KAIST

Office of Admissions

2016 Fall(regular)
Graduate Admissions

* Word format of Form 2 & 3 can be downloaded at Admissions web site.

Korea Advanced Institute of Science and Technology

Admissions Procedures

Eligibility

International applicants must satisfy ALL of the following requirements:

1) He or she holds or will hold a bachelor's degree by August 31, 2016 (for master's applicants) or,

He or she holds or will hold a bachelor's and master's degree by August 31, 2016 (for doctoral applicants).

2) He or she is NOT a citizen of Korea.

(Korean citizens who hold dual citizenship are not eligible to apply as international students.)

※ Note: **International applicants of Korean ethnicity**, regardless of birth place, MUST read the instructions below. International applicants of Korean ethnicity MUST additionally satisfy ONE of two requirements below.

1) Both of the applicant's parents are not citizens of Korea or;

2) The applicant must have received his/her entire elementary, junior high, high school, and undergraduate education outside of Korea at the comparable and equivalent level of those provided in Korea (for master's applicants) or, he or she received entire elementary, junior high, high school, and undergraduate education outside of Korea and also received a master's degree in or outside of Korea at the comparable and equivalent level of those provided in Korea (for doctoral applicants). In this case, international schools located in Korea are not acknowledged as foreign schools. Applicants of Korean ethnicity who completed their entire education (elementary, junior high, high school, and undergraduate) outside of Korea should submit the Certificate of the Facts Concerning the Entry & Exit issued by the Korean Immigration Office. The certificate should have been issued recently.

※ Note: International students of Korean ethnicity who do not meet at least one of the conditions above CANNOT apply for International Admissions. Instead, they must apply for **Korean Admissions**. (http://admission.kaist.ac.kr/graduate)

Admissions timeline

1) Online application
  March 29th, 2016 ~ April 19th, 2016
  All applicants must apply online through https://apply.kaist.ac.kr/intergradapply.
  The application system will be activated from March 29th 10a.m. to April 19th 5p.m.
  Please read the instructions carefully before starting the application.

2) Document submission by post
  By April 26th, 2016
  All materials must be received by KAIST Admissions Office by the official due date.
  Late application will not be considered.

3) Arrival check of submitted documents
  April 11th, 2016 ~ April 26th, 2016
  Please check the arrival status of your application at https://apply.kaist.ac.kr/intergradapply.
  If it mentions any missing documents or additionally required documents, please send all supplementary documents to the admissions office.

4) Application review
  May 9th, 2016 ~May 27th, 2016
  Respective departments will contact applicants individually between May 9th and May 27th, if an interview is necessary.

5) Admissions notification
  5:00p.m., June 24th, 2016
  Admissions results will be posted on the KAIST admissions website along with registration instructions.
  http://admission.kaist.ac.kr/international/

※ THE TIMELINE IS BASED ON LOCAL TIME IN SOUTH KOREA AND IS SUBJECT TO CHANGE.

Procedures at a glance

STEP 0	It is recommended that applicants contact the department office to check if there is a possible advising professor before application. However, It is not mandatory to have a possible advising professor at KAIST before application. * Note: Contact information of department offices: page 6-8
STEP 1	Visit http://admission.kaist.ac.kr/international/ and click on "Online Application for Graduate 2016 Fall(regular)". Please read instructions carefully before you begin your application.
STEP 2	Fill out the online application form completely according to the instructions and save the file.
STEP 3	Check whether all the information is correct. * Note: After paying the application fee, you will not be allowed to modify your application form and the fee will not be refunded. Please verify that all information is correct before paying the application fee.
STEP 4	Pay application fee by credit card or bank transfer.
STEP 5	Print out your online application form. * Note: The Application Number should be kept for further procedures and to check the final admission decision.
STEP 6	Send a hard copy of the online application form along with all supporting materials to the Admissions Office. * Note: Applicants who do not send hard copies of the application materials to the Admissions Office will be excluded from the evaluation process even if the online application is complete. **1. Document Submission**: Put all the required documents in an envelope. Send your application package via registered post mail or express mail. You may also visit our office and submit the documents in person. **2. Deadline: April 26th, 2016** **3. Address:** KAIST, Admissions Office (Graduate) E11 Bldg., 5F, Rm#508A, 291 Daehak-ro, Yuseong-gu, Daejeon 34141 Republic of Korea T. +82-42-350-2352, 2354
STEP 7	Check whether the submitted documents have arrived or there are any missing documents. * Note: Make sure to visit the admissions website (https://apply.kaist.ac.kr/intergradapply) for document arrival check from April 11th to April 26th. We will not contact you individually. If you have any missing documents, your status is incomplete. Please send supplementary documents again to the Admissions Office before the deadline.
	Submission complete
STEP 8	Check your email often between May 9th and May 27th. Respective departments will contact applicants individually if an interview (phone interview) is necessary. * Note: Interview may or may not be included in the admission process depending on each department's evaluation procedure.
STEP 9	Check your final admission result on June 24th at http://admission.kaist.ac.kr/international/

Required documents

0. Document checklist (Form 1)

1. Application form (online application)
- Print out after completing the online application and include it in application package with other supporting materials.

