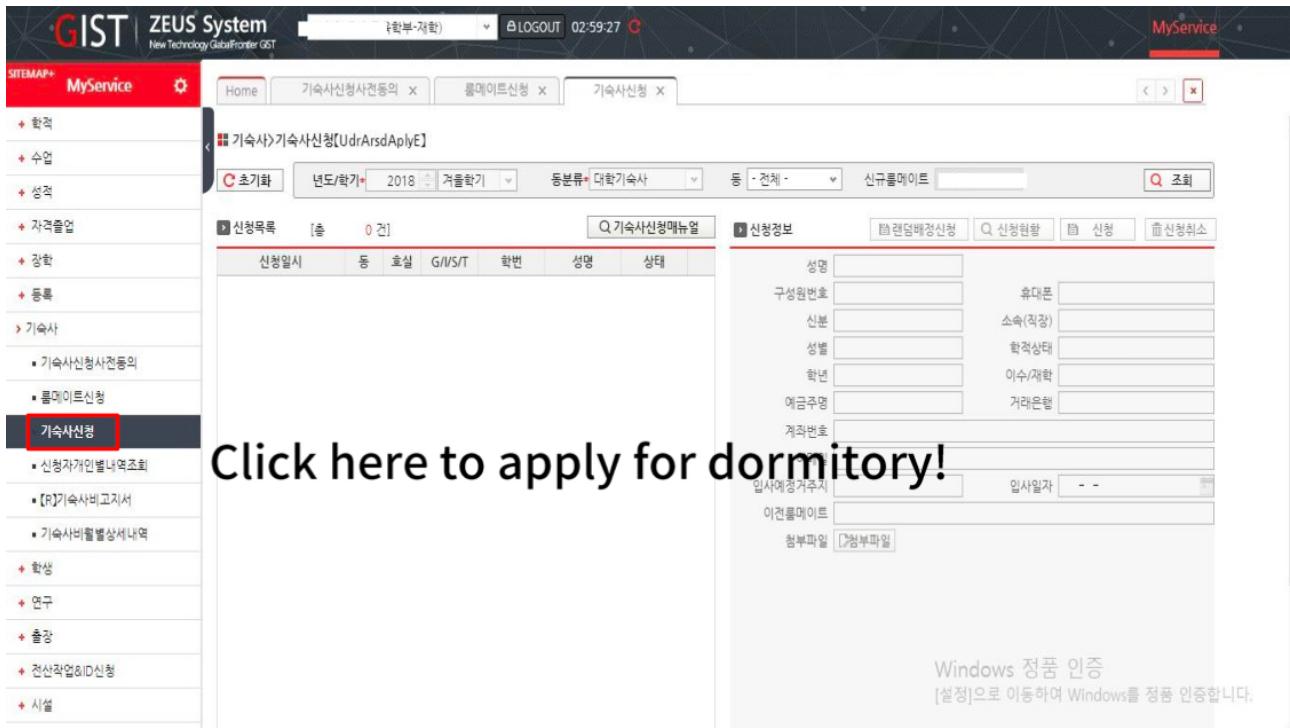
4. Check Application

You can check the details of your application through '신청자개인별내역조회(Inquiry of individual applicants)' menu.

You can inquire the details of the application as follows through the inquiry of individual applicants.

2. How to Apply for a Room for 2 People

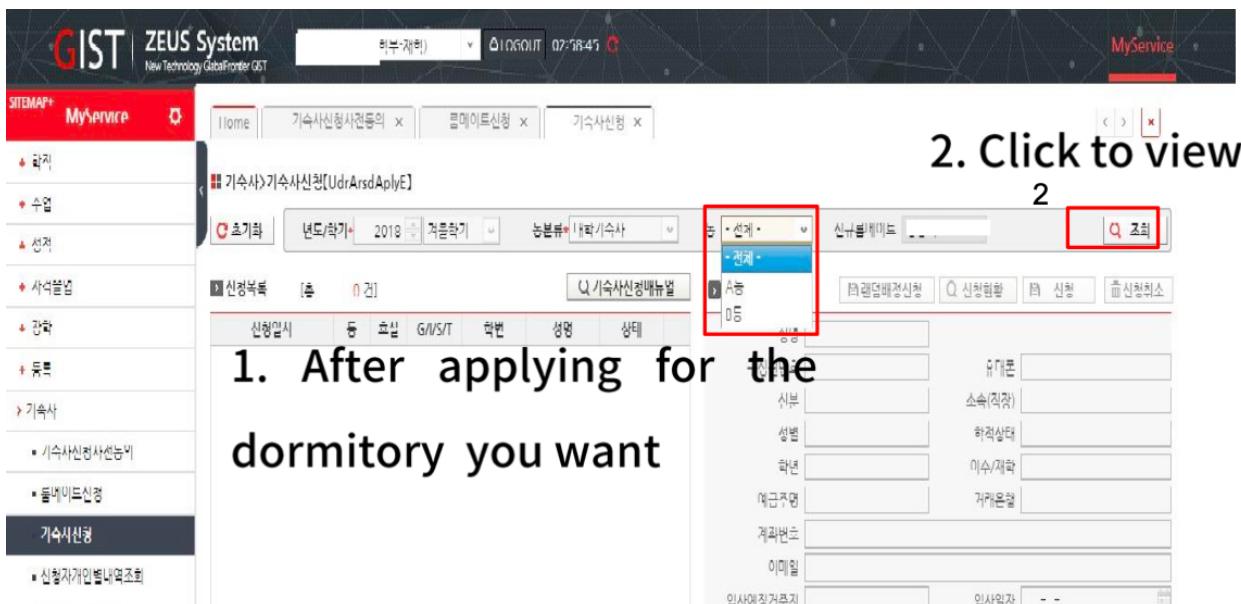
가. Access the Dormitory Application Menu



Click here to apply for dormitory!

Windows 정품 인증
[설정]으로 이동하여 Windows를 정품 인증합니다.

GIST HOUSE



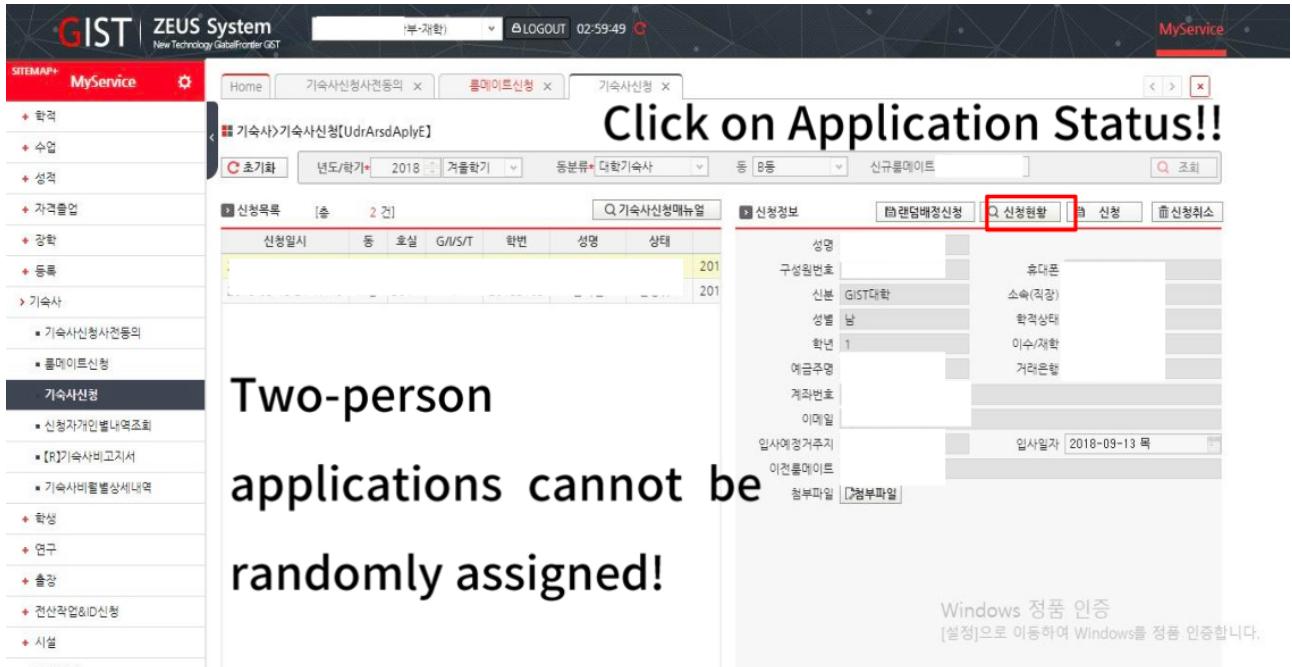
2. Click to view!!

