

Guideline for Alien Registration



KDI SCHOOL
KDI School of Public Policy and Management

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How to make a reservation
to visit the Immigration office?

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How can
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IMPORTANT

1.

All foreigners are required to complete the Alien Registration by visiting the Immigration Office **within a week at the latest** of arrival at KDIS campus.

2.

Make a reservation through the system of Ministry of Justice.

<https://www.hikorea.go.kr/Main.pt>

3.

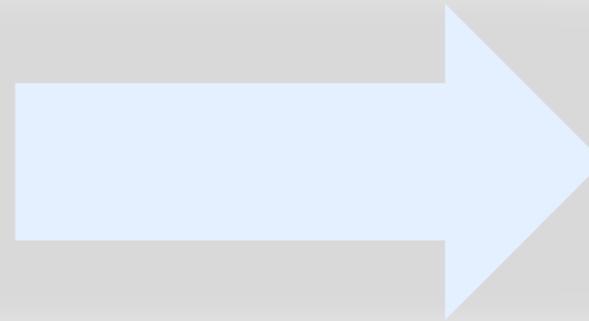
You will receive your Alien Registration Card (ARC) after finishing the Alien Registration within 2 week, after which **you must submit a scanned copy of ARC to the Student Affairs Division.** *email: Ms. Boeun Suong(be_suong@kdischool.ac.kr)

Alien Registration Procedure

⋮



Within 1 weeks



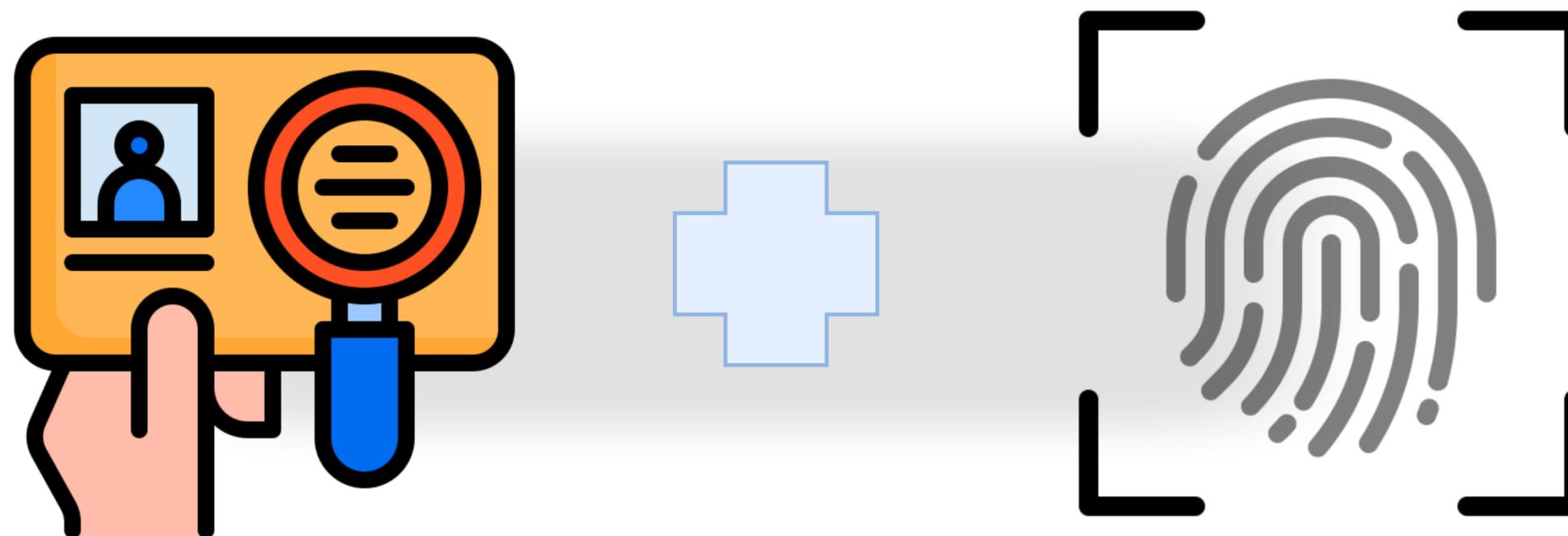
1. Please make a visit reservation at the Daejeon Immigration Office
2. **within 1 week at latest** from the date your arrival at KDIS.

