

**ADMISSION GUIDE
FOR INTERNATIONAL
GRADUATE STUDENTS
(2012 FALL SEMESTER)**



**KOREA ADVANCED INSTITUTE OF
SCIENCE AND TECHNOLOGY**

Admissions Timelines

Categories	Period	Notes
Online Application	10:00 a.m. Mon., April 2, 2012 ~ 5:00 p.m. Mon., April 30, 2012	All applicants must apply online through http://apply.kaist.ac.kr . The application will be activated from April 2 to April 30. Please read the instructions carefully before you begin your application. Application Fee : 50,000 KRW or 50USD
Submission	1) In person : By 5:00 p.m. Mon., April 30, 2012 2) Airmail : By 5:00 p.m. Mon., May 7, 2012	All materials must be received by KAIST Admissions Office by the official due date. Application package should be postmarked by April 30, 2012. Late application will not be considered.
Arrival Check of Submitted Documents	Mon., April 9, 2012 ~ Wed., May 9, 2012	Please check if your documents have been received and for any missing documents after mailing your application package at http://apply.kaist.ac.kr .
Interview	Wed., May 23, 2012 ~ Tue., June 5, 2012	Respective departments will contact you individually if an interview is necessary.
Admissions Notification	5:00 p.m., Fri., June 29, 2012	Admissions results will be posted on the KAIST admissions website along with registration instructions. http://admission.kaist.ac.kr
First Day of Class	Mon., September 3, 2012	

※ The timeline in this table is based on local time in South Korea and is subject to change.

Degree Programs

Daejeon Campus

Department		MS	MS- Ph.D.	Ph.D.	Contact Information
Physics			√	√	http://physics.kaist.ac.kr email: bylee@kaist.ac.kr T.82-42-350-2502
Mathematical Sciences		√		√	http://mathsci.kaist.ac.kr email: snipel@kaist.ac.kr T.82-42-350-2703
Chemistry			√	√	http://chem.kaist.ac.kr email: park-jungho@kaist.ac.kr T.82-42-350-2804
Graduate School of Nanoscience and Technology			√	√	http://gsnt.kaist.ac.kr email: jmyang@kaist.ac.kr T.82-42-350-1102
Biological Sciences			√	√	http://bio.kaist.ac.kr email: okjseo@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: jklee214@kaist.ac.kr T.82-42-350-4232
Civil & Environmental Engineering		√		√	http://civil.kaist.ac.kr email: ljk0902@kaist.ac.kr T.82-42-350-3602
Mechanical, Aerospace, System Engineering	Mechanical Engineering	√		√	http://me.kaist.ac.kr email: e_suk@kaist.ac.kr T.82-42-350-3002
	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: mjsim@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: sayang@kaist.ac.kr T.82-42-350-3303
Nuclear & Quantum Engineering		√		√	http://nuclear.kaist.ac.kr email: yoonh@kaist.ac.kr T.82-42-350-3804
Graduate School of EEWS		√		√	http://eewseng.kaist.ac.kr email: kate81@kaist.ac.kr T.82-42-350-1705
The Cho Chun Shik Graduate School for Green Transportation		√		√	http://gt.kaist.ac.kr email: gt_admin@kaist.ac.kr T.82-42-350-1252

Management Science	√		√	http://ms.kaist.ac.kr email: olivia0521@kaist.ac.kr T.82-42-350-6303
Graduate School of Innovation & Technology Management	√		√	http://itm.kaist.ac.kr email: itm@kaist.ac.kr T.82-42-350-4902~3
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: ylee@kaist.ac.kr T.82-42-350-2902
Electrical Engineering	√		√	http://www.ee.kaist.ac.kr email: istina@kaist.ac.kr T.82-42-350-3408
Computer Science	√		√	http://cs.kaist.ac.kr email: jiyeeon.lee@kaist.ac.kr T.82-42-350-3505
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
Division of Web Science and Technology	√		√	http://webst.kaist.ac.kr email: khg1732@kaist.ac.kr T.82-42-350-4864

Seoul Campus

Department	MS	MS-Ph.D.	Ph.D.	Contact Information
Management Engineering	√		√	http://business.kaist.ac.kr email: lawangel@business.kaist.ac.kr T.82-2-958-3603
Graduate School of Techno-MBA Management	√			http://business.kaist.ac.kr email: hslee0526@business.kaist.ac.kr T.82-2-958-3668

※ Please contact respective departments for curriculum related inquiries.


※ Applicants for Global IT Technology Program MUST visit their website and check eligibility, additionally required documents, etc.

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 August 31, 2012 (for master's applicants) or,
He or she holds or will hold a bachelor's and master's degree by August 31, 2012 (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 MUST additionally satisfy one of the two requirements starting from Spring 2013 Admissions:**

- (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 recently been issued.