2

1. After applying for the dormitory you want

나. Selecting Your Preferred Room

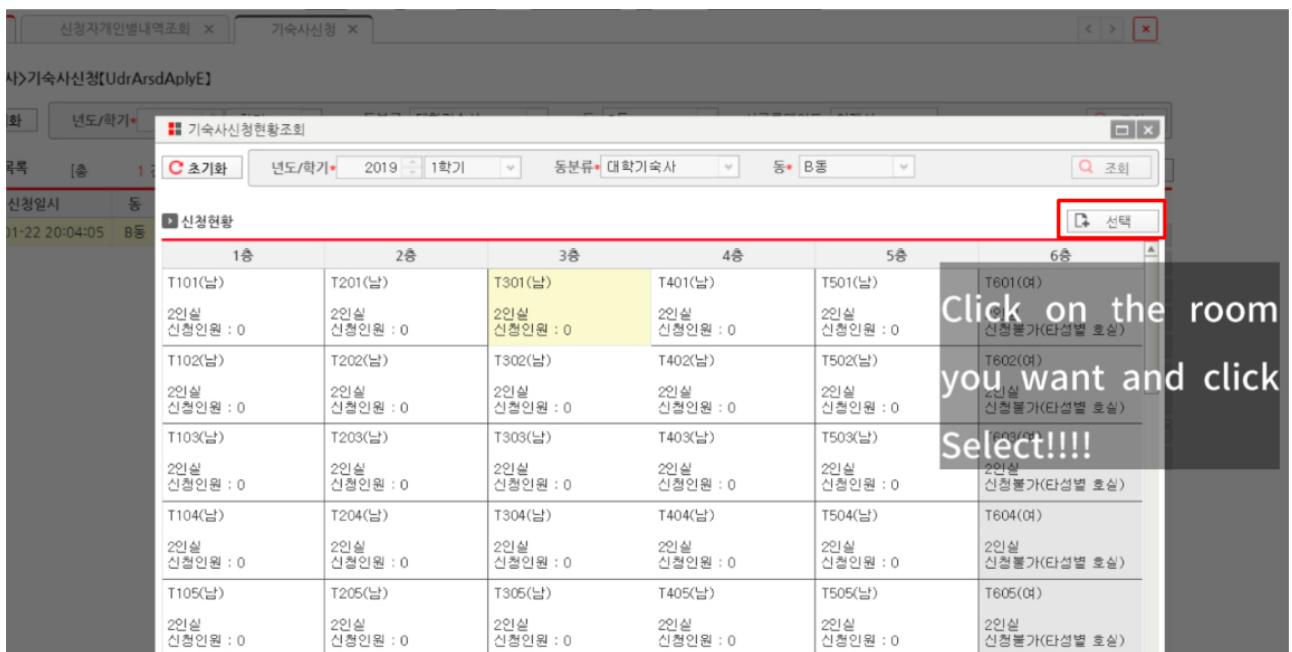
You will be assigned to the room of the person who requested first among roommates.



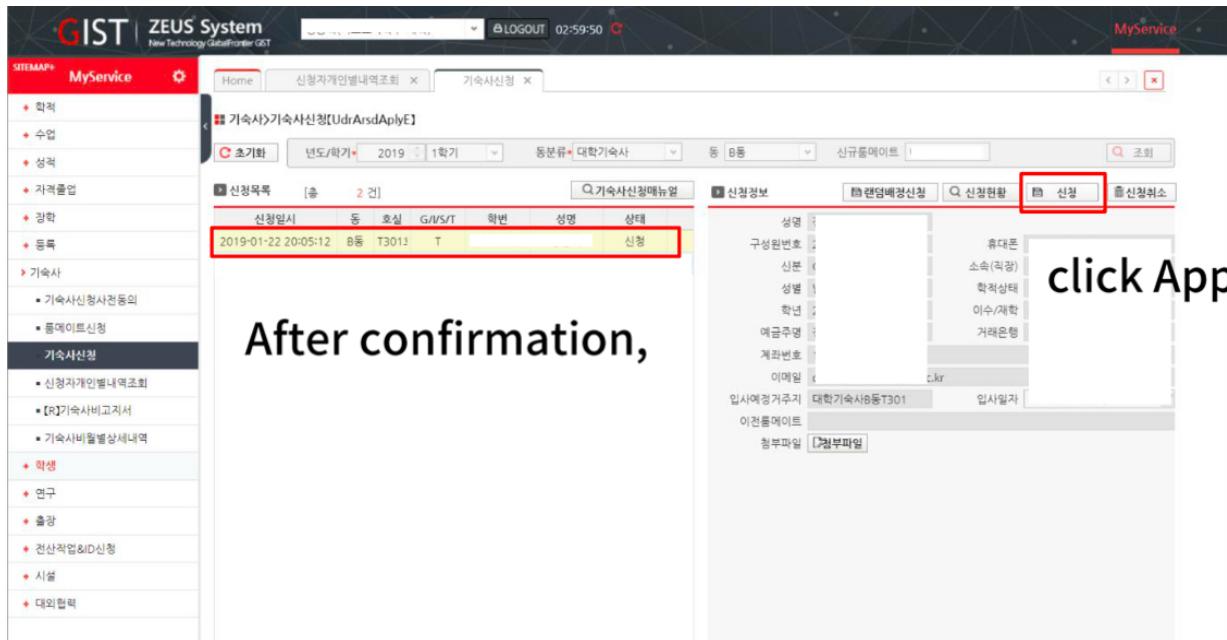
Click on Application Status!!

Two-person applications cannot be randomly assigned!

Windows 정품 인증
[설정]으로 이동하여 Windows를 정품 인증합니다.