2. Statement of Financial Resources (online application)
- Form can be found in the online application.
- Global IT Technology Program applicants should contact department office for detailed direction before writing the form.

> **1) Self-support or Parental Sponsor:**
> If you choose self-support or parental sponsor as your means of financial resources, you should attach a bank statement showing the capacity to meet a year of educational expenses at KAIST.
> - Tuition & fees (2015):
>   Techno MBA 12,360,000 KRW/semester
>   Finance MBA 15,600,000 KRW/semester
>   Others 9,559,000 KRW/semester
>
> * The tuition & fees for 2016 are subject to change, and the information above should be used as a guideline for estimating charges.
>
> **2) Government/Organization Scholarship:**
> If you are selected as a government scholarship recipient in your home country, you should attach a notarized certificate of sponsorship. KAIST may not support KAIST scholarships when the applicants are sponsored more than the living expenses KAIST scholarships provide. NIIED's Korean Government Scholarship Program (KGSP) is not available in this admission.
>
> **3) KAIST Scholarship:**
> If you need financial aid you can apply for KAIST scholarship by selecting KAIST scholarship in the form. KAIST scholarship recipients will be announced with the admission result.
> The scholarship amount and conditions are set prior to students' enrollment based on the merits of the applicant. KAIST Scholarship Committee will examine further exemption of tuition and fees every year. KAIST scholarship recipients are generally exempt from paying tuition and fees. A monthly allowance of 300,000 KRW and the National Health Insurance fee are supported by the recipient's advisor/department.

3. Two recommendation letters (Form 2)
- Two recommendation letters from your professors are required. Letters should be signed and sealed across the back of its envelope by a recommender.
- Applicants who are working can also get recommendation letters from their supervisors.

Supervisors are not required to use the letter form provided by KAIST but the letter must be written on a company letterhead showing the company's full address, telephone and email address. The letter must be stamped with the company's official seal.
- If a recommender is mailing the letter separately, have him/her mail to the Admissions Office by the deadline.
- We do not accept recommendation letters via email.

4. Certified copy of degree/diploma
- Copies of bachelor's degree and master's degree (for doctoral applicants) certificate from every institution attended or attending are required.
- If degree certificate or degree is not available, submit a certificate of expected graduation or an official letter from the university indicating the date of graduation and the degree which will be conferred. After admission, applicants must submit diploma/degree certificate within the 15 days of enrollment to Office of Admissions.

5. Certified copy of Transcripts
- Copies of transcript must include a year-by-year record of courses from every institution applicants have attended or are attending.
- The transcripts should include a statement of personal rank in department, if available.
- If CGPA/maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.
- Transcripts can be mailed to the Admissions Office separately by the deadline.

6. Certified copy of English Proficiency Test Reports (EPT)
- All Applicants whose official language is not English must submit the EPT report.

> * EPT Exemption requirement
> 1. Applicants whose *official language is English* are exempt from submitting the EPT report. An English Lecture Certificate is required for those who studied in non-native English speaking countries. For example, Pakistan applicant who studied in China must submit the English Lecture Certificate.
> 2. Applicants who completed their bachelor's degree in an English *native* speaking country are exempt from submitting the EPT report.
> 3. Applicants who are enrolled in KAIST as Master's degree program student during the period of application are exempt from submitting the EPT report.

- Applicants must meet one of the English proficiency test minimum score requirements: TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, IELTS 6.5, TEPS 599, TOEIC 720 or higher.
- English proficiency tests should have been taken within two years from the deadline of the online

application (valid test date: starting from April 19th, 2014).
· ETS can send the original copy of score report directly to KAIST admissions office. The KAIST reporting code is 0195.
· Institutional Testing Program (ITP) is not valid.
· EPT requirement is different for Global IT Technology Program (GITTP), KINS-KAIST Master's Degree Program, RCA-KAIST Master's Degree Program, and KOICA-KAIST Finance MBA Program. Please refer to the appropriate website:
  · GITTP: http://ittp.kaist.ac.kr
  · KINS-KAIST: http://inss.kins.re.kr/inss/Action?act=INDEXKK
  · RCA-KAIST: http://nuclear.kaist.ac.kr/?sid=sub02_5_3
  · KOICA-KAIST: http://business.kaist.ac.kr

7. Curriculum Vitae
· Free style personal résumé

8. Copy of identity documents I (applicant's)
· An official document indicating applicant's nationality. e.g. passport, national ID card, alien registration card, etc. (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)

9. Copy of identity documents II (parent's)
· An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)

10. Family Relation Certificate
 (**Applicants of Korean ethnicity only)**
· Official documents indicating the applicant's loss of Korean nationality, e.g. the applicant's Certificate of Personal Records or his/her father's Family Census Register. These documents will be used for verification of denationalization.

