

Guide to use Ajou Service Center

LOCATION : NEW STUDENT UNION BUILDING #116

OFFICE HOURS : 09:00 ~ 18:00 (MON-FRI)

TEL : +82-31-219-1541~4

STUDENT ID	<ul style="list-style-type: none"> ■ Re-Issuance (a lost card or damage by students' own fault) Make a lost card report at ASC → Submit an application for re-issuance → Pay re-issuance fee (KRW 11,000) → Receive a new card next morning (except for holidays and weekends) ■ Re-Issuance (chip-damage of ID, Free of Charge) Submit an application for re-issuance → Receive a new card the next morning (except for holidays and weekends) ■ Extension of Validity Submit an ISIC application form at ASC (Free of Charge)
CERTIFICATE	<ul style="list-style-type: none"> ■ Applying in Person Visit ASC → Submit Student ID → Get certificates Available Time : Weekdays 09:00~18:00 (except for holidays) ■ Applying by Automatic Certificate Issuing Machine (recommended) Go to the machine (in front of ASC) → Get certificates Available Time : Weekdays 09:00~22:00 Weekends & Holidays 09:00~18:00 ■ Issuance Fee KRW 500 for English/Korean version of Certificate
INSURANCE	<ul style="list-style-type: none"> ■ Definition University management's reparation liability insurance ■ For Whom Students(must be enrolled) injured by an accident (excluding an intentional accident) on campus ■ Applying Visit ASC → Submit documents ■ Insurance Coverage Amount Up to KRW 2,000,000 per accident
LOST & FOUND INTERNET & SCANNER	<ul style="list-style-type: none"> ■ Lost & Found Check for lost items at ASC ■ Using Internet & Scanner Services are available at no charge