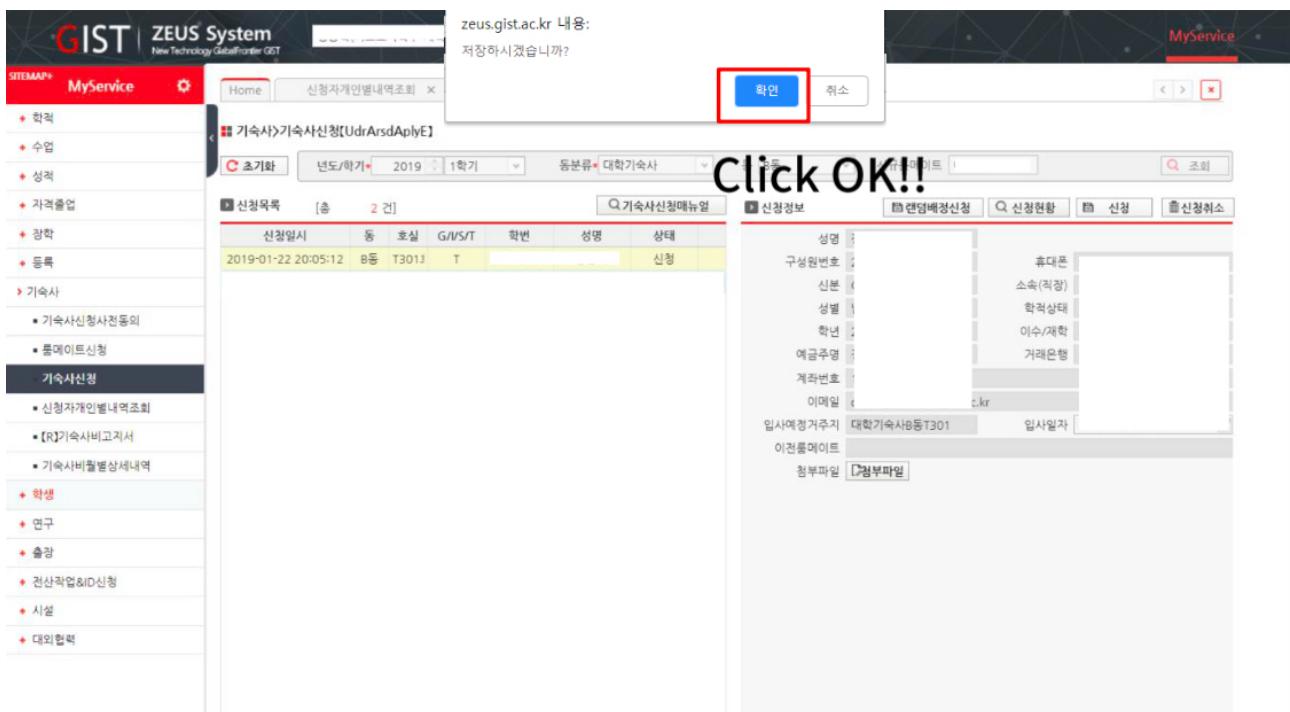



Click on the room you want and click Select!!!!



After confirmation,

click Apply!

Click OK!!

Once the application has been processed, it is complete.

다. Check Application

You can check the details of your application through '신청자개인별내역조회(Inquiry of individual applicants)' menu.

You can inquire the details of the application as follows through the inquiry of individual applicants.

3. How to Apply for a Room for 2 People

가. Access the Dormitory Application Menu

Click here to apply for dormitory!

Windows 정품 인증
[설정]으로 이동하여 Windows를 정품 인증합니다.

GIST HOUSE

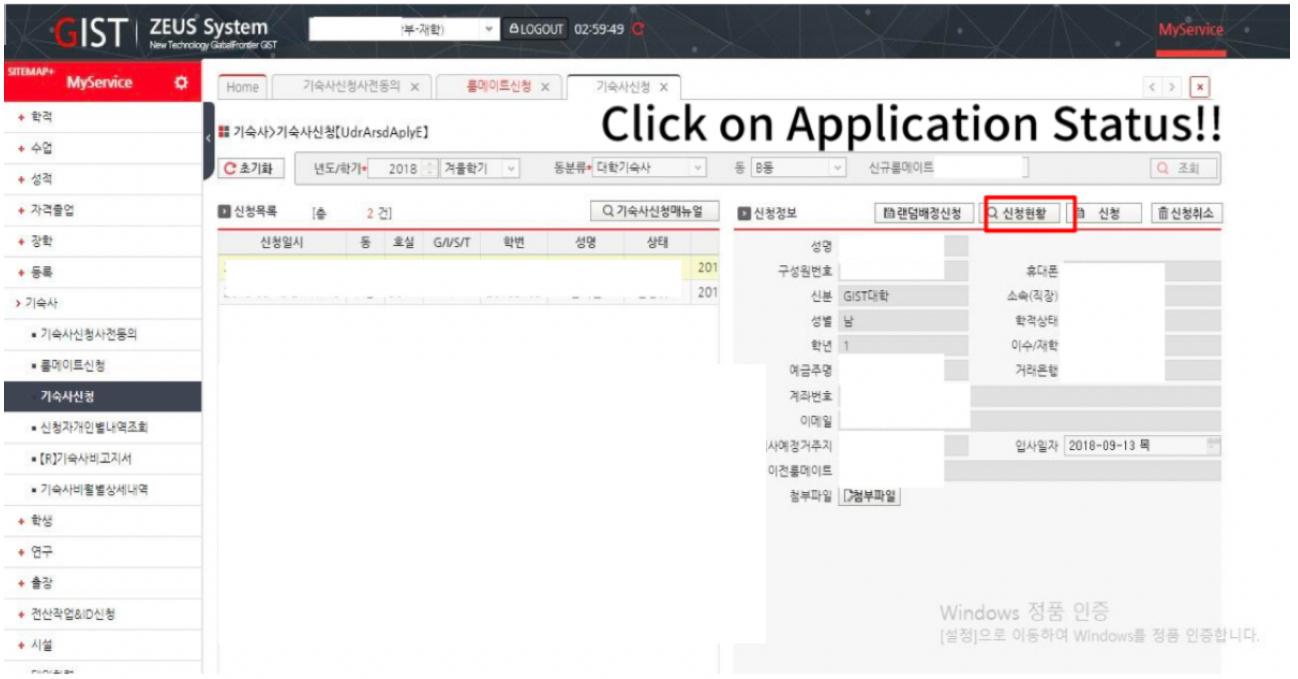
2. Click to view!!