All your documents must be accurate.



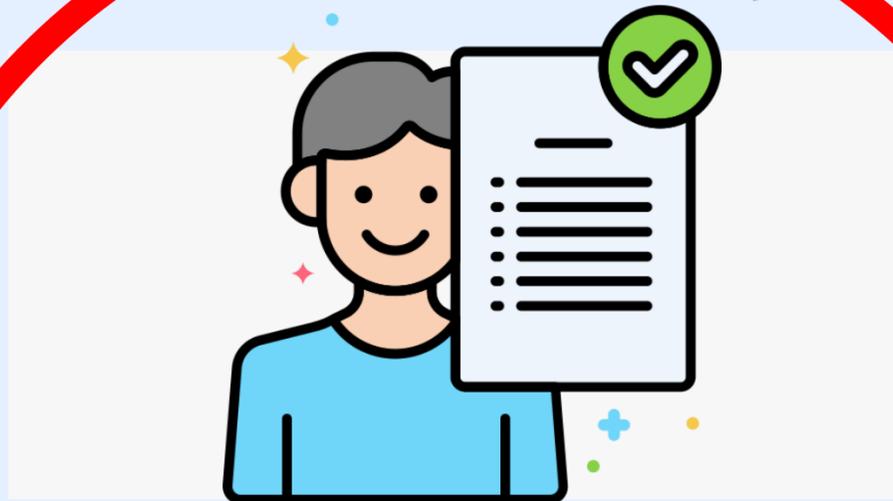
2. Before visiting the **Daejeon Immigration Office**, carefully check that you have prepared all the documents you need to obtain the ARC.

3. Please visit the Daejeon Immigration Office on the selected reservation date.



4. You should explain that you are a **KDIS student** and submit you paperwork. Then, you will register your **fingerprints**.

5. Select the method of delivery to receive your ARC



In person

***highly Recommended**



Delivery to KDI School Dormitory

The house master will keep your card.

There is a risk of loss during delivery, **so I recommend visiting in person the most.**

Format for your ARC submission to School

[ARC] YOUR STUDENT ID_ Name

When you receive the ARC, scan both sides of the card or take a picture and paste it in the table below. Please make sure to convert this document into PDF and submit it.

ID	
NAME	
COUNTRY	
DATE OF BIRTH	
Expiration Date (만료일자)	*Your stay in Korea is valid ONLY until the expiration date.

ARC (front)



ARC (back)



6. When you receive you ARC, you must submit a scanned copy of the front and back of the ARC to the Student Affairs Division via email

✉Email: be_suong@kdischool.ac.kr

User Guide for **Self-Registration of Alien Registration Card**

Q1. How to make a reservation to visit the Immigration office?

1. Visit the HIKOREA website <https://www.hikorea.go.kr/Main.pt>
Please change the language to **English**, “Click to here(English)”

Petition Application > Reserve Visit > Visit Reservation Application

How to use Visit Reservation

How to use Visit Reservation | verification | Fill in the application form

A visit reservation allows you to arrange a date and time on-line before visiting an immigration office - just as you would reserve a flight/movie ticket or make an appointment with your doctor.

If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.

- Available time for online reservations: 24/7
- Who can use the services: registered HiKorea members only
- One-day advance policy: you should make a reservation at least one day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.
- * Reservations for the extension of stay can be made up to 4 months in advance of the expiration date of stay
- Cancellation of reservations: you can cancel a reservation until the day before the appointment date. (You cannot cancel your reservation on the appointment day.)
- Void reservation: please be advised that if you cancel a reservation, or if you do not make an appearance until five minutes past the arranged time or designate a wrong office or counter, your appointment becomes ineffective.

※ As of May 29, 2017, reservations for visit can be made using civil petitioner's real name only. Therefore, those who want to make reservations for visit are required to log in after signing up for the membership, or become authenticated as non-members.

Please print out your receipt, make sure that all the details of the appointment are in order (such as the office, date and time, counter or reservation number, etc.), and present it when you come for the appointment.

Please go to [My e-Applications > Manage e-Applications] to check your reservation or print out a receipt.

For more information, please call our Immigration Contact Center at ☎ 1345 from anywhere in Korea.