※ **Note:** Starting from Spring 2013 Admissions, 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/pages/home2>)

II. Required Documents

0. Document Checklist	• Download from the admissions website.	download
1. Application Form	• Print out after completing the online application and include in your application package with other supporting materials.	go to <u>online application</u>
2. Statement of Financial Resources	<ul style="list-style-type: none"> • 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 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 receive KAIST scholarship at the same time. • Applicants who apply for ³⁾<u>KAIST Scholarship</u> do not have to submit any certificate mentioned above. 	

3. Recommendation Letters	<ul style="list-style-type: none"> • 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 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. 	download
4. Degree/Diploma	<ul style="list-style-type: none"> • Certified or attested copies of bachelor's degree (for master's applicants) or of bachelor's and master's degree (for doctoral applicants) and diploma from every institution you have attended or are attending are required. • If you are expected to graduate before August 31, 2012, then you should submit a certificate of expected graduation or an official letter from your university indicating the date of graduation and the degree which will be conferred. 	original or certified copy
5. Transcripts	<ul style="list-style-type: none"> • Certified or attested copies of transcript with a year-by-year grade records of courses you have taken from every institution you have attended or are attending are required. • The transcript should contain your college record to date, with a statement of your rank in your department, if available. • If your grades/GPA does not appear on your transcript, give us a brief explanation of your school's grading system. • Transcripts can be mailed to the Admissions Office separately by the deadline. 	original or certified copy
6. English Proficiency Test Reports (EPT)	<ul style="list-style-type: none"> • Applicants must meet one of the English proficiency test minimum score requirements: TOEFL 550 (210 for computer-based; 80 for internet-based), IELTS 5.5, TEPS 550, TOEIC Listening & Reading 750 + Speaking level 6 + Writing level 7 or higher. • English proficiency tests conducted before April 30, 2010 will not be considered for admission. The test should be taken two years prior to the online application deadline. • ETS can send your score report directly to KAIST. The KAIST reporting code is 0195. Score reports must be received by the deadline. • Institutional Testing Program (ITP) is not valid. • Candidates whose native language (not official language) is English are exempt from submitting the EPT score. • If an applicant is not a native English speaker, he/she must submit the EPT score even if he/she attended an 	original or certified copy

		English speaking university. • EPT requirement is optional for applicants of Global IT Technology Program (GITTP).	
	7. Curriculum Vitae	• Free style personal résumé	copy
	8. Identity Documents I	• An official document indicating your nationality, e.g. passport, national ID card, alien registration card, etc. (Include only copies of pages 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 only copies of pages 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 an applicant's loss of Korean nationality, e.g. an 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 you have obtained any honors, awards, or fellowship during your university, or any academic certificates and test reports, please list them in order of importance in the list provided (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 certified testimonials or evidences are submitted.	download
	12. School Profile/ Credit Rating System	• Please attach your school profile and describe the grading system so that we can understand your school better.	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 educational expenses at KAIST.

- Tuition & fees (9,371,000 KRW/semester, Techno MBA 12,000,000 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 receive KAIST scholarship at the same time.

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. Preparation Tips

- 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.
- 3) Certified copy should be authenticated with the seal of the issuing institution. Photocopies of documents are not considered valid.
- 4) All documents should be translated into English or Korean. The translated copy should have a seal of the institution as well.
- 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) If any of the submitted materials contain false information, the offer of admission may be withdrawn.
- 7) Applicants whose forms and supporting documents are incomplete or improper will be disqualified from the admissions process.
- 8) The admissions staff reserves the right to request additional documents from applicants to verify the authenticity of submitted materials.
- 9) Those who want to submit TOEIC as an EPT should take all three types of the TOEIC test (Listening & Reading, Speaking and Writing). TOEIC L&R scores without S&W or vice versa will be considered invalid.
- 10) Make sure to visit the online application website (<http://apply.kaist.ac.kr>) for document arrival check (April 9 ~ May 9). We will not contact you individually.
- 11) Admitted students may not defer enrollment to a later semester. Students who wish to defer enrollment must reapply.

IV. Where to submit applications

KAIST Admissions Office (Ms. Angela, Lee)

E11 Bldg., F5, Rm#507, 291 Daehak-ro, Yuseong-gu, Daejeon 305-701, Republic of Korea