Optional 1. List of Honors and Awards (Form 3)
· If there is any honors, awards, fellowships, or any academic certificates and test reports during university, please list them in order of importance in the list form. E.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc.
· The list will be valid only when testimonials or evidences are submitted

Optional 2. Employment Certificate
· If there is work experience or internship related to the applying study and research, please attach an attested certificate or an official letter. If there is an experience working as a research assistant or teaching assistant, advisor may write a verification letter

· Duration of employment, position, and job description should appear on the certificate or letter.
· Acknowledgement of working experience will be valid only when testimonials or evidences are submitted.

Optional 3. School Profile/ Credit Rating System
· School profile and description of the grading system would help us understand better for evaluation.

Application fees
· The application fee is KRW 80,000 or USD 80.
· Payment can be made by credit card or bank transfer.
· If you pay by credit card, an application number will be automatically given to you upon payment and you will be exempt from submitting the invoice and remittance receipt.
· If you pay the fee by bank transfer, you should fill out the invoice form and send it to us along with the remittance receipt via email or fax. We will issue your application number after a remittance check of your application fee. The bank account number will be shown when you complete the online application.
· Please note that you cannot modify your application form once you pay the application fee.

NOTICE

1) Submitted documents will NOT be returned in any case. Please keep a copy of all application materials in case the materials get lost in the mail. Your professors should do the same.

2) The application fee is non-refundable and not waived.

3) Applicants can submit copies of diploma (or graduation certificate) and academic transcript when applying to KAIST; but once admitted, original or certified copies should be submitted to the Admissions Office by September 15th, 2016.

4) Recommendation letters cannot be submitted in copies.

5) Document certification can be done by obtaining the seal of the issuing institution or visiting a notary office. Photocopies will not be accepted. Admission will be canceled if an applicant fails to submit original or certified documents.

6) All documents should be in English or Korean. If it is in any other language, it should be translated by the institution or a notary office.

7) Certain documents (e.g. letters of recommendation, diploma, transcripts, and English proficiency test score report) can be sent directly and separately to the Admissions Office. All documents must arrive within the deadline.

8) The admissions staff reserves the right to request additional documents from applicants and to verify the authenticity of submitted materials.

9) Admitted students may NOT defer enrollment to a later semester. Students who wish to defer enrollment must reapply.

10) Admitted students who are not selected for KAIST scholarship without sponsor from a government or an organization will receive admission certificate with financial resource mentioned as self-support.

11) Admitted students are required to submit Apostille Certificates within 15 days of enrollment. Please refer to 'Apostille Requirement' on the page 10.

12) Applicants whose forms and supporting documents are incomplete or found to be forged will be disqualified from the admissions process.

13) The offer of admission may be revoked even after being admitted to or having graduated from KAIST, if any of the submitted materials are found to be false or counterfeit.

14) Admitted applicants cannot enroll in another degree program at KAIST or another institution.

FAQs

ONLINE APPLICATION

Q. Can I apply with paper application form?
A. NO.
   We accept online application only. After you finish online application, application number will be given. Then print out the form, send it to Admissions Office with other required documents by deadline. We do not give application number manually.

Q. I want to apply for two different departments at the same time. Do I have to pay application fee twice?
A. NO.
   Applicants should apply for only one department or program for each admission period.

Q. I failed to finish online application and the web page says 'error page' whenever I try.
A. SORRY.
   Please email us at advanced.adm@kaist.ac.kr as soon as possible. We will help you to finish the application by the deadline.

Q. I applied to KAIST before but failed. I would like to reapply. Do I need to pay the application fee again and go through the admission process?
A. YES.
   The previous record of application cannot be considered.

APPLICATION FEE

Q. I paid application fee by credit card and it charges over USD 80, what happened?
A. Application fee of USD 80 doesn't include transaction charge. If you transfer the application fee, you have to consider its remittance charge of international transaction.

ENGLISH PROFICIENCY TEST

Q. I have IELTS overall score 6.5, but my writing score is 4.5. Is it acceptable?
A. YES.
   We accept IELTS test report if overall band score is 6.5 or higher.

TRANSFER PROGRAM

Q. I am currently enrolled in other graduate school. Do you admit transfer students?
A. NO.
   We do not have transfer program. You have to apply as a freshman student. We do have student exchange program instead. Please contact 'International Relations Team'(http://irt.kaist.ac.kr).

OTHERS(frequently asked questions by email)

Q. I attached my CV. Can you tell me whether I am eligible for a KAIST scholarship recipient?
A. It is very difficult to predict outcomes without reviewing the completed application. In particular, we cannot make a full assessment just from seeing your CV or transcript, etc.

DEGREE INFORMATION

KAIST grants the following degrees:

Master's degree
The master's degree generally requires two academic years of study.

