

# SKKU GUEST HOUSE USER GUIDE



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# The use of Guest House and Application Rules

## Application Requirements

- People invited to our Sungkyunkwan university for the education or research
- Teaching staff who needs facilities for business reasons(Confirm Purpose of Use)
  - \* If you need to use Guest house for other reasons, please contact us.
- If you apply single room, Only applicant himself/herself can stay.
- For double room, A couple is allowed to stay (Before your check-in, your identification card would be checked (e.g. passport). More than two residents would not be permitted to stay.) Unable to Stay with Children
  - \* Guests who from abroad are allowed to enter our guest house after 14days Quarantine.

# The use of Guest House and Application Rules

## Qualification for application

- Teaching staffs, and researchers who can access to **ASIS**(SKKU Information System)

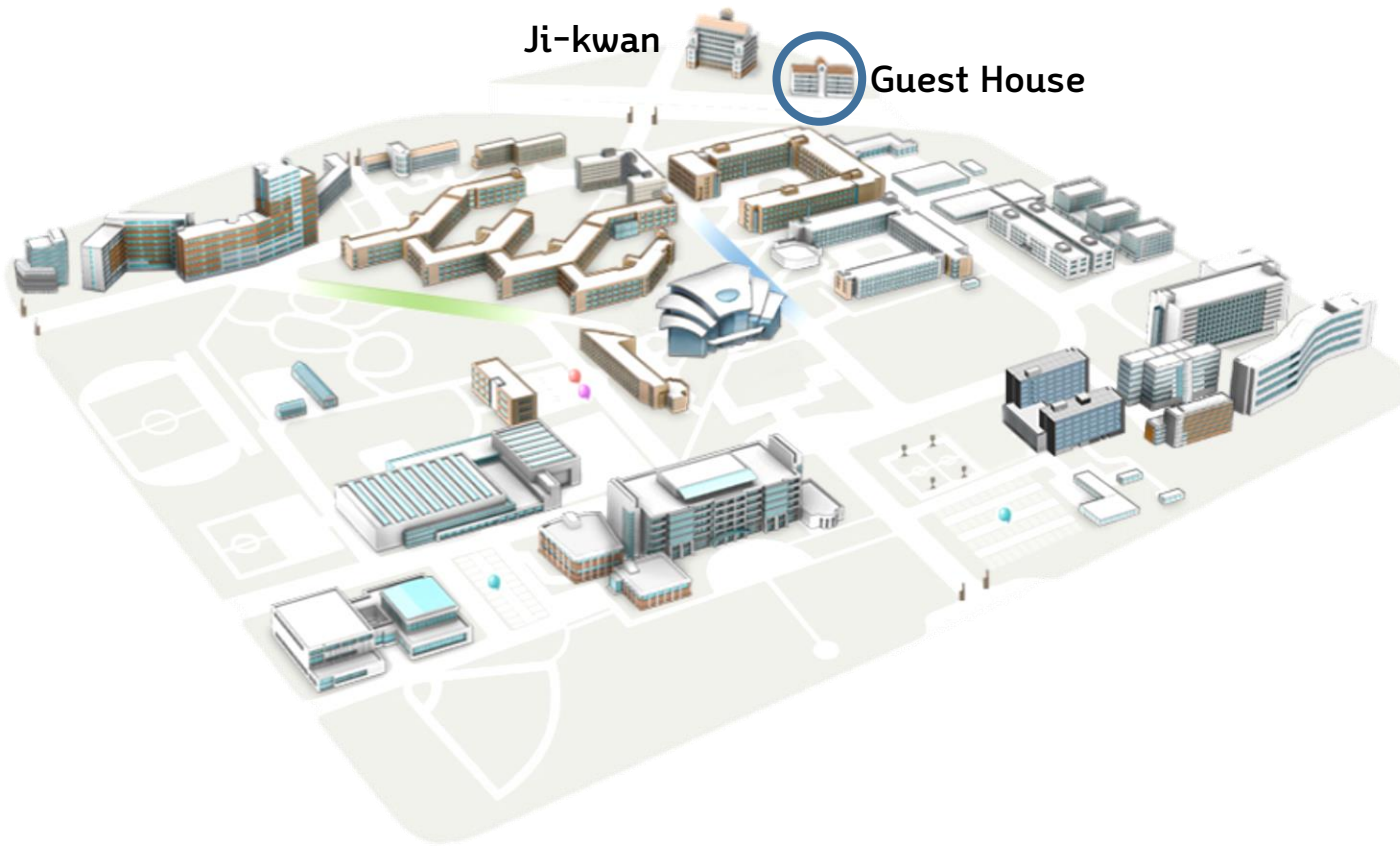
## Reservation Period

- Reservations can be made 6 months prior to your intended check-in date.