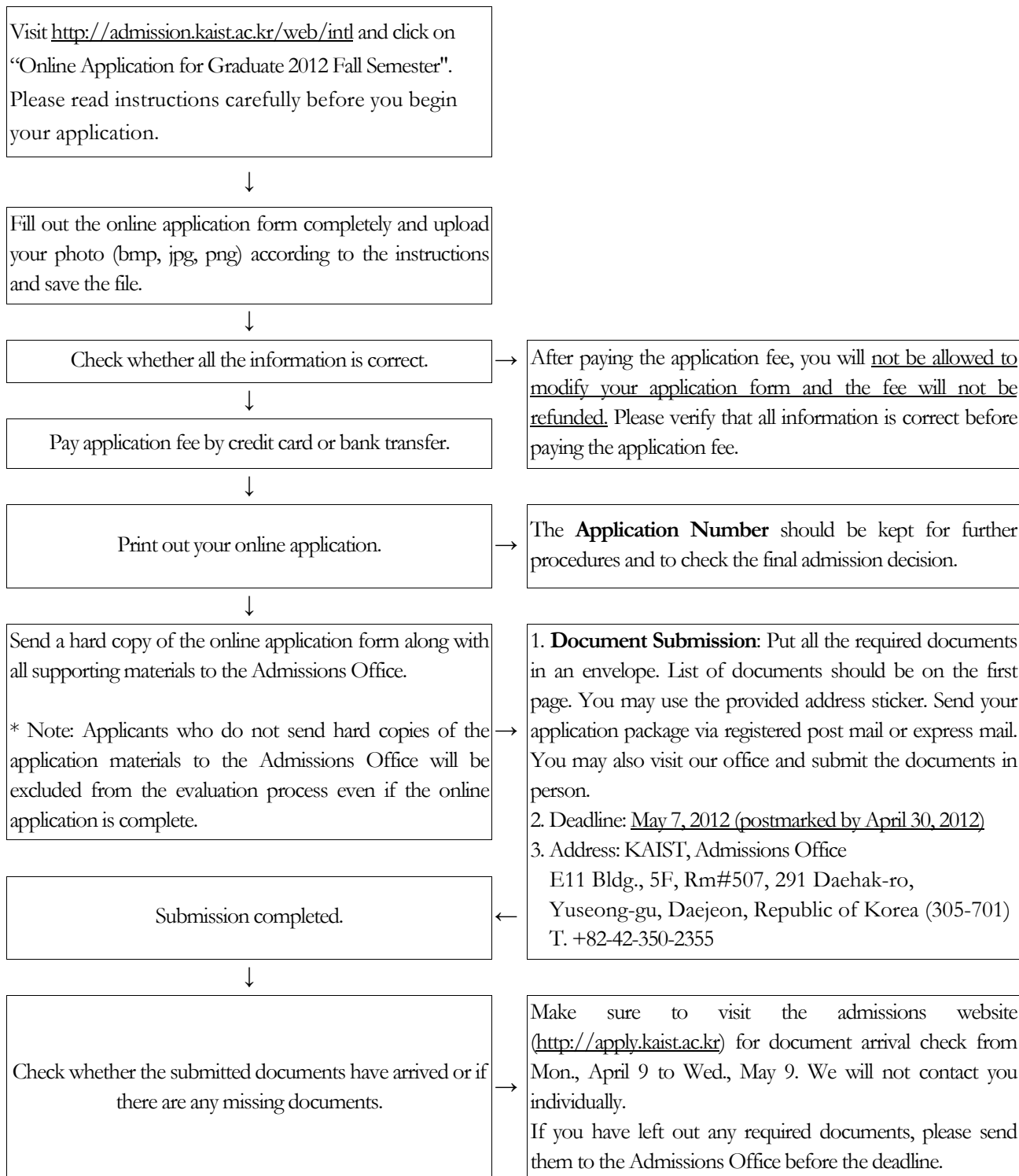
Phone: (+82-42) 350-2355 Fax : (+82-42) 350-2930 E-mail : kaistintl@kaist.ac.kr

V. How to pay application fee

The application fee is KRW 50,000 or USD 50. 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 and you will be exempt from submitting the invoice and remittance receipt.

If you pay 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.

Applications Procedures



Campus Information

I. Contact Information

Department	Tasks	Contact Information
Student Affairs Team	* Scholarships * General affairs	Email: imkoobae@kaist.ac.kr Tel: 82-42-350-2163 Room: E11, 1F
Student Welfare Services Team	* Dormitory assignment * Health Insurance Association	Email: jacheekim@kaist.ac.kr Tel: 82-42-350-4712 Room: E11, 1F
Academic Registrar's Team	*Course registration *GPA *Academic certificates	email: kychung@kaist.ac.kr T. 82-42-350-2362 Room: E11, 1F
Admissions Office	*Admissions information * Certificate of Admission	email: kaistintl@kaist.ac.kr T. 82-42-350-2355 Room: E11, 5F
Office of Advising & Support for International Students(OASIS)	*International student support * VISA extension	email: seonsuplee@kaist.ac.kr T. 82-42-350-2481 Room: W2-1, 1F
Internet & Network Team	* Internet & network information	email: cosmos@kaist.ac.kr T. 82-42-350-5688 Room: N2, 3F
Operation	* Telephone operation	T. 82-42-350-2114

II. Campus Life

For detailed information, please visit the website below:

http://www.kaist.edu/english/04_campus/03_welfare_01.php?pt=1

III. How to get to KAIST

For detailed information, please visit the websites below:

http://www.kaist.edu/english/01_about/05_campus_02a.php?pt=17

http://www.kaist.ac.kr/sub01/campusmap/images/KAIST_Map.pdf (KAIST Map)