2

1. After applying for the dormitory you want

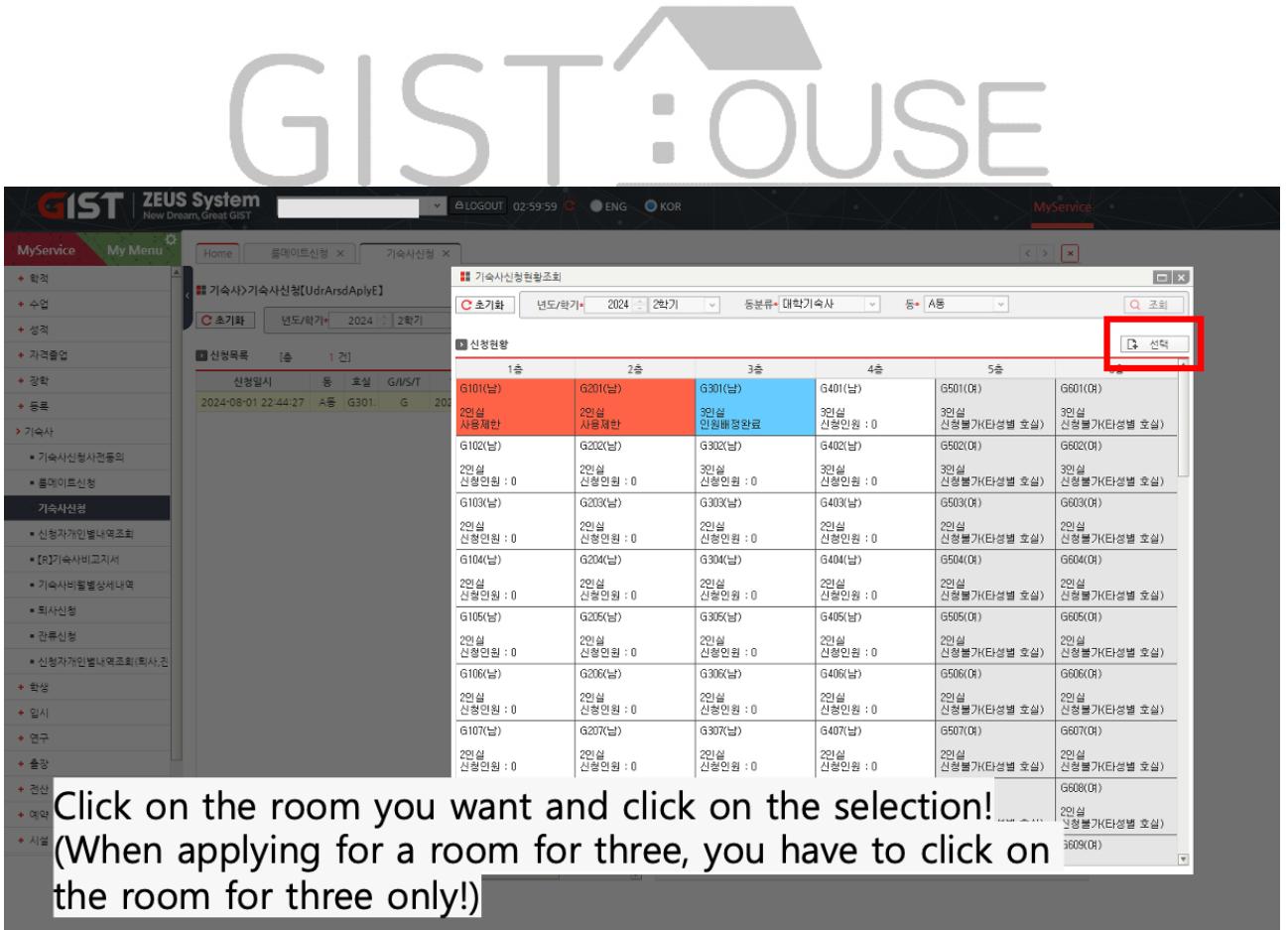
나. Selecting Your Preferred Room

You will be assigned to the room of the person who requested first among roommates.

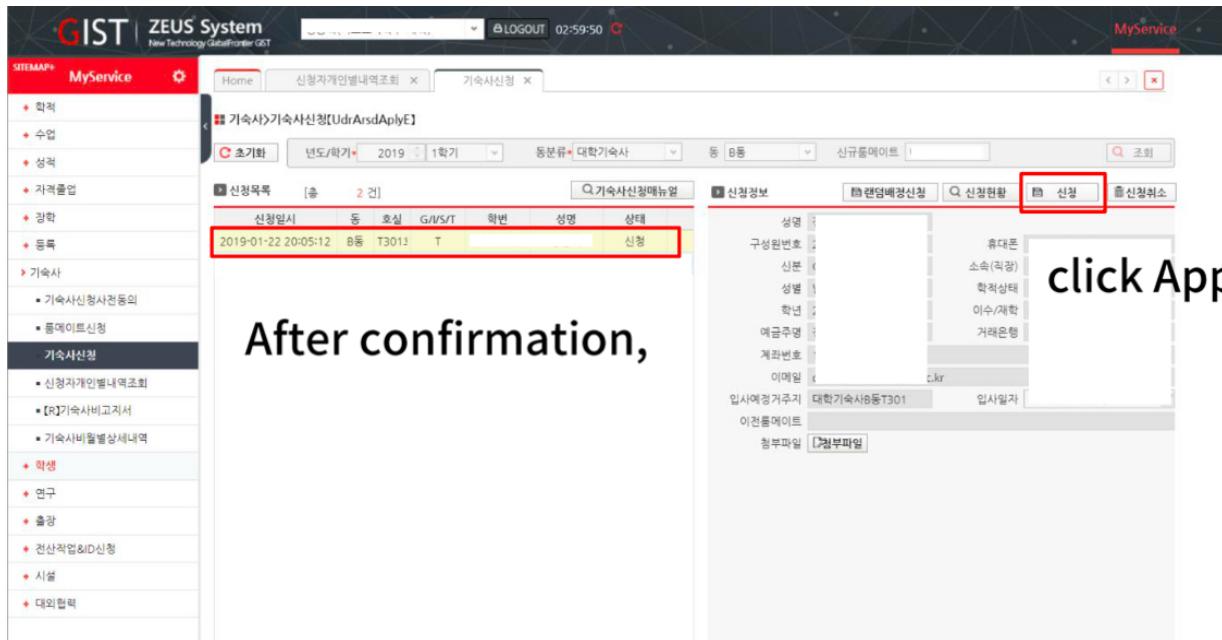


Click on Application Status!!

Windows 정품 인증
[설정]으로 이동하여 Windows를 정품 인증합니다.

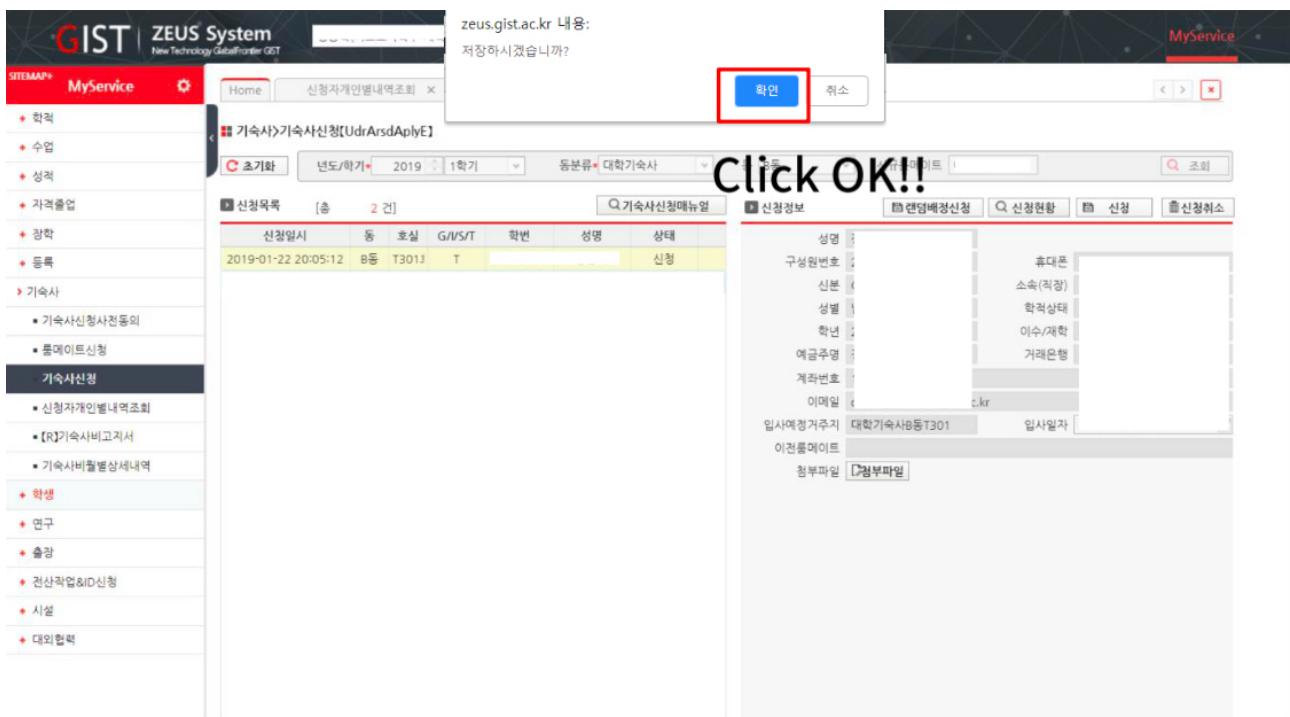


Click on the room you want and click on the selection!
(When applying for a room for three, you have to click on the room for three only!)