- Notes for Reservation
 - The Ministry of Justice will regularly check the IP addresses of persons who make Visit Reservations. Please be noted that those who are caught in wrongful acts, including securing many time slots for Visits using others' personal information, will face criminal punishment.
 - If you have paid your delinquent health insurance premiums within the past 5 days through a Utility Bill Payment Machine or through the Internet Giro Service (www.giro.or.kr), please make sure to bring the receipt of your payment with you when visiting the Immigration (Branch) Office.
 - Please reserve a date before expiry date of Period of Stay or the statutory reporting period.
 - Visiting after expiry date of Period of Stay or the statutory reporting period may result in imposition of administrative fines (or penalty).
 - In case no time slots are available before expiry date of Period of Stay or the statutory reporting period, please visit a local immigration office prior to the expiry date.
 - Please note that reserving a visit is to reserve a time slot to visit a relevant immigration office and does not mean receipt of civil petitions.

I have read and understood the information above.

Visit Reservation Application (Member) | **Visit Reservation Application (Non-member)**

2. You will have to check on "I have.." and click on "Non-member"

Petition Application > Reserve Visit > Visit Reservation Application

Identity Verification for Visit Reservation

How to use Visit Reservation | verification | Fill in the application form

Notes for Visit Reservation

An applicant must carefully choose a reservation date to visit an office in consideration of his or her visa expiration date or the deadlines for reporting changes regarding his or her stay. Failure to do so will cause him or her a penalty or other disadvantages.

Identity authentication | **Identity verification using passport number** | Identity Verification for Visa Issuance Number

* Passport No. **A1234567890**

* Nationality

CHINA P. R. CHINA P. R. INDIA INDONESIA

JAPAN KOREA MONGOLIA PHILIPPINES

RUSSIA RUSSIA THAILAND UNITED STATES

VIETNAM

Others

* Date of Birth **2000-01-30** (Enter 8 characters, ex.19701123)

See an example



3. Check

4. Write down your Passport NO

5. Find your Nationality

6. Write down your Date of Birth

7. Click

Confirm | Cancel

Petition Application

e-Application

Reserve Visit

Visit Reservation Application

Reserve Visit Status(non-member)

Preliminary Declaration of Voluntary Departure

Visit Reservation Application

Online reservation verification **Fill in the application form**

Please fill in all required fields.

* Competent Authority: **Daejeon Immigration Office**

Detailed Search: **Detailed Search** *Your application cannot be processed when filed to an office outside its jurisdiction.

* Booth category: **Others(2021.05.01 ~)**

* Booth details: Registration, Extension of stay, Change of status, Re-entry permission, Visa Issuance, Certifications(except H-2 Visa), Notification, Counselling, etc for Foreigners, Notification of residency for Overseas Korean.

* Accepted applications: **Application of Sojourn**

* Visitor Name: [Name] **Unable to change Visitor name**

Registration Residence Report

* Select a task: **Foreign Resident Registration** (issue of Alien Registration card)

Phone Number: [] - [] - []

Mobile number: [] - [] - []

* Password(4-digit Number): [] [] [] []

* Date of Visit: [] [] [] [] **12. Click**

Purpose of Visit: []

[Guidelines for E-revenue stamp website visitor]
 'E-revenue stamp website' If you visit (0) and sign up for membership in advance, you will be able to quickly and conveniently purchase the revenue stamp (paper type) with a credit card.

8. You have to choose "Daejeon Immigration Office"

9. Check on "Others(2021.05.01~)"

10. Please select "Foreign Resident Registration"

11. Make your own 4-digit password

12. Click

Select Date/Time for Visit Reservation

Number of Visitors	1	12minute
Notice	Can reserve from 2022-01-13 ~ 2022-03-12 is available.	

13. Select the visiting date that you want

*your visit date must be after your quarantine

2022년 1월

일	월	화	수	목	금	토
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Selected Date : 2022-01-12

09:00 (3/3)	10:00 (3/3)	11:00 (3/3)	13:00 (3/3)
09:12 (3/2)	10:12 (3/1)	11:12 (3/3)	13:12 (3/3)
09:24 (3/1)	10:24 (3/3)	11:24 (3/3)	13:24 (3/3)
09:36 (3/0)	10:36 (3/3)		13:36 (3/1)
09:48 (3/3)	10:48 (3/2)		13:48 (3/2)
14:00 (3/3)	15:00 (3/3)	16:00 (3/3)	17:00 (3/1)
14:12 (3/3)	15:12 (3/1)	16:12 (3/2)	17:12 (3/0)
14:24 (3/2)	15:24 (3/3)	16:24 (3/1)	17:24 (3/2)
14:36 (3/1)	15:36 (3/1)	16:36 (3/1)	
14:48 (3/1)	15:48 (3/0)	16:48 (3/0)	