MBA degree
The MBA degree is awarded in the department of Finance MBA and Techno-MBA.

Doctoral degree
The PhD degree generally requires three or more academic years of study.

* An academic year consists of two semesters: Spring and Fall.

Integrated master's and doctoral degree
Students who enter the integrated master's and doctoral degree program are expected to complete their doctoral degree. It generally requires five academic years of study. They start with the master's program and are admitted to the PhD program without the usual requirements of submitting the master's thesis.
* Action taken for people who drop out from the integrated program: In case that a student drops out, the master's degree can be conferred if the requirement of master's degree is completed.

DEPARTMENT INFORMATION

Daejeon Campus

College	School/ Department/ Division	M.S.	M.S.-PhD	PhD	Contact Info.
Natural Science	Physics Condensed Matter Physics, Optics, Plasma Physics, Particle and Theoretical Physics, Soft Matter Physics, Nonlinear and Complex Systems, Biophysics		●	●	http://physics.kaist.ac.kr T. 82-42-350-2502 E. mrjeong@kaist.ac.kr
	Mathematical Sciences Analysis, Algebraic Geometry, Differential Geometry, Numerical Analysis, Partial Differential Equations, Graph Theory, Number Theory, Probability, Topology, Statistics, Biomathematics and Medical Imaging, Computational Image Processing, Computational Mathematics, Financial Mathematics,	●	●	●	http://mathsci.kaist.ac.kr T. 82-42-350-2703 E. snipe1@kaist.ac.kr
	Chemistry Physical Chemistry, Organic Chemistry, Inorganic Chemistry, Analytical Chemistry, Polymer Chemistry, Bio Chemistry, Nano Chemistry, Chemical Biology		●	●	http://chem.kaist.ac.kr T. 82-42-350-2803 E. kjjung@kaist.ac.kr
	Graduate School of Nanoscience & Technology Nanophotonic and Nanoelectronic Materials, Structures and Devices; First-Principle Calculation and Investigation of Nanoscale Phenomena; Bio-imaging; Nano-bio Materials, Structures and Devices, Soft Nanomaterials, Nanomedicine, Microfluidics,		●	●	http://gsnt.kaist.ac.kr T. 82-42-350-1102 E. yshin@kaist.ac.kr
Life Science & Bioengineering	Biological Sciences Biological/Biomedical Sciences (Cell Biology, Biochemistry, Structural Biology, Genetics, Epigenetics, Stem Cell Biology, Plant Biology, Developmental Biology, Neurobiology, Immunology), Biotechnology or Bioengineering (Applied Biophysics, Microbial and Cell Biotechnology, and Environmental Biotechnology, Synthetic Biotechnology)		●	●	http://bio.kaist.ac.kr T. 82-42-350-2605 E. e_mi@kaist.ac.kr
	Graduate School of Medical Science and Engineering* Biomedical Sciences (Molecular Biology, Immunology, Virology, Stem Cell Biology, Vascular Biology, Pathology, Molecular Genetics, Neuroscience, Biochemistry, Structural Biology, Developmental Biology) and Biomedical Engineering (Cell and Tissue Engineering)		●	●	http://gsmse.kaist.ac.kr/e_main T. 82-42-350-4233 E. halim@kaist.ac.kr
	- Biomedical Science and Engineering Interdisciplinary Program Biomedical Sciences(Vascular Biology, Stem Cell Biology, Regenerative Medicine, Developmental Biology, Immunology, Virology, Neuroscience, Metabolism, Liver Biology, Pathology, Structural Biology, Drug Design, Molecular Genetics, Molecular Biology)		●	●	http://gsmse.kaist.ac.kr/e_m_intro T. 82-42-350-4233 E. halim@kaist.ac.kr