## Residence Period

- Minimum of 1 day ~ Maximum of 6 months(If you want to stay for more 6 months, just contact us, in advance.)
- If it is inevitable, the extension application would be permitted only for once, before your check-out date. (Please, note that your room may change. Your application may not be approved depending on the current reservation situation.)

# The location and Appearance



# Room condition

## Room type

- Single room: Only the applicant himself/herself can stay
- Double room: A couple is allowed to stay (However, before your check-in, your identification card would be checked.(e.g. passport) More than two residents would **not be permitted to stay.**)

| Room type                       |                            |
|---------------------------------|----------------------------|
| Single room(Studio)             | 26.4m <sup>2</sup> 16 room |
| Double room(Living room/2Rooms) | 46.2m <sup>2</sup> 8 room  |

# Guset House fee



## Fee

- Single room : 40,000 won per day
- Double room : 50,000won per day
- Superior(Single room) : 50,000won per day

# No deposit required

(If facilities or furnishings are damaged or missing, the cost would be charged)



## Payment

- Payment should be made by the day **before** the Check-in date
- Account transfer to a virtual account (Credit Card/Debit Card/Tax Bill are not available)
- Paying on the installment over months is available, only for those who are staying for more than 90 days (3 months)

ex) If a guest is staying for 100 days (3 months and 10 days), the guest has two options: to pay the full price before the check-in or to make two monthly Installment Payments for each month.

(e.g. Before your check in, 1/3 of the whole fee would be charged. Remaining charge would be collected each month by 1/3 of the whole fee, twice. )



# Reservation/Cancel Process and Refund Rules

## ▶ How to make a Reservation and Check-in

- On-line application through ASIS
- After the manager's approval, the guest should be required to print out the bill on his/her own
- Payment for the fee (If your payment has not been made by 4:00 pm of the day before your check in date, your reservation would be canceled automatically.)
- The guest is required to print out the Reservation Certificate (to identify the Room Number)
- Receiving your Room Key (Access Card) at the security office located in the main gate.

## ▶ Rules for Refund

(depends on the guest's cancellation/modification)

- Before check-in

|   | 100% Refund                         | 90% Refund                 |
|---|-------------------------------------|----------------------------|
| Short term reservation<br>(less than 3months) | Cancel 1days before the<br>check-in | Canceling on check-in date |
| Long term reservation<br>(more than 3months)  | Cancel 1days before the<br>check-in | Canceling on check-in date |

- After check-in: Reservations canceled after check in would be given refunds of remaining days. 10% fee would incur.(Including Cancellation on the day of check-in)

## ▶ How to Cancel/Modify a Reservation

- On-line cancel through ASIS or inquiry by making a phone call to the Housing office
- Reservation modification (date, room type) cannot be modified by the managers, therefore, the applicant himself/herself needs to make a new reservation after canceling the former reservation



# Check-in / Check-out process



## Check-in: 14:00 ~ 23:00

- Print out Reservation Certificate
- Visit Security Office > Identification Card and Reservation Certificate required)
- \*Ji-kwan security office.(Next to the Guest house)
- Receive the Entrance Key and Guidance for the Guest House
- Check-in



## Check-out: ~ 12:00(noon)

- The guests are required to clean their rooms and do the dishes before they leave
- Visit to Ji-kwan Security office > Return the Access Key.



## Damage

- The guests are liable for any damage caused to the allocated room(s) during their stay.
- Guest House staff can visit your room 1 day before check-out for checking. About 15:00.  
(Check-out on weekend, staff will visit on Friday)



# Note before the Reservation and Guidelines for Visitors

## Notes before Reservation

- Water, Toothpaste, Soap, and Shampoo need to be prepared individually
- Amenities, such as towels or toilet paper, will be provided only once. It is the guest's responsibility to purchase extra, or prepare extra towels or toilet papers in advance.
- Guesthouse does not provide with room cleaning services nor laundry services (changing bed sheets or towels). The guest is required to do the cleanings or laundries on his/her own.
- Garbage needs to be dumped in only in designated places.
- Single room is for one person only, and Double room is for two persons. We do not provide you with additional equipment, or amenities. **Reservation that does not match our Guest house's purpose cannot be confirmed.**