- Selected Date(You can apply on the following day)
- Reservation Unavailable(Reservation expiration)
- Time schedules, which are already reserved, are grayed out
- If you are unable to schedule an in-person visit before your visa expiration date, or deadlines to report any change of your stay, we suggest using an online petition.
- Reservation time slots are currently in limited operation to prevent the spread of COVID-19.

Close

14. Select the visiting date's time.
If the background color are dark-grayed, you can not select.
So you have to select the date that has white color background.

15. Please check the guideline.

Petition Application

e-Application

Reserve Visit

Visit Reservation Application >

Reserve Visit Status(non-member) >

Preliminary Declaration of Voluntary Departure

Home > Petition Application > Reserve Visit > Visit Reservation Application

Visit Reservation Application

Online reservation verification **Fill in the application form**

Please fill in all required fields.

* Competent Authority	Daejeon Immigration Office
Detailed Search	Detailed Search ※Your application cannot be processed when filed to an office outside its jurisdiction.
* Booth category	<input type="radio"/> Others(2021.05.01 ~) <input type="radio"/> Scheduling Appointment for Naturalization, Recovery of Nationality etc. <input type="radio"/> Global Talent Visa Center (INNOPOLIS DAEDEOK) ※ Applications are not processed if filed at counters not responsible for the relevant matter.
Booth details	Counseling is not for Reservation. Please call 1345 for Counseling Services.
* Accepted applications	Booth category is required.
* Visitor Name	김영민 김영민 Unable to change Visitor name
Phone Number	- -
Mobile number	Selec - - ※ If you don't fill your mobile phone number, messages will not be sent out. When you visit our office, please bring the reservation confirmation letter with you.
* Password(4-digit Number)	
* Date of Visit	<input type="text"/> ※ Failure to extend your stay before your visa expiration date or report changes considering your stay before given deadlines will incur a penalty or other sanctions. If you fail to make a reservation to extend your stay before the visa expiry date, you must visit a local immigration office and seek instructions.
Purpose of Visit	

[Guidelines for E-revenue stamp website visitor]
 'E-revenue stamp website' If you visit (0) and sign up for membership in advance, you will be able to quickly and conveniently purchase the revenue stamp (paper type) with a credit card.
 ※ However, please purchase it except alien registration card application fee (Pay it on the date of your visit).
[\[Go to E-revenue stamp website\]](#)

TOP

16. Click Apply Rewrite Cancel

Confirm Visit Reservation

17. Your reservation is completed



Reservation is completed

- Please prepare necessary documents before your visit.
 (Guidance on submissions: Immigration Contact Number 1345)
 - Print out the receipt below 2022.01.27 15:00 에 Others(2021.05.01 ~) (오)로 가시면 됩니다.

Registration Receipt

Registration Number	00000000000000000000	<input type="button" value="Print"/>
Competent Authority	Daejeon Immigration Office	
Booth category	Others(2021.05.01 ~)	
Call No.	74	
Visitor Name	김민준	
Date of Visit	2022.01.27 15:00 (*Please visit 10 minutes early for reserved time.)	
Number of Visitors	1	
Purpose of Visit		

Fill Out Civil Petition Application Form

How to Fill Out the Civil Petition Application Form and How to Purchase a Revenue Stamp

- Please make your application form and revenue stamp ready before coming to the counter for speedier processing.