College	School/ Department/ Division	M.S.	M.S.-PhD	PhD	Contact Info.
Engineering	Mechanical Engineering Micro/Nano Systems, IT-based Intelligent Mechanical Systems, New Energy Systems, Biomedical Engineering, Mechanics and Design Innovation, Pro-human Engineering, Ocean Systems	●		●	http://me.kaist.ac.kr T. 82-42-350-3005 E. xinxi24@kaist.ac.kr
	Aerospace Engineering Aerodynamics and Fluid Dynamics, Structures and Structural Dynamics, Propulsion and Combustion, Flight Dynamics and Control, Aerospace Systems' Research, etc.	●		●	http://ae.kaist.ac.kr T. 82-42-350-3702 E. soaekim@kaist.ac.kr
	Electrical Engineering Circuits and Systems, Nano Devices and Integrated Systems, Electromagnetics and Photonics, Communications, Computing, Networking, Security, and Signals and Systems	●		●	http://ee.kaist.ac.kr T. 82-42-350-3402 E. iskang@kaist.ac.kr
	- Future Vehicle	●		●	http://p3digicar.kaist.ac.kr/ T. 82-42-350-8461 E. barbie1975@kaist.ac.kr
	Computer Science Foundations, Design, Visual Computing, Information Service, Social Computing, Interactive Computing	●		●	http://cs.kaist.ac.kr T. 82-42-350-3503 E. e_leeyj@kaist.ac.kr
	Civil and Environmental Engineering Structural Engineering, Geotechnical Engineering, Environmental Engineering	●		●	http://civil.kaist.ac.kr T. 82-42-350-3602 E. ljk0902@kaist.ac.kr
	- Environmental and Energy Technology Program	●		●	
	Bio and Brain Engineering Bioengineering, Bioinformatics, Bioelectonics, BioNano/MEMS, Bioimaging, Biophotonics, Systems Biology, Brain Science, Biomimetics and Modeling, Neural Engineering, Computational Biology	●		●	http://bioeng.kaist.ac.kr T. 82-42-350-4303 E. hkyoung@kaist.ac.kr
	- Brain and Cognitive Engineering		●		http://bce.kaist.ac.kr/ T. 82-42-350-4305 E. sheum@kaist.ac.kr
	Industrial Design Design Driven Innvoation, User-Centered Design, Human Computer Interaction, Design for Well-being and Social Innovation, Creative Design Thinking, Product Service System and Platform Design, Design for Co-Creation	●		●	http://id.kaist.ac.kr T. 82-42-350-4503 E. haemilee@kaist.ac.kr
	Industrial & Systems Engineering System Methodologies & Technologies for Complex System Problems (System Innovation /Modeling /Design /Engineering /Management) for Manufacturing Systems & Enterprises, Service Systems, and Socio-Economic /Defense /Transportation & Logistics /Energy& Environment Systems, Planning /Strategies /Innovation /Managerial Methods, Mathematical Modeling /Analysis/ Optimization /Decision Methods (Operations Research, Statistics & Simulation)	●		●	http://ie.kaist.ac.kr T. 82-42-350-3199 E. limcs@kaist.ac.kr
	Chemical and Biomolecular Engineering Synthetic/Systems biotechnology, BioRefinery, Nanobiotechnology, Protein Engineering, Molecular & Interface Engineering, Superlattice Nanomaterials, Microfluidic Systems, Functional Nano-Coatings, Semiconductor and metal nanocrystals, Nano Catalysis, Chemical Product / Process Design, Process Operation and Control, Green Catalysis, etc.	●		●	http://cbe.kaist.ac.kr T. 82-42-350-3904 E. songcb@kaist.ac.kr
	Materials Science & Engineering Computational Material Science and Electron Microscopy, Data-Storage Materials, Magnetic Materials, Electronic Packaging Materials, Optical Materials, Informational Materials for Energy/Biotechnology Applications, Energy Storage Materials, Energy Conversion Materials, Structural Materials, Heat-Resistant Materials, Biomaterials, Materials for Sustainable or Functional Nano Technology, and Materials/Device for Display and flexible electronic.	●		●	http://mse.kaist.ac.kr T. 82-42-350-3303 E. nohsj@kaist.ac.kr
	Nuclear and Quantum Engineering Peaceful Use of Energy Generated by Nuclear Fission and Fusion Reactions (Electric Power, Desalination, District Heating, Transpiration, etc.), Radiation Science and Technology Related to Medical Imaging, Quantum Devices, Quantum Beam Application, Nano-Characterization and Synthesis of Nanophase Materials, Nuclear Security and Nonproliferation, Nuclear Policy Studies	●		●	http://nuclear.kaist.ac.kr T. 82-42-350-3802 E. jilee88@kaist.ac.kr
	- KINS-KAIST Master's Degree Program*	●			http://inss.kins.re.kr/inss/Action?act=INDEXKK T. 82-42-350-8511 E. juyeong@kaist.ac.kr