After confirmation,

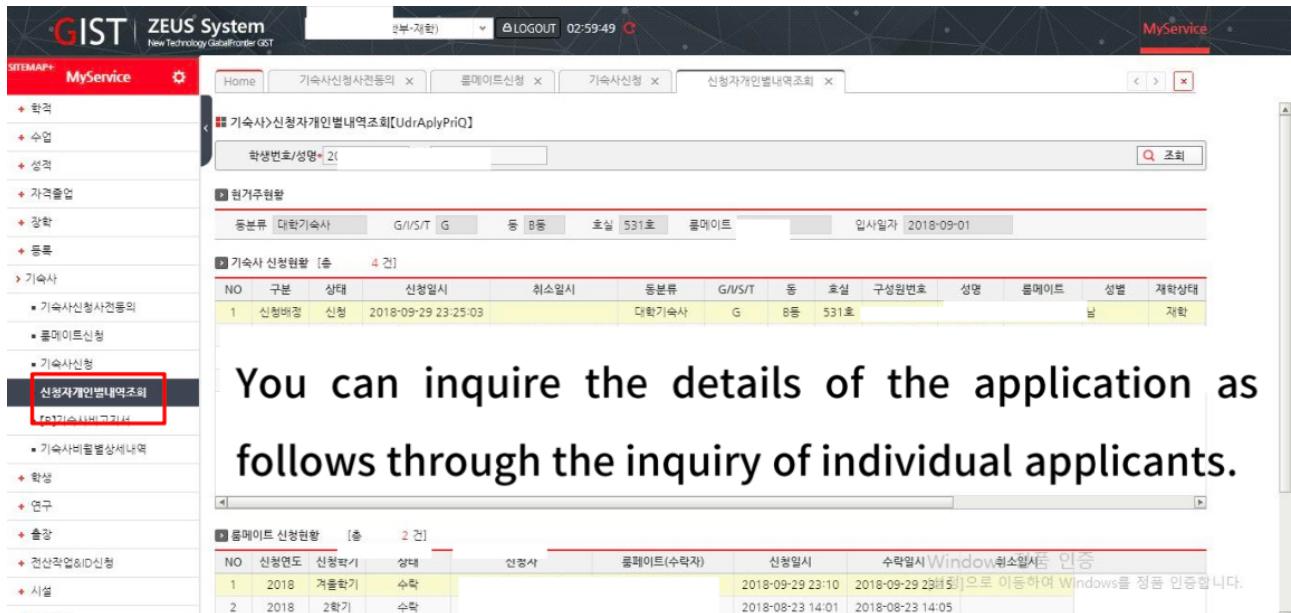
click Apply!

Click OK!!

다. Check Application

You can check the details of your application through '신청자개인별내역조회(Inquiry of individual applicants)' menu.



The screenshot shows the GIST ZEUS System interface. The left sidebar has a 'MyService' tab selected. Under 'MyService', the '신청자개인별내역조회' (Inquiry of individual applicants) menu item is highlighted with a red box. The main content area shows a search form with '학생번호/성명' (Student ID/Name) and a '조회' (Search) button. Below the search form is a table titled '기숙사 신청현황' (Residence Application Status) with 4 rows of data. At the bottom of the table, a note in Korean says: 'Windows 최소일사동 인증 으로 이동하여 Windows를 정품 인증합니다.' (Move to Windows minimum system requirements to authenticate Windows as a genuine product). The table columns include: NO, 구분, 상태, 신청일시, 취소일시, 등분류, G/I/S/T, 동, 호실, 구성원번호, 성명, 품메이트, 성별, 계학상태.

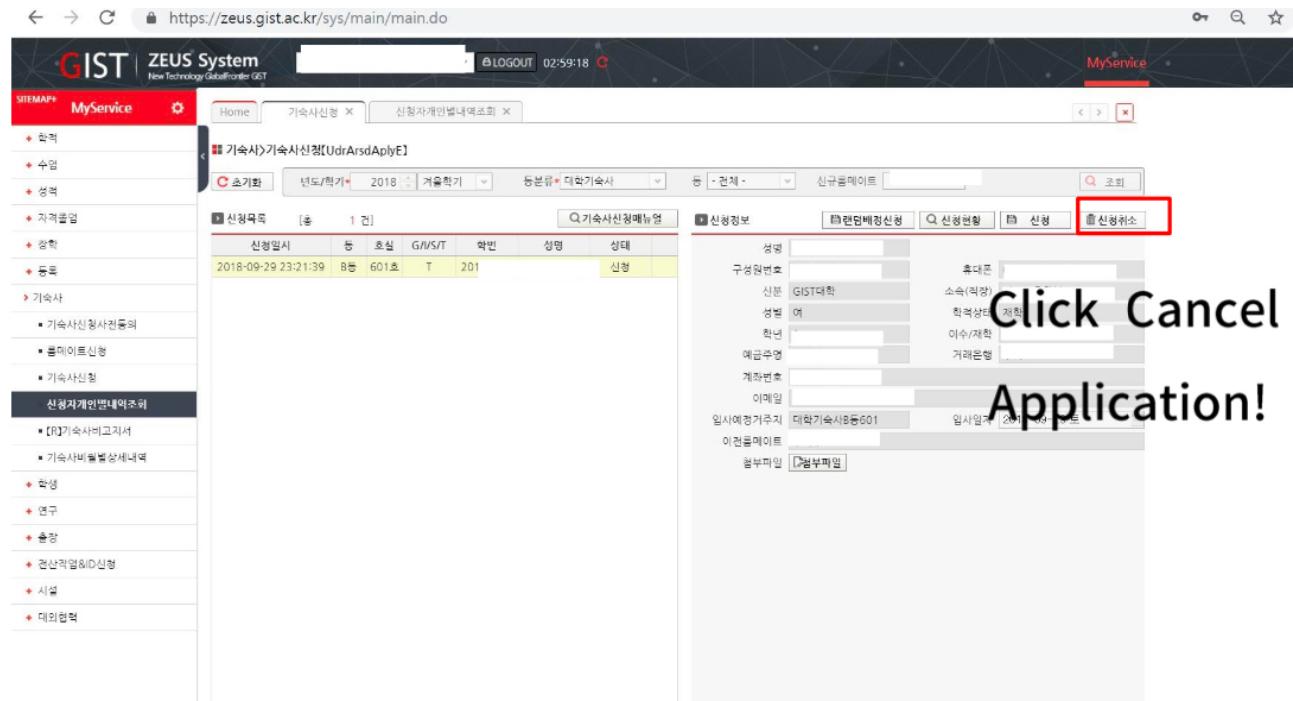
You can inquire the details of the application as follows through the inquiry of individual applicants.



V. How to Cancel a Room Application

1. If you want to cancel your room application for changing your room, etc, please follow the process below.

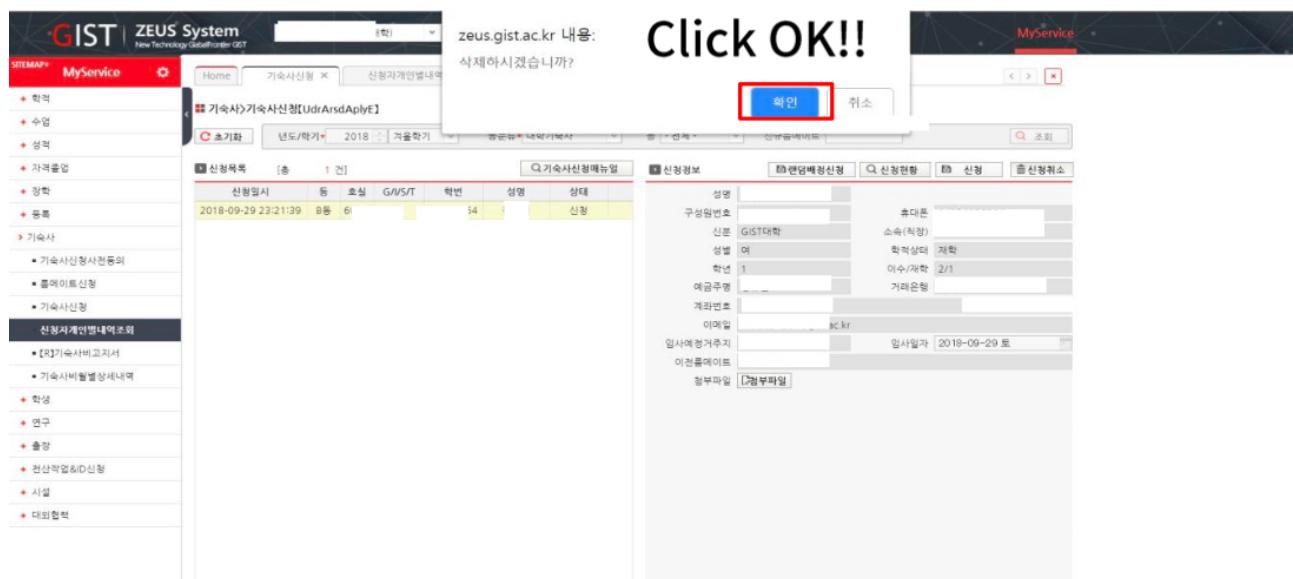
← → 🔍 🔍 https://zeus.gist.ac.kr/sys/main/main.do



Click Cancel Application!