Notice about reservation cancellation and no-show

- You can cancel a reservation up to 1 day before the scheduled date of visit. If you cancel a reservation on the reserved date of visit, or are at least five minutes late from the reserved time, your reservation will be processed as No-Show. If you have a record of at least 3 No-Shows without any prior notice, your access to the reservation system will be restricted for a certain period of time

TOP

18. Click

19. Print out this appointment receipt and visit the immigration office with this document

Ministry of Justice
Korea Immigration Service

방문 예약 접수증
(Appointment Receipt)

- 접수번호(Receipt No.) 00000000000000000000 (접수일자 : 2022. 01. 12.)
- 담당기관(Office Name) 대전출입국·외국인사무소 (Daejeon Immigration Office)
- 접수창구 구분(Window Name) 체류허가 신청 접수예약(2021.05.01 ~) Others(2021.05.01 ~)
- 방문예약일시(Appointment Date/Time) 2022. 01. 27. 15:00 (*Please visit 10 minutes early for reserved time.)
- 호출번호(Call No.) 70번
- 방문자 성명(Applicant Name) 김민준
- 방문자 수 또는 초청자 수 (Number of foreigners) 1명
- 방문목적(Purpose of visit)

· 민원신청서 작성 및 수입인자 구입(Filling In the Form and Buying government Stamps)
 - 보다 신속한 민원상담을 위해 창구 방문에 앞서 민원신청서와 수입인자를 준비하여 주시기 바랍니다.
 (For better application consulting, please have the application form completed and government stamps ready.)

· 예약취소 및 예약부도(Policy for Cancellation of Appointment and No-Show)
 - 예약취소는 방문예정일 1일 이전까지 가능하며, 방문당일 예약을 취소하거나 예약시간에서 5분이 경과하는 경우 모두 예약부도로 처리되오니 유의하시기 바랍니다.
 (Reservations can be canceled until the day before the appointment. Please be advised that if the applicant cancels on the day of the appointment, or is more than 5 minutes late, then the reservation will be rendered void.)
 * 3회 이상 예약부도 시, 일정기간동안 방문예약 서비스 이용이 제한됩니다. (If an applicant misses more than 3 appointments without prior notification, he/she will temporarily be denied reservation privileges.)
 * 업무처리 예정외국인 수 또는 초청외국인 수 보다 실제 방문하시는 인원이 많은 경우 민원 처리가 지연됩니다.
 (The application will not be processed if number of visitors you enter here doesn't match the actual number of people on the day of your appointment.)

- 예약취소 : [하이코리아]-[마이 페이지]-[발문인원 신청현황]-해당인원 조회-취소
 (Cancellation of Appointment : [Hi Korea]-[my page]-[Appointment Status]-Select the application-Cancel)
 * 하이코리아 웹 주소 : www.hikorea.go.kr
 외국인종합안내센터(Foreigner Complex Counseling center) 1345

Q2. How can I Change the date?

Petition Application > Reserve Visit > Reserve Visit Status(non-member)

5. Click your visiting date

Application term: 20220112 ~ 20220712 | Process Status: All | Search

Registration Number: []

Print out Receipt

- Please select a visit reservation date or type of application to print out a Receipt.

List

Number	Visit Reservation Date	Application	Process Status	An immigration office reserved to visit
1	2022. 01. 28 14 : 12	Application of Sojourn	Reserved	Daejeon Immigration Office
2	2022. 01. 27 15 : 00	Application of Sojourn	Cancel	Daejeon Immigration Office
3	2022. 01. 12 15 : 36	Application of Sojourn	Cancel	Daejeon Immigration Office

FIRST | [] | [] | END

HiKorea provides convenient online application services.

Petition Application | Information Lookup | Smart Entry Service | Information sharing corner | News & Announcements

Petition Application > Reserve Visit > Reserve Visit Status(non-member)

6. Write down your 4 digit password when you make a reservation to visit Immigration office.

Registration Receipt

Registration Number	734A2300-4750
Competent Authority	Daejeon Immigration Office
Booth category	Others(2021.05.01 ~)
Call No.	60
Visitor Name (초청자 Name)	이성민, 김민준, 김민준
Date of Visit	2022.01.28 14:12 ~ 2022.01.28 15:00 (Please select a date and time to visit the office)
Number of Visitors (초청자수)	1
Purpose of Visit (피초청자 인적사항)	
* 비회원 비밀번호 (방문예약 신청했을 때 입력한 비밀번호)	[]

Print | Edit | Cancellation of reservation | List

7. Click

민원신청서 내려받기

How to Fill Out the Civil Petition Application Form and How to Purchase a Revenue Stamp

- Please make your application form and revenue stamp ready before coming to the counter for speedier processing.

Notice about reservation cancellation and no-show

- You can cancel a reservation up to 1 day before the scheduled date of visit. If you cancel a reservation on the reserved date of visit, or are at least five minutes late from the reserved time, your reservation will be processed as No-Show.