College	School/ Department/ Division	M.S.	M.S.-PhD	PhD	Contact Info.
Engineering	- RCA-KAIST Master's Degree Program*	●			http://nuclear.kaist.ac.kr/?sid=sub02_5_3 T. 82-42-350-8511 E. juyeong@kaist.ac.kr
	The Cho Chun Shik Graduate School for Green Transportation Green Transportation Technology (Future Vehicle, Future Railway, Future Ocean Transport, Future Aviation), Green Transportation Operation & Management (Transportation Systems, Logistics Systems)	●		●	http://gt.kaist.ac.kr T. 82-42-350-1252 E. inkkong@kaist.ac.kr
	Knowledge Service Engineering Data Science, Big Data, Knowledge Modeling and Representation, Knowledge Engineering, Business Intelligence, Human-Computer Interaction, User Experience, User Behavior Modeling, Human Decision Making, Data Mining and Knowledge Discovery, Intelligent System Modeling and Design, Intelligent Decision Support, Information Design, Content Networking, Pervasive Knowledge Services, Content Service, Service Modeling.	●		●	http://kse.kaist.ac.kr T. 82-42-350-1602 E. hymi@kaist.ac.kr
	Graduate School of EEWS Develop Energy Generation and Storage Materials for Clean, Cheap, and Renewable Alternative to Fossile Fuels Capture, Separate and Convert CO2 to Useful Chemicals and Fuels Desalinate Seawater Effectively Develop New Catalysts and Technologies for Innovative Energy Applications	●		●	http://eewseng.kaist.ac.kr T. 82-42-350-1703 E. monicabak@kaist.ac.kr
Liberal Arts & Convergence Science	Graduate School of Culture Technology Computer-Based Music, Computer Graphics, Network Science, AR, VR, HCI, Computer Animation, Computational Design, Social Computing	●		●	http://ct.kaist.ac.kr T. 82-42-350-2905 E. mihee@kaist.ac.kr
	Business and Technology Management Technology Management, Innovative Strategy and Policy, Entrepreneurship, Finance, Financial Economics, Supply Chain Management, Management Information Systems/E-business, Information Economics, Organizational Behavior, Human Resource Management, Information Sociology, Marketing, Accounting, Science and Technology Policy	●		●	http://ms.kaist.ac.kr T. 82-42-350-6303 E. raquel@kaist.ac.kr
	- Global IT Technology Program* Latest IT Technology R&D in Korea, IT Technology Management/Policy in Korea, Wireless Communications Technology, Ubiquitous Computing, Software Engineering, ICT Economics and Management, Internet Business and Management, Financial and Accounting Management in IT Policy	●		●	http://ittp.kaist.ac.kr T. 82-42-350-6845 E. hsjeong88@kaist.ac.kr
	Graduate School of Science and Technology Policy National Policy in Science and Technology, Health Economics and Management, Newly Emerging Technologies and the Innovation System, Dynamics of Cognition in Policy Judgment, Energy and Environmental Policy	●		●	http://stp.kaist.ac.kr T. 82-42-350-4843 E. albert1360j@kaist.ac.kr

Seoul Campus

College	Department /Division	M.S.	M.S.-PhD	PhD	Contact Info.
Business	Techno-MBA Leadership and Organization Management, Strategic Management, Principles of Managerial Economics, Marketing, Operations Strategy and Supply Chain Management, Management Information System, Financial Accounting, Corporate Financial Policy, Global Leadership Development	●			http://business.kaist.ac.kr T. 82-2-958-3975 E. leejin5@business.kaist.ac.kr
	Finance MBA Investment Banking, Asset Management, Corporate Financing, Policy, Financial Engineering, Accounting, Risk Management, Insurance, International Finance, Green Finance	●			http://business.kaist.ac.kr T. 82-2-958-3123 E. jaimekim@business.kaist.ac.kr
	- KOICA-KAIST Finance MBA* Monetary Policy, Macro & Micro Economics, International Finance, Foreign Exchange Policy, Special Studies in Developing Countries etc.	●			http://business.kaist.ac.kr T. 82-2-958-3123 E. jaimekim@business.kaist.ac.kr

Please contact respective departments for curriculum related inquiries.

· **Graduate School of Medical Science and Engineering** is only open to applicants with a bachelor's degree (for M.S.-Ph.D. integrated) and a bachelor's degree and master's degree (for Ph.D.) from Medical, Dental or Oriental Medicine School. THE APPLICANTS MUST SUBMIT AN ORIGINAL OR CERTIFIED COPY OF MEDICAL LICENSE.

· **Global IT Technology Program** is open to ONLY THOSE WHO ARE NOMINATED BY GITTP department. Visit http://ittp.kaist.ac.kr and check general eligibilities for GITTP program, specific eligibilities required by KAIST, admission schedule, additionally required documents, etc.

· **KINS-KAIST Master's Degree Program** is open to ONLY THOSE WHO ARE WORKING FOR GOVERNMENT OR NUCLEAR RELATED INSTITUTIONS OF

HIS/HER COUNTRY AND ARE RECOMMENDED BY GOVERNMENT OR CURRENT INSTITUTION. Visit http://inss.kins.re.kr/inss/Action?act=INDEXKK for more information.

- **RCA-KAIST Master's Degree Program** is open to ONLY THOSE WHO ARE RECOMMENDED BY NATIONAL RCA REPRESENTATIVE of his/her country. Visit http://nuclear.kaist.ac.kr/?sid=sub02_5_3 for more information.

- **KOICA-KAIST Finance MBA Program** is open to GOVERNMENT OFFICIALS FROM EMERGING COUNTRIES WITH CAREERS IN FINANCE SECTORS SUCH AS MINISTRY OF FINANCE OR NATIONAL/CENTRAL BANK.

CAMPUS LIFE (DAEJEON)

Dormitory

All students are provided with dormitories on campus. Each room is shared by one or two students and is furnished with beds, closets, desks, and chairs. Residents share bathrooms, laundry rooms, and lounges. Students pay a dormitory fee of approximately 115,000 KRW per month.

