ADMISSION GUIDE
FOR INTERNATIONAL
GRADUATE STUDENTS
(2015 SPRING SEMESTER)

KAIST

한국과학기술원
Korea Advanced Institute of Science and Technology

KOREA ADVANCED INSTITUTE OF
SCIENCE AND TECHNOLOGY

Contents

Admissions Timelines

Categories	Period	Notes
Online Application	10:00 a.m. Wed., August 20, 2014 ~ 5:00 p.m. Wed., September 24, 2014	All applicants must apply online through http://apply.kaist.ac.kr. The application will be activated from August 20 to September 24. **Please read the instructions carefully before starting application.** Application Fee : 80,000 KRW or 80USD (Payment must be done by the deadline.)
Submission	By 5:00 p.m. Tue., October 7, 2014	All materials must arrive KAIST Admissions Office by the official due date (October 7, 2014). **Late application will not be considered**.
Arrival Check of Submitted Documents	Mon., August 25, 2014 ~ Fri., October 10, 2014	Please check arrival status of application at http://apply.kaist.ac.kr. If it mentions any missing documents or additionally required documents, please send all supplementary documents to admissions office before the submission deadline.
Application Review	Tue., October 21, 2014 ~ Mon., December 1, 2014	Respective departments will contact applicants individually during October 21 to November 21 if an interview is necessary.
Admissions Notification	5:00 p.m., Fri., December 5, 2014	Admissions results will be posted on the KAIST admissions website along with registration instructions. http://admission.kaist.ac.kr/web/intl/
First Day of Class	March 2, 2015 (Seoul Campus: February 2, 2015)	

※ The timeline in this table is based on local time in South Korea and is subject to change.
※ Please refer to "Application Procedure" on page 9.

Degree Programs

Daejeon Campus

College	Department	M.S.	M.S.-Ph.D.	Ph.D.	Contact Information
Natural Sciences	Physics		√	√	http://physics.kaist.ac.kr email: mrjeong @kaist.ac.kr T.82-42-350-2502
	Mathematical Sciences	√		√	http://mathsci.kaist.ac.kr email: snipe1@kaist.ac.kr T.82-42-350-2703
	Chemistry		√	√	http://chem.kaist.ac.kr email: msyoo@kaist.ac.kr T.82-42-350-2803
	Graduate School of Nanoscience and Technology		√	√	http://gsnt.kaist.ac.kr email: jmyang@kaist.ac.kr T.82-42-350-1102
Life Science & Bioengineering	Biological Sciences		√	√	http://bio.kaist.ac.kr email: e_mi@kaist.ac.kr T.82-42-350-2602
	Bio & Brain Engineering	√		√	http://bioeng.kaist.ac.kr email: hkyoung@kaist.ac.kr T.82-42-350-4303
	Graduate School of Medical Science and Engineering*		√	√	http://gsmse.kaist.ac.kr email: halim@kaist.ac.kr T.82-42-350-4233
	Biomedical Science and Engineering Interdisciplinary Program		√	√	
Engineering	Mechanical Engineering	√		√	http://me.kaist.ac.kr email: xinxi24@kaist.ac.kr T.82-42-350-3005
	Aerospace Engineering	√		√	http://ae.kaist.ac.kr email: kjjung@kaist.ac.kr T.82-42-350-3702
	Ocean Systems Engineering	√		√	http://ocean.kaist.ac.kr email: meihyong@kaist.ac.kr T.82-42-350-1505
	Chemical & Biomolecular Engineering	√		√	http://cbe.kaist.ac.kr email: jongjong@kaist.ac.kr T.82-42-350-3904
	Materials Science & Engineering	√		√	http://mse.kaist.ac.kr email: taumel@kaist.ac.kr T.82-42-350-3303
	Nuclear & Quantum Engineering	√		√	http://nuclear.kaist.ac.kr email: hyejin@kaist.ac.kr T.82-42-350-3802
	Nuclear & Quantum Engineering (RCA-KAIST Master's Degree Program) *	√			http://nuclear.kaist.ac.kr/?sid=sub02_5_3 email: juyeong@kaist.ac.kr T.82-42-350-8511
	Graduate School of EEWS	√		√	http://eewseng.kaist.ac.kr email: sojin@kaist.ac.kr T.82-42-350-1702
	The Cho Chun Shik Graduate School for Green Transportation	√		√	http://gt.kaist.ac.kr email: inkkong@kaist.ac.kr T.82-42-350-1252
	Civil & Environmental Engineering	√		√	http://civil.kaist.ac.kr email: ljk0902@kaist.ac.kr T.82-42-350-3602
	Environmental and Energy Technology Program	√		√	