GIST HOUSE

Click OK!!



The screenshot shows the GIST ZEUS System MyService interface. On the left, there is a sidebar with various service links. The main content area shows a list of room applications. One application is highlighted with a red box around the status '신청취소' (Cancelled). To the right, there is a detailed form for room application cancellation, including fields for name, room number, and cancellation reason.

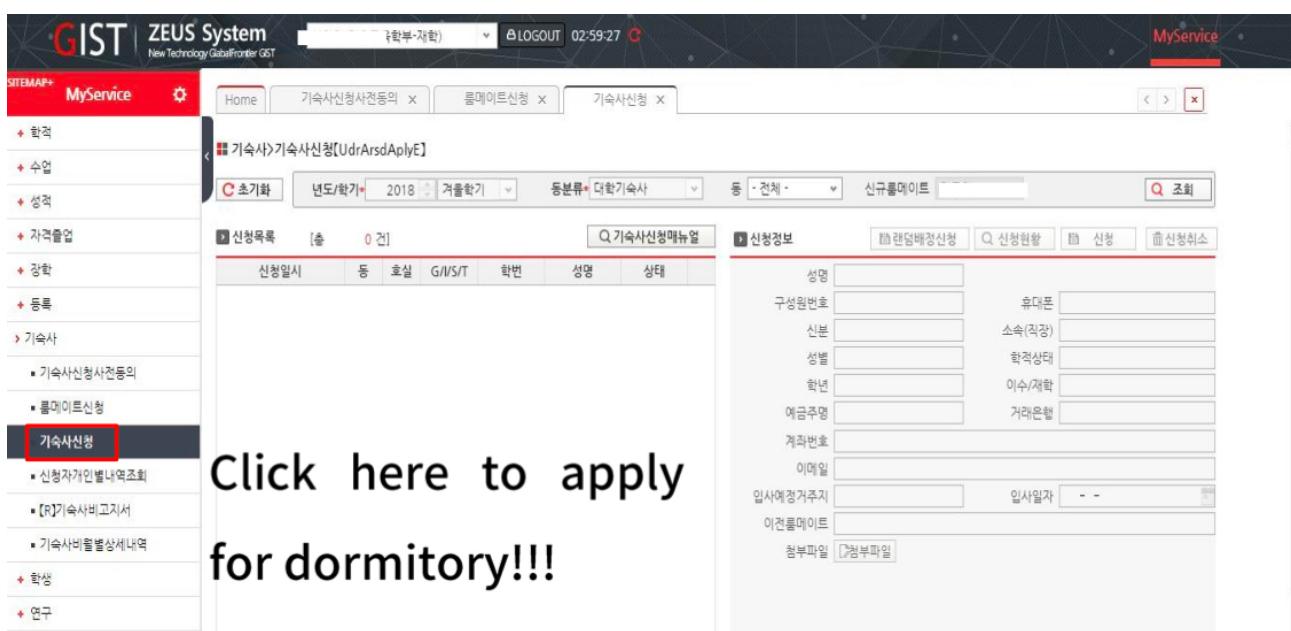
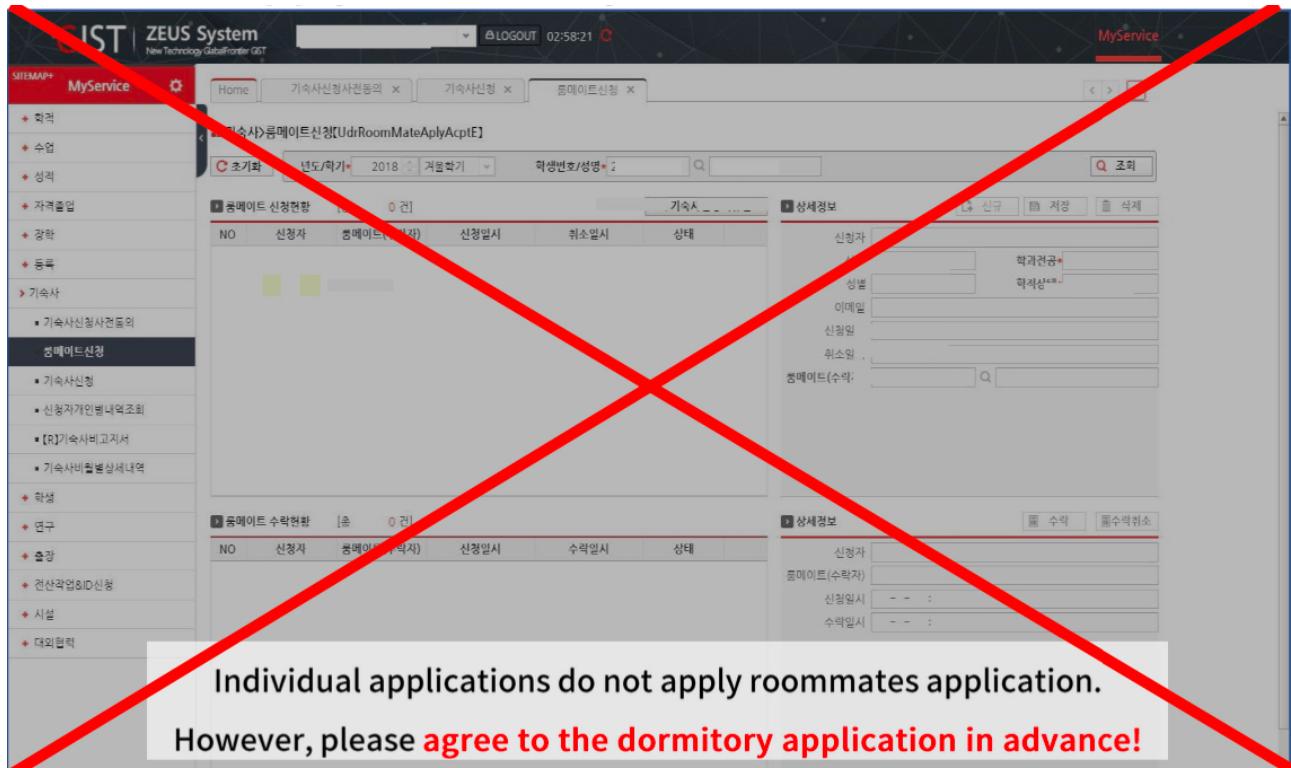
When the status changes to Cancel Application, the cancellation is complete.

2. If you want to change your room, you can request your room again by following instructions above.



VI. How to Apply Individually

1. If you don't have your roommate, or want to apply individually, please follow the process below. (Including College Dorm C, Individual room)
2. However, in this case, your room might be combined with other individual applicants. If you want to apply randomly, please see 'How to Apply for Random Assignment (Individual)'.