Medical service

Minor wounds and illnesses are treated at an on-campus clinic for free. For more serious illnesses, high quality professional medical service is offered on campus at the Pappalardo Medical Center.

Sports facilities

KAIST has excellent facilities for table tennis, tennis, soccer, racket ball, badminton, volleyball, and basketball. We also have swimming pools and fitness centers equipped with cycles, treadmills, barbells, etc.

Library

KAIST has two major libraries: the Main Library and the Undergraduate Branch Library. There are also a bookstore and a cafeteria on the first floor of the Main Library.

Restaurants

There are three cafeterias, some fast food restaurants, and cafes on campus. You will also find numerous restaurants located right outside of campus. KAIST also has an international kitchen. Many of our international students gather at this place to cook and eat together.

International Scholar and Student Services (ISSS)

ISSS supports international students with regard to their visa issuance/extension, school registration, housing, and orientation. ISSS also organizes various exciting activities, festivals, community services, etc.
http://isss.kaist.ac.kr
Email: isss@kaist.ac.kr
Tel: +82-42-350-2481~2

KAIST Language Center (KLC)

KLC offers language courses to improve the Korean and English skills of KAIST students and researchers. All of the classes offered by KLC are non-credit classes and tuition is charged for each class. Also, KLC provides English proofreading services and Korean-English translation services.
http://lang.kaist.ac.kr
Email: star0103@kaist.ac.kr
Tel: +82-42-350-8731~2

FINANCIAL AID

Student budget

Planning your enrollment at KAIST, you should be aware of the estimated expenses that you will incur. The average budget for a single graduate student living on-campus with no dependents budget is listed below. Students living off campus can expect living expenses to be 35% to 50% higher.

-Non-tuition average expenses (2016): 3,380,000 KRW/6 months
   Dormitory 690,000 KRW/6 months
   Food 2,200,000 KRW/6 months
   Transportation 100,000 KRW/6 months
   Books and Supplies 150,000 KRW/6 months
   National Health Insurance 240,000 KRW/6 months

Tuition & fees (2015):
   Techno MBA 12,360,000 KRW/semester
   Finance MBA 15,600,000 KRW/semester
   Others 9,559,000 KRW/semester

※ The tuition & fees for 2016 are subject to change, and the information above should be used as a guideline for estimating charges.

KAIST International Student Scholarship

KAIST scholarship recipients are generally exempt from paying tuition and fees. A monthly allowance of 300,000 KRW and the National Health Insurance fee are supported by the recipient's advisor/department.

Earnings inside campus

There are opportunities for international students to make earnings inside campus. Wages are paid for research (RA), teaching (TA) or other work (Part-time assistant, etc.) performed during enrollment.

10

APOSTILLE REQUIREMENT

THOSE WHO ARE NEWLY ADMITTED TO KAIST SHOULD SUBMIT **APOSTILLE CERTIFICATES(DIPLOMAS AND TRANSCRIPTS)** WITHIN 15 DAYS AFTER THEY ARE ENROLLED TO KAIST.

Read the instruction carefully and prepare for the required certificates before you leave your country.

Public documents issued by public schools or institutions such as diplomas, transcripts, etc. should attach Apostille certificates. Public documents from private schools or institutions should have notarial attestations before applying for Apostille certificates. All of the documents should be written in English or Korean. If it is written in another language, it should be translated into English or Korean and notarized by a notary office before applying for Apostille certificate.

1. What is an Apostille?

Public documents, such as birth certificates, judgments, patents or notarial attestations of signatures, frequently need to be used abroad. However, before a public document can be used in a country other than the one that issued it, its origin must often be authenticated. The traditional method for authenticating public documents to be used abroad is called legalization. For this legalization process is frequently, slow, cumbersome and costly, a large number of countries all over the world have joined a treaty that greatly simplifies the authentication of public documents to be used abroad. This treaty is called the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents. It is commonly known as the Apostille Convention. The treaty reduces the authentication process to a single formality: the issuance of an authentication certificate by an authority designated by the country where the public document was issued. This certificate is called an Apostille.

2. In which countries does the Apostille Convention apply?

Click here to see the updated list of the countries where Apostille Convention applies.
※ If your public document was issued in a country where the Apostille Convention does not apply, you should submit a Certificate of Authentication issued by the Korean Embassy or Consulate in your country.

3. Where do I get an Apostille?

Each country that is a party to the Convention must designate one or several authorities that are entitled to issue Apostilles. These authorities are called Competent Authorities – only they are permitted to issue Apostilles.
Click here to see the list of all Competent Authorities designated by each country that has joined the Apostille Convention.

4. How much does an Apostille cost?

Many Competent Authorities do charge for Apostilles. The price among Competent Authorities varies greatly. For practical information of the prices that individual countries charge, see the information available here.

For further details, please see the website of the Hague Conference at www.hcch.net. The Hague Conference is the Organization that developed the Apostille Convention. All relevant and updated information about the Apostille Convention is available in the 'Apostille Section' of the Hague Conference website.