College	Department	MS	MS-Ph.D.	Ph.D.	Contact Information
Liberal Arts & Convergence Science	Business and Technology Management	√		√	http://ms.kaist.ac.kr email: raquel@kaist.ac.kr T.82-42-350-6303
	Business and Technology Management (Graduate School of Innovation & Technology Management)	√		√	http://itm.kaist.ac.kr email: itm@kaist.ac.kr T.82-42-350-4903
	Global IT Technology Program (GITTP)*	√		√	http://ittp.kaist.ac.kr email: ittp@kaist.ac.kr T.82-42-350-6845
	Graduate School of Science and Technology Policy	√		√	http://stp.kaist.ac.kr email: albert1360j@kaist.ac.kr T.82-42-350-4843
	Graduate School of Culture Technology	√		√	http://ct.kaist.ac.kr email: yclee@kaist.ac.kr T.82-42-350-2902
Information Science & Technology	Electrical Engineering	√		√	http://www.ee.kaist.ac.kr email: iskang@kaist.ac.kr T.82-42-350-3408
	Computer Science	√		√	http://cs.kaist.ac.kr email: e_leeyj@kaist.ac.kr T.82-42-350-3503
	Industrial & Systems Engineering	√		√	http://ie.kaist.ac.kr email: sjno@kaist.ac.kr T.82-42-350-3102
	Knowledge Service Engineering	√		√	http://kse.kaist.ac.kr email: hmlee19@kaist.ac.kr T.82-42-350-1602
	Industrial Design	√		√	http://id.kaist.ac.kr email: haemiest@kaist.ac.kr T.82-42-350-4503

Seoul Campus

College	Department	MS	MS-Ph.D.	Ph.D.	Contact Information
Business	Management Engineering	√		√	http://www.business.kaist.ac.kr email: toodury@kaist.ac.kr T.82-2-958-3603
	Techno-MBA	√			http://www.business.kaist.ac.kr email: leejin5@business.kaist.ac.kr T.82-2-958-3975
	Finance MBA	√			http://www.business.kaist.ac.kr email: shjoo2006@business.kaist.ac.kr T. 82-2-958-3121

※ 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.

※ 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.

I. Eligibility

1. International applicants must satisfy all of the following requirements:

    (1) He or she holds or will hold a bachelor's degree by February 28, 2015 (for master's applicants) or,

      He or she holds or will hold a bachelor's and master's degree by February 28, 2015 (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 origin MUST read the instructions below.**

    ✚ **International applicants of Korean origin <u>MUST additionally satisfy one of the two requirements</u>.**

      (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 master's degree in or outside of Korea at the comparable and equivalent level of those provided in Korea (for doctoral applicants). But in this case, international schools located in Korea are not acknowledged as foreign schools. Applicants of Korean origin 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 origin 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/web/grad)

II. Required Documents

Mandatory Documents	**0. Document Checklist**	• Form can be found when the online application is printed out.	
	1. Application Form	• Print out after completing the online application and include it in application package with other supporting materials.	Go to <u>online application</u>
	2. Statement of Financial Resources	• Form can be found in the online application. • Applicants who choose ¹⁾<u>self-support or parental sponsor</u> as their means of financial resources should attach a bank statement showing the capacity to meet a year of educational expenses at KAIST. • Applicants who will be sponsored by a ²⁾<u>government/ organization/institution/firm</u> should attach a notarized certificate of sponsorship. They cannot apply for KAIST scholarship at the same time. • Applicants who apply for ³⁾<u>KAIST Scholarship</u> do not have to submit any certificate mentioned above.	Original
	3. Recommendation Letters	• Two recommendation letters from applicant's 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 supervisor. 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 fax numbers. 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.**	Original