2

Click to view!!

After applying for the dormitory you want



Click on Application Status!!!

For individuals,
roommates must be empty

If you want to apply at random, click Apply for
Random Assignment - see the back part

신경자개인별내역조회 x 기숙사신청 x

사>기숙사신청[UdrArstdAplyE]

화 목록 [총 1 건] 기숙사신청현황조회

C 초기화 년도/학기 2019 1학기 동분류 대학기숙사 동 B동 조회

신청현황 선택

1층	2층	3층	4층	5층	6층
T101(남) 2인실 신청인원 : 0	T201(남) 2인실 신청인원 : 0	T301(남) 2인실 신청인원 : 0	T401(남) 2인실 신청인원 : 0	T501(남) 2인실 신청인원 : 0	T601(여) 2인실 신청불가(단설별 호실)
T102(남) 2인실 신청인원 : 0	T202(남) 2인실 신청인원 : 0	T302(남) 2인실 신청인원 : 0	T402(남) 2인실 신청인원 : 0	T502(남) 2인실 신청인원 : 0	T602(여) 2인실 신청불가(단설별 호실)
T103(남) 2인실 신청인원 : 0	T203(남) 2인실 신청인원 : 0	T303(남) 2인실 신청인원 : 0	T403(남) 2인실 신청인원 : 0	T503(남) 2인실 신청인원 : 0	T603(여) 2인실 신청불가(단설별 호실)
T104(남) 2인실 신청인원 : 0	T204(남) 2인실 신청인원 : 0	T304(남) 2인실 신청인원 : 0	T404(남) 2인실 신청인원 : 0	T504(남) 2인실 신청인원 : 0	T604(여) 2인실 신청불가(단설별 호실)
T105(남) 2인실 신청인원 : 0	T205(남) 2인실 신청인원 : 0	T305(남) 2인실 신청인원 : 0	T405(남) 2인실 신청인원 : 0	T505(남) 2인실 신청인원 : 0	T605(여) 2인실 신청불가(단설별 호실)

Click on the room you want and click Select!!!!



GIST ZEUS System New Technology Global Frontier GIST MyService

LOGOUT 02:59:50

SITEMAP+ MyService

- 학적
- 수업
- 성적
- 자격증업
- 강학
- 등록
- 기숙사
 - 기숙사신청사전동의
 - 룸메이트신청
- 기숙사신청
 - 신청자개인별내역조회
 - 【R】기숙사비고지서
 - 기숙사비월별상세내역
- 학생
- 연구
- 출장
- 전산작업&ID신청
- 시설
- 대외협력

신경자개인별내역조회 x 기숙사신청 x

기숙사>기숙사신청[UdrArstdAplyE]

C 초기화 년도/학기 2019 1학기 동분류 대학기숙사 동 B동 신규룸메이트 조회

신청목록 [총 2 건] 기숙사신청현황조회

신청일자	동	호실	G/V/S/T	학번	성명	상태
2019-01-22 20:05:12	B동	T3013	T			신청

신청현황 신청

click Apply!

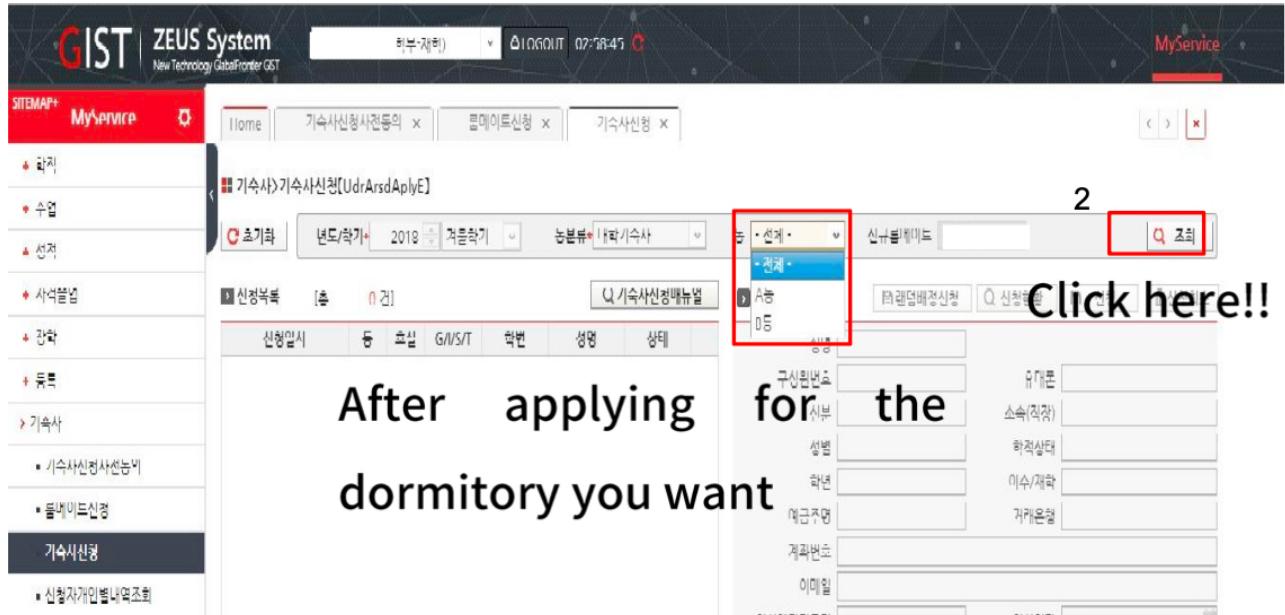
After confirmation,

Once the application has been processed, it is complete.

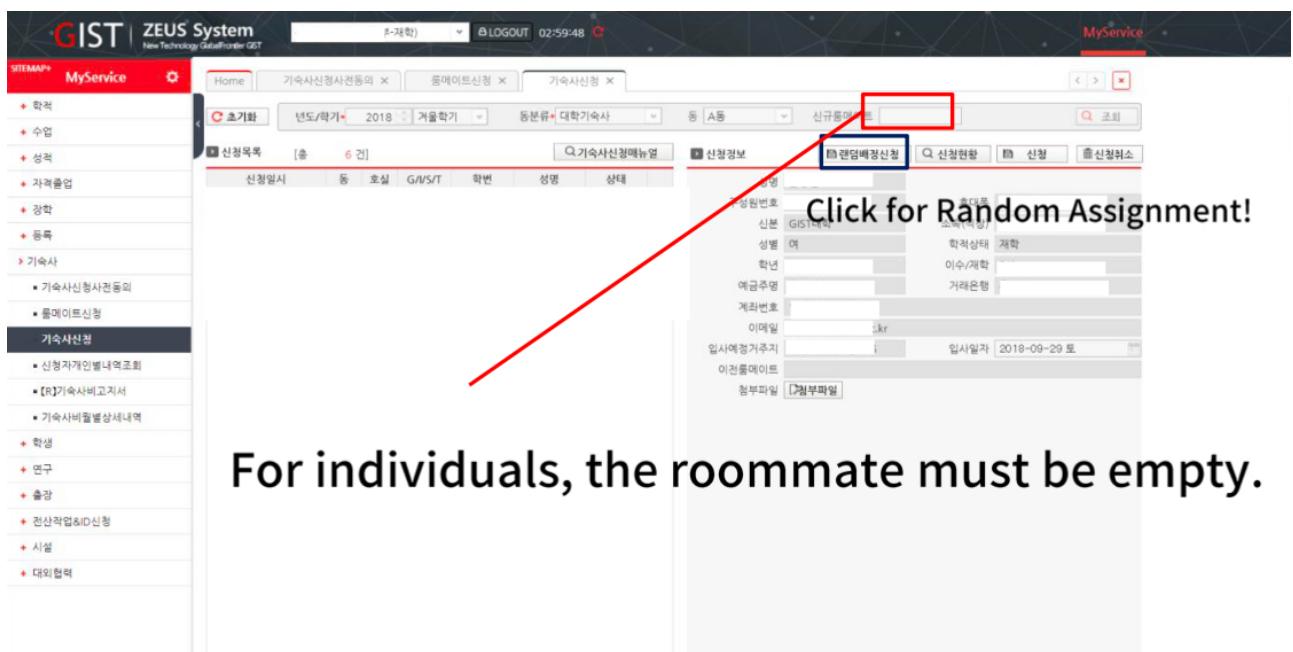
In the case of individual applicants, the requested room and the assigned room during the process of merging into a double room may be different.

