

**ADMISSION