## Cooking Facilities and Cafeteria

- Cooking Facilities are provided in each room (with the dishware and utensils)

# Notes before the Reservation and Guideline for Visitor

## ☞ Guest Notes

- Read carefully about the notes of Facility Use.
- Do not modify or damage the facilities, furnishings and devices
- If you find any damage or problems in facilities, please contact our manager as soon as possible.
- Please cooperate for your safety, and reduction in our maintenance expense.
- Do not bring animals into the Guesthouse
- No smoking and No drinking indoors, or put your shoes on.
- **Do not let unauthorized visitors in.**
- **Do not bring inflammables to allocated rooms**
- Please refrain yourself from ill behavior that hinders the community life, such as screaming out loud.
- **You have to clean the room by yourself.**
- We can ask the guest for claim damages in case of poor cleaning and damaged guest house supplies.

**\* When a violation is detected immediately check-out)**

# Guest House communal facilities

## ☞ Guest House communal facilities (Single, Double, Superior)

- Parking lots : After check-in, you can receive Ji-kwan parking lots Card (for long term parking)
- Table, microwave, induction, refrigerator , electric rice cooker, fry pan, knife, dishes, cup, spoon set, TV, table, bed (queen size), bed(one pillow), closet, shoe rack, hanger, air conditioner, heater, vacuum cleaner, stand, iron, Washing machine, hair drier

# Single room facility

## ☞ Single (Studio)

- No extra towels, bed sheets, nor cleaning services would be provided during your stay
- Toothpaste/Toothbrush/Soap
- Water/Shampoo need to be prepared individually
- When Checking in, two towels and one toilet paper are provided to each person (No replacement, and no extra amenities would be given)
- Bathroom: Shower, toilet, sink, (no tub)



# Double room facility

## ☞ Double (Living room+ 2rooms)

- No extra towels, bed sheets, nor cleaning services would be provided during your stay
- Toothpaste/Toothbrush/Soap
- Water/Shampoo need to be prepared individually.
- When Checking in, 3 towels and 1 toilet paper are provided to each person (No replacement, and no extra amenities would be given)
- Room 1: Bed (queen size), one pillow, blanket, closet, iron, stand hanger, air conditioner
- Room 2: Bed (single size), one pillow, blanket





# Superior room facility

## ☞ Superior(Studio)

- Water need to be prepared individually.
- Amenities
- 3 towels (Can be changed once a week)
- 1 toilet paper
- Bed (queen size), one pillow, blanket, closet, iron, air conditioner





# Reservation Application

## Step 1. ACCESING THE ASIS

- > King go log-in
- > King-go info(ASIS)
- > Administration Service
- > ETC Apply
- > Guest house application Apply
- > Click on the[Reservation]Button

The screenshot displays the Sungkyunkwan University (SKKU) portal. The top navigation bar includes the university logo, a search bar, and links for '성명/내선번호/업무명', '로그아웃', and '내정보'. Below this is a row of icons for various services: 홈, 메일, 게시판, 전자결재, 업무결재, 지식경영, 정보광장(ASIS), 통합행정(ASIS), 지메일, 자료실, SNS, and 화상통화/채팅. The '정보광장(ASIS)' icon is highlighted with a yellow circle. A green banner below the icons reads '2020 학년도 대학운영방침' and 'Global Leading University 'SKKU''. Below the banner, there's a section for '메뉴달기' with a list of services: 인사/급여, 행정서비스, IT 서비스, and 연구. The '행정서비스' section is expanded, showing a grid of services: PUSH/SMS전송, 법인카드, 전자세금계산서, 기타신청업무, 문서수발, and 수업/성적. The '기타신청업무' section is further expanded, showing a list of services: 공간사용 신청(조회), 시설공사요청서(교원용), 관세감면서류의뢰서(교원용), 관세감면 사후관리대장, 관세감면서류 출력, 게스트하우스예약신청, and 피트니스 신청및조회. The '게스트하우스예약신청' service is highlighted with a yellow underline. Below this, there's a section for '게스트하우스예약신청' with a search bar and a '예약' button. The bottom of the page shows a footer with the university logo and the text '성균관대학교 기숙사 운영실'.