VII. How to Apply for Random Assignment (Individual)

1. If you want to apply for random assignment without applying for room, please follow the process below.

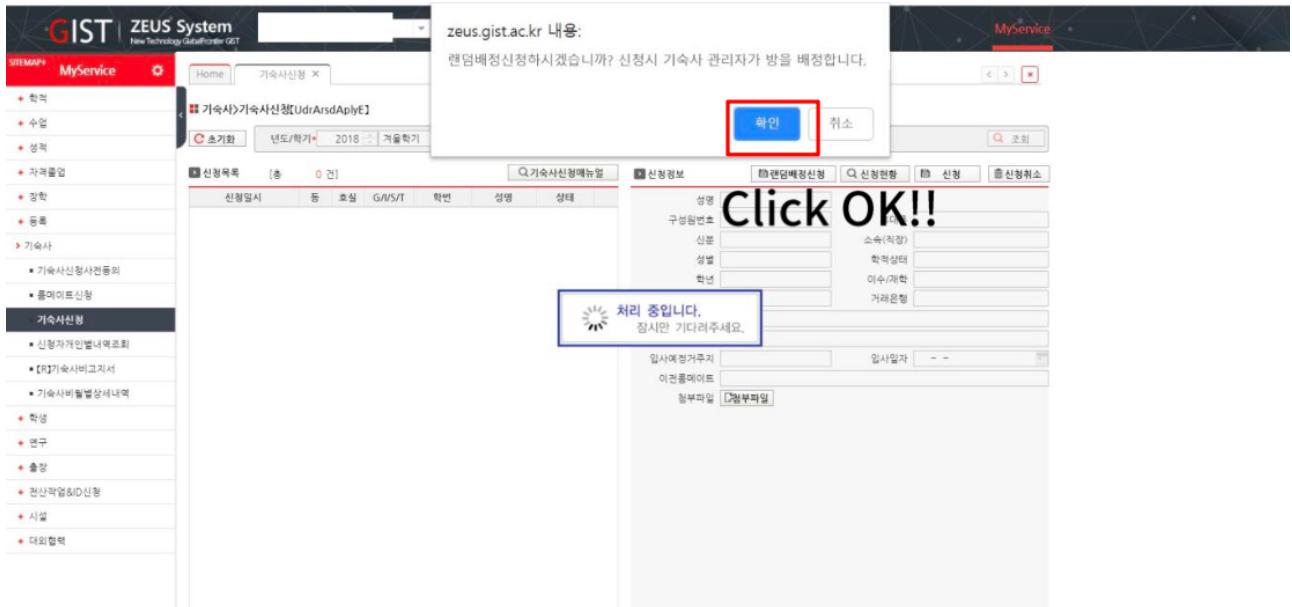


After applying for the dormitory you want

Click for Random Assignment!

For individuals, the roommate must be empty.



zeus.gist.ac.kr 내용:

랜덤배정신청하시겠습니까? 신청시 기술사 관리자가 방을 배정합니다.

Click OK!!

처리 중입니다.
잠시만 기다려주세요.

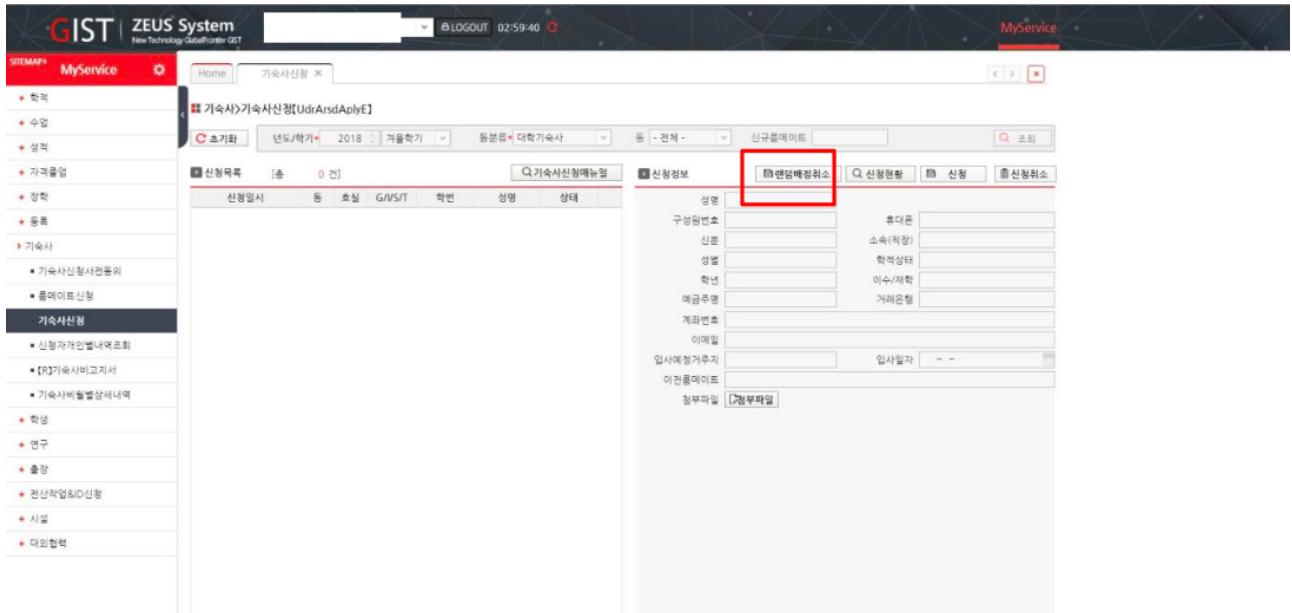


zeus.gist.ac.kr 내용:

랜덤배정신청이 완료되었습니다.

Click OK!!

처리 중입니다.
잠시만 기다려주세요.



The screenshot shows the GIST ZEUS System interface for dormitory applications. The left sidebar has a 'Dormitory' section with a 'Random Assignment' checkbox. The main page displays a search form for dormitory applications, and the 'Random Assignment' checkbox is highlighted with a red box.

2. Important Notes

가. Even if you don't have a roommate and want to apply for random assignment, you **SHOULD DO YOUR RANDOM ASSIGNMENT** process.

나. If you don't apply for dormitory, you will be regarded as outside resident or those who scheduled to take a leave of absense and your room will not be provided. Please **REGISTER FOR THE DORMITORY**.

VIII. Important Notes

1. Please apply according to the manual.
2. If you apply using an illegal function (tool), such as a macro program, you may be subject to sanctions. (Cancellation of application, blocking IP, not using dormitories for the semester, etc.)
3. Unapplied students are considered to be scheduled to take a leave of absence and to live outside and do not assign a room.
4. In the case of individual applicants, the room applied in the process of combining into a room for two and the room that is actually allocated may be different, so please check your room through ZEUS after the final room assignment is completed.
5. If you have any more questions, please contact us through '2026 GIST HOUSE' kakaotalk channel or visit HOUSE Student Council Office in office hours.

2026. 02. 01.

The 14th GIST HOUSE Student Council

Revision The 14th Head of Documentation Team JeongHoon Lim, T House Leader Minjeong Kang