※ Access to Visit Reservation Services may be restricted for certain period for missing Visit Reservations more 3 times without prior notice.

Petition Application

e-Application

Reserve Visit

Visit Reservation
Application >Reserve Visit
Status(non-member) >Preliminary Declaration
of Voluntary Departure

방문예약 수정

Fill in the application form

* Please fill in all required fields.

* Competent Authority	Daejeon Immigration Office
* Booth category	<input checked="" type="radio"/> Others(2021.05.01 ~) <input type="radio"/> Scheduling Appointment for Naturalization, Recovery of Nationality etc. <input type="radio"/> Global Talent Visa Center (INNOPOLIS DAEDEOK) <small>※ Applications are not processed if filed at counters not responsible for the relevant matter.</small>
Booth details	Registration, Extension of stay, Change of status, Re-entry permission, Visa Issuance Certifications(except H-2 Visa), Notification, Counseling, etc for Foreigners, Notification of residency for Overseas Korean.
* Accepted applications	<input checked="" type="radio"/> Application of Sojourn
* Visitor Name	 Unable to change Visitor name
* Select a task	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 2px;">Registration</div> <div style="border: 1px solid gray; padding: 2px;">Residence Report</div> </div> <input checked="" type="checkbox"/> Foreign Resident Registration <input type="checkbox"/> reissue of Alien Registration Card <input type="checkbox"/> visa extension <input type="checkbox"/> change of visa status <input type="checkbox"/> granting a visa <input type="checkbox"/> permit for other activities beyond current visa status <input type="checkbox"/> change/addition of workplace <input type="checkbox"/> re-entry permit (single/multiple) <input type="checkbox"/> change of residence <input type="checkbox"/> Change of Registration Matters (Passport Information)
	Phone Number
Mobile number	Selec <input type="text"/> - <input type="text"/> - <input type="text"/> <small>※ If you don't fill your mobile phone number, messages will not be sent out. When you visit our 여디, please bring the reservation confirmation letter with you.</small>
* Password(4-digit Number)	<input type="password"/>
* Date of Visit	<input type="text"/>  <input type="text"/> <small>※ Failure to extend your stay before your visa expiration date or report changes considering your stay before given deadlines will incur a penalty or other sanctions. If you fail to make a reservation to extend your stay before the visa expiry date, you must visit a local immigration office and seek instructions.</small>
Purpose of Visit	<input type="text"/>

8. Click



TOP

[Guidelines for E-revenue stamp website vustor]

E-revenue stamp website If you visit (0) and sign up for membership in advance, you will be able to quickly and conveniently purchase the revenue stamp (paper type) with a credit card.

※ However, please purchase it except alien registration card application fee (Pay it on the date of your visit).

[\[Go to E-revenue stamp website\]](#)

hikorea.go.kr/resv/ResvPopupR.pt

Select Date/Time for Visit Reservation

Number of Visitors	1	12minute
Notice	Can reserve from 2022-01-13 ~ 2022-03-12 is available.	

2022년 1월						
일	월	화	수	목	금	토
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Selected Date : 2022-01-28

09:00 (3/3)	10:00 (3/0)	11:00 (3/0)	13:00 (3/1)
09:12 (3/0)	10:12 (3/0)	11:12 (3/0)	13:12 (3/1)
09:24 (3/0)	10:24 (3/0)	11:24 (3/0)	13:24 (3/1)
09:36 (3/0)	10:36 (3/1)		13:36 (3/0)
09:48 (3/0)	10:48 (3/0)		13:48 (3/0)
14:00 (3/2)	15:00 (3/2)	16:00 (3/0)	17:00 (3/0)
14:12 (3/3)	15:12 (3/0)	16:12 (3/0)	17:12 (3/0)
14:24 (3/3)	15:24 (3/1)	16:24 (3/0)	17:24 (3/2)
14:36 (3/0)	15:36 (3/0)	16:36 (3/0)	
14:48 (3/0)	15:48 (3/0)	16:48 (3/0)	

Selected Date(You can apply on the following day)
 Reservation Unavailable(Reservation expiration)
※ Time schedules, which are already reserved, are grayed out
※ If you are unable to schedule an in-person visit before your visa expiration date, or deadlines to report any change of your stay, we suggest using an online petition.
※ Reservation time slots are currently in limited operation to prevent the spread of COVID-19.