※ Note: KAIST graduates and applicants from university in Korea are exempt from Apostille Requirements.

※ Note: Students who graduated from Chinese universities can submit a credentials report of degree certificate and transcript issued by China Academic Degree & Graduate Education Development Center (http://www.cdgdc.edu.cn) instead of Certificate of Authentication issued by Korean Embassy or Consulate in China.

CHECK LIST OF DOCUMENTS

Application Number	
Intended Major	
Nationality		**Intended Program**	
Applicant Name	

	Categories	Check with ☑
Mandatory documents	0. Document Checklist	
	1. Application Form	
	2. Statement of Financial Resources	
	3-1. Recommendation Letters I	
	3-2. Recommendation Letters II	
	4. Degree/Diploma	
	5. Transcripts	
	6. English Proficiency Test Reports (EPT)	
	7. Curriculum Vitae	
	8. Identity Documents I (applicant's)	
	9. Identity Documents II (parents')	
	10. Family Relation Certificate (Applicants of Korean origin only)	
Optional	1. List of Honors and Awards	
	2. Employment Certificate	
	3. School Profile/Credit Rating System	

[Form #2]

KAIST

For Fall Semester 2016 International Graduate Enrollment
LETTER OF RECOMMENDATION
by Academic Professor / Academic Advisor / Company

APPLICATION NUMBER
Given by KAIST

Please type neatly.

To be filled by the Applicant

Name in English	(last), (first) (middle)		
Date of Birth		Nationality	
Intended Program			
Intended Department/Division			

I hereby agree that this letter of recommendation remains strictly undisclosed, and will not request any reading or disclosure of information given in this letter.

_____ _____
Applicant's Name *Date (dd/mm/yyyy)*

To be filled by Recommender

Name in English	(last), (first) (middle)					
Position / Title						
Affiliation						
E-mail						
Postal Address						
	Zip code		City		Country	
Telephone			Fax			

I hereby duly recommend the aforementioned applicant. I have carefully filled out this letter of recommendation by myself, and I am aware that my opinions provided herein may continue to serve as a reference in the subsequent admission process within KAIST.

_____ _____
Recommender's Signature *Date (dd/mm/yyyy)*

Please return this letter after sealing and signing across the back of the envelop by the deadline to:

International Admissions Office
KAIST E11 Bldg. 5F Rm.508, 291 Daehak-ro,
Yuseong-gu, Daejeon, Republic of Korea (305-701)

Phone: (+82-42) 350-2352,2354 Fax: (+82-42) 350-2930
E-mail: advanced.adm@kaist.ac.kr
http://admission.kaist.ac.kr/ http://www.kaist.ac.kr

[Form #2]

<u>Background Information</u>

    Teaching Experience: (_____) years and (_____) months
    How long have you known the applicant?:   (_____) years and (_____) months
    How well do you know the applicant? : ☐ very well   ☐ well   ☐ moderately   ☐ do not know well
    What are the three adjectives that come to your mind to describe the applicant? :
        1) _____,   2) _____,   3) _____

<u>Evaluation</u>

1. Please give your opinion on the applicant's qualifications and potential for academic and professional achievement in the field of the applicant's application. *(200 words or less)*

2. Please rate the applicant in the table below, in comparison with all the students you have taught:

	Exceptional	Very Good	Above Average	Average	Below Average	No Basis for Judgment	Remarks
Overall Academic Achievement							
Academic Passion							
Creative Problem-solving Ability							
Research Aptitude							
Promise as a professional In the field							
Interpersonal Relationship							
Leadership and Impact							
Responsibility							
Integrity							
Ability to Cope with Hardships							
Reading /Writing Ability in English							
Listening/Speaking Ability in English							

3. Please summarize your overall opinion on the applicant. *(100 words or less)*

[Form #3]

KAIST

LIST OF HONORS AND AWARDS
for Fall Semester 2016 International Graduate Enrollment

Application Number		Applicant Name	

Please list <u>up to five</u> honors or awards you have obtained during university in order of importance. Each item below will be considered valid only when respective testimonial/evidence is submitted.

No	Title	Rank	Date (yyyy/mm)	Level of Recognition (National/International)
1			/	
	Issuing Institution			
	Name:	Website:		Email:
	Explanation of the Award/Honor *(up to 100 words)*:			
2			/	
	Issuing Institution			
	Name:	Website:		Email:
	Explanation of the Award/Honor *(up to 100 words)*:			
3			/	
	Issuing Institution			
	Name:	Website:		Email:
	Explanation of the Award/Honor *(up to 100 words)*:			
4			/	
	Issuing Institution			
	Name:	Website:		Email:
	Explanation of the Award/Honor *(up to 100 words)*:			
5			/	
	Issuing Institution			
	Name:	Website:		Email:
	Explanation of the Award/Honor *(up to 100 words)*:			