Mandatory Documents	**4. Degree/Diploma**	• Copies of bachelor's degree (for master's applicants) and master's degree (for doctoral applicants) certificate from every institution attended or are attending are required. • If degree certificate or degree is not available, submit a certificate of expected graduation or an official letter from university indicating the date of graduation and the degree which will be conferred. After admission, applicants must submit diploma/degree certificate within 15 days of the enrollment to Office of Admissions.	Copy
	5. Transcripts	• Copies of transcript must include information of a year-by-year records of courses from every institution applicants have attended or are attending. • The transcripts should include college record to date, with 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.	Copy
	6. English Proficiency Test Reports (EPT)	• Applicants whose official language is not English must submit 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 be taken within two years from the deadline of the online application (valid test date: starting from September 24, 2012). • ETS can send original copy of score report directly to KAIST admissions office. The KAIST reporting code is 0195. • Institutional Testing Program (ITP) is not valid. • Exemption requirement: Applicants whose official language is English or completed their bachelor's degree in English native speaking country are exempt from submitting the EPT report. English Lecture Certificate is required for those who studied in English speaking countries. • EPT requirement is different for Global IT Technology Program (GITTP) and RCA-KAIST Master's Degree Program. Please refer to the according program website: ■ GITTP: http://ittp.kaist.ac.kr ■ RCA-KAIST: http://nuclear.kaist.ac.kr/?sid=sub02_5_3	Copy
	7. Curriculum Vitae	• Free style personal résumé	Copy
	8. Identity Documents I	• 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.)	Copy
	9. Identity Documents II	• 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.)	Copy
	10. Family Relation Certificate (Applicants of Korean origin 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.	Copy

Optional documents	**11. List of Honors and Awards**	• 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 on the online application. 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 can be found in the online application form and it will be valid only when testimonials or evidences are submitted.	Copy
	12. 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.	Copy
	13. School Profile/ Credit Rating System	• School profile and description of the grading system would help us understand better for evaluation.	Copy

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 (2014):** Techno MBA 12,360,000 KRW/semester, Finance MBA 15,450,000 KRW/semester, Others 9,559,000 KRW/semester

2) Government Scholarship:

If you are selected as a government scholarship recipient in your home country, you should attach a notarized certificate of sponsorship. Government scholarship recipients cannot apply for KAIST scholarship at the same time. NIIED's Korean Government Scholarship Program (KGSP) is not available in this scholarship.

3) KAIST Scholarship:

KAIST 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.

III. 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 January 19th, 2015-- recommendation letters cannot be submitted in copies. Admission will be canceled if an applicant fails to submit original or certified documents. Document certification can be done by obtaining the seal of the issuing institution or visiting a notary office. Photocopies will not be accepted.**
4) 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.

5) 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.

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

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

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

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

10) 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.

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

IV. Where to submit applications

KAIST Admissions Office (Int'l Graduate Admission)
E11 Bldg., 5F, Rm#508A, 291 Daehak-ro, Yuseong-gu, Daejeon 305-701, Republic of Korea
Phone: +82-42-350-2352   Fax : +82-42-350-2930   E-mail : advanced.adm@kaist.ac.kr

V. How to pay application fee

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 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. Additional charges (i.e. bank charges) should be covered by the applicant. 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.

VI. Campus Life

KAIST International Student Association: http://kisa.kaist.ac.kr

International Scholar & Student Services Team (ISSS): http://isss.kaist.ac.kr

Facebook

KAIST ISSS

KAIST International Student Admissions

VII. How to get to KAIST

For detailed information, please visit the websites below:
http://www.kaist.edu/html/en/kaist/kaist_01070701.html

Applications Procedures

Visit http://admission.kaist.ac.kr/web/intl and click on "Online Application for Graduate 2015 Spring semester". Please read instructions carefully before you begin your application.

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Fill out the online application form completely and upload your photo (bmp, jpg) according to the instructions and save the file.

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Check whether all the information is correct.

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Pay application fee by credit card or bank transfer.

→ 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.

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Print out your online application.

→ The **Application Number** should be kept for further procedures and to check the final admission decision.

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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. You may use the provided address sticker. 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: October 7, 2014
3. Address: KAIST, Admissions Office (Graduate)
   E11 Bldg., 5F, Rm#508A, 291 Daehak-ro,
   Yuseong-gu, Daejeon, Republic of Korea (305-701)
   T. +82-42-350-2352

Submission completed. ←

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Check whether the submitted documents have arrived or if there are any missing documents.

→ Make sure to visit the admissions website (http://apply.kaist.ac.kr) for document arrival check from August 25 to October 10. **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.

Apostille Requirements

Those who are newly admitted to KAIST should submit Apostille certificates (official certificates such as diplomas, transcripts, etc.) 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 <u>public</u> schools or institutions such as diplomas, transcripts, etc. should attach Apostille certificates. Public documents from <u>private</u> 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.