[Close](#)

9. You can change the visit date

- e-Application
- Reserve Visit
- Visit Reservation Application >
- Reserve Visit Status(non-member) >
- Preliminary Declaration of Voluntary Departure

Fill in the application form

Please fill in all required fields.

* Competent Authority	Daejeon Immigration Office
* Booth category	<input checked="" type="radio"/> Others(2021.05.01 ~) <input type="radio"/> Scheduling Appointment for Naturalization, Recovery of Nationality etc. <input type="radio"/> Global Talent Visa Center (INNOPOLIS DAEDEOK) <small>※ Applications are not processed if filed at counters not responsible for the relevant matter.</small>
Booth details	Registration, Extension of stay, Change of status, Re-entry permit, Visa Issuance Certifications(except H-2 Visa), Notification, Counseling, etc for Foreigners, Notification of residency for Overseas Korean.
* Accepted applications	<input checked="" type="radio"/> Application of Sojourn
* Visitor Name	<input type="text" value="HONGSANG HONG"/> Unable to change Visitor name
* Select a task	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 2px;">Registration</div> <div style="border: 1px solid gray; padding: 2px;">Residence Report</div> </div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Foreign Resident Registration <input type="checkbox"/> reissue of Alien Registration Card <input type="checkbox"/> visa extension <input type="checkbox"/> change of visa status <input type="checkbox"/> granting a visa <input type="checkbox"/> permit for other activities beyond current visa status <input type="checkbox"/> change/addition of workplace <input type="checkbox"/> re-entry permit (single/multiple) <input type="checkbox"/> change of residence <input type="checkbox"/> Change of Registration Matters (Passport Information)
	<input type="text"/> - <input type="text"/> - <input type="text"/>
Phone Number	
Mobile number	<input type="text"/> - <input type="text"/> - <input type="text"/> <small>※ If you don't fill your mobile phone number, you will receive a reservation confirmation letter with you. please bring the reservation confirmation letter with you.</small>
* Password(4-digit Number)	<input type="text"/>
* Date of Visit	<input type="text" value="2022-01-26 15:00~15:12"/> <small>※ Failure to extend your stay before your visa expiration date or report changes considering your stay before given deadlines will incur a penalty or other sanctions. If you fail to make a reservation to extend your stay before the visa expiry date, you must visit a local immigration office and seek instructions.</small>
Purpose of Visit	<div style="border: 1px solid gray; height: 40px;"></div>

TOP

[Guidelines for E-revenue stamp website vistor]

'E-revenue stamp website' If you visit (0) and sign up for membership in advance, you will be able to quickly and conveniently purchase the revenue stamp (paper type) with a credit card.

※ However, please purchase it except alien registration card application fee (Pay it on the date of your visit).

[\[Go to E-revenue stamp website\]](#)

10. Write down your

4 digit password

11. Click

Hi-Korea

Confirm Visit Reservation

Reservation is completed

- Please prepare necessary documents before your visit.
 (Guidance on submissions: Immigration Contact Number 1345)
 - Print out the receipt below 2022.01.26 15:00 예 Others(2021.05.01 ~) (요일로 가시면 됩니다.)

Registration Receipt		<input type="button" value="Print"/>
Registration Number	TRK420201708	
Competent Authority	Daejeon Immigration Office	
Booth category	Others(2021.05.01 ~)	
Call No.	70	
Visitor Name		
Date of Visit	2022.01.26 15:00 (Please visit 10 minutes early for reserved time.)	
Number of Visitors	1	
Purpose of Visit		
<input checked="" type="button" value="Confirm"/>		

12. Click

■ Fill Out Civil Petition Application Form
 ■ How to Fill Out the Civil Petition Application Form and How to Purchase a Revenue Stamp
 - Please make your application form and revenue stamp ready before coming to the counter for speedier processing.
 ■ Notice about reservation cancellation and no-show
 * You can cancel a reservation up to 1 day before the scheduled date of visit. If you cancel a reservation on the reserved date of visit, or are at least five minutes late from the reserved time, your reservation will be processed as No-Show; if you have a record of at least 3 No-Shows without any prior notice, your access to the reservation system will be restricted for a certain period of time.



Thank you

If you need any help..



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