<How to make reservation of Guest House>
① For reservation for Guest House, Please log-in in Korean

② Click “정보광장(ASIS)”
① Click “행정서비스” (Application)

② Click “게스트하우스예약신청” (Apply for guest house)
① Click “예약” (reservation)
① Click check box (Agreement for Guest house policy)
② Click “예약정보” (Reservation detail)
③ Select campus : 1st-Seoul campus / 2nd-Suwon campus
① Select room type: 1st-Superior (single)/ 2nd-Single/ 3rd-Double

② Select check-in & check-out date

③ Click “예약가능여부확인” : checking vacancy.

- If your reservation is available, you will see “예약가능합니다”
- If there is no vacancy, you will see “예약 가능한 룸이 없습니다”
① Click check box if you reserve your own plan in person. If guest is someone else, Please input guest’s detail.

② person of charge. Click the check box, it’s showing your personal detail.

③ click “저장” for save
① You can see “결제대기” if your reservation is approved.
② Click “입금정보” for payment detail
③ You can check your reservation detail at this box.
④ Click “고지서출력” for print the invoice.
<Payment>

① You can see your booking information and payment detail.

② Payment should be arranged 1 day before check-in.

③ Bank account is single use account.

④ Payment is only available by single use account. Cash or Credit card is not available.
<Check-in>
① Please visit Ji-kwan one of the dormitory building.

② Submit your ID card or Passport to Ji-kwan security office for checking.

③ Fill out guest register and get Card key.

④ If you bring your vehicle, We will give you remote control for parking lot. Please return it when check-out.

④ Guest house is located next to Ji-kwan.