# Reservation Application

## Step 2. Reservation Guidance & Inputting Reservation Information

- > Please read Reservation Guidance. If you agree to it, mark a check sign.(V)
- > Reservation Information > Tap: Campus Division, and Room Type
- > Select: Check In/Check out date
- > Select: [Check Reservation available chance] Button

| 예약안내    |            |                     |            |           |            |
|---------|------------|---------------------|------------|-----------|------------|
| 예약정보    |            |                     |            |           |            |
| 예약일     | 2020/04/10 | 예약구분                | 예약신청       | 예약번호      |            |
| 성명/사번   | i          |                     |            | 캠퍼스구분     | 자연과학캠퍼스    |
| 룸타입     | 2인실        | CheckIn             | 2020/05/05 | Check Out | 2020/05/09 |
| 장단기구분   | 단기         | 총일수                 | 4          |           |            |
| 이용금액    | 160,000    | 보증금                 | 0          | 이용연제금액    | 0          |
| 보증금면제금액 | 0          | 납입대상금액              | 160,000    | 납부방식      | 일시불        |
| 분납횟수    | 0          | * 장기투숙자만 분납이 가능합니다. |            |           |            |

- > If there were to be any room available in the period, the payment notice would be automatically shown.  
However, if no rooms are available, the notice regarding the matter would come out automatically.  
(However, before the manager approves of the reservation application, all the rooms would be marked as available in the data processing.  
If multiple guests apply for the same guest house, it would be served on first-come-first-served basis.
- > If the guest's Accommodation Period is longer than 3 months, the system would regard the guest as 'a guest having extended stay,' automatically. In this case, the guest has two options for the payment: full payment or payment in installment.
  - Full payment needs to be paid before check in, by a single payment
  - The Installment Payment offers the option to spread payments over monthly installment
- ex. Guest accommodating for 4 months : may pay by installment payment plan, in maximum of 3 installments

# Reservation Application

## Step 3. Input the Information of Guest

- > When Checking in, the securities would check for the guest's identification card and see if it matches the personal information submitted in the reservation. Hence, the guests must record their personal information accurately in the reservation process.
- > Not allowed to Students
- > Please write exact purpose to use (ex. research X)
- > If the accompanying guest is not clear, approval for use is not possible.

## Step 4. Input the Personal Information of the one in charge of the reservation

- > Click the [Save] Button

게스트하우스예약하기

예약안내 | 예약정보

성명/사번 : 캠퍼스구분 자연과학캠퍼스

룸타입 2인실 Check In 2020/05/05 Check Out 2020/05/09

장단기구분 단기 총일수 4

이용금액 160,000 보증금 0 이용면제금액 0

보증금면제금액 0 납입대상금액 160,000 납부방식 일시불

분납횟수 0 \* 장기투숙자만 분납이 가능합니다.

투숙자정보 ☐ 예약자와 동일

투숙자명 투숙자 소속명 투숙사의 소속 국적 외국인

직위명 투숙자의 직위(학생X) 휴대폰 투숙자의 연락처

e-mail 투숙자의 연락가능한 메일주소 성별 ☐ 남자 ☒ 여자

방문목적 2020-1학기 00세미나로 인한 외부 인사 초청 목적(업무목적만가능)

동반 투숙자정보 투숙자와의 관계 동반인 이름 동반인 소속, 정보

담당자정보 ☒ 예약자와 동일 \* 게스트하우스 예약과 관련하여 연락가능한 담당자, 담당자 연락처를 반드시 입력해주세요.

담당자 담당자 연락처 01000000000

저장

# Reservation Application

## Step 5. After Checking the Approval, Print out the bill

> Guest house manager will check the applications and confirm them on that very day of submitting application (On weekday standards)

(Approval reservation : Mon ~ Fri 09:00~17:00 / **Approval is not available on weekends.**)

- > When the reservation is confirmed, the Bill will be issued
- > When the guests have checked their reservation screen, managers would change the reservation type to a [payment stand-by]
- > Select the 'Reservation Content' from the list, and check the following:
  - Tap the [Reservation Information] – for identifying the room number
  - Tap the [Payment Information] – [Bill Print] Button

**\*Bill print is only available before the payment**

## Step 6. Make your payment during the designated period (Account Transfer)

# Reservation Application

## Step 7. Check in after the Confirmation of your Reservation

- On the day, manager will make the reservation to definite after checking the payment.  
(On weekday standards)
- If the 'Reservation' on the list changes to 'Reservation Confirmed,'
- [Reservation Certificate Print] Button would pop up
- Print out the Reservation Certificate
- You must have Reservation Certificate in order to Check-in
  
- Schedule change and cancellation : 031-290-5181

Guest House inquiry : 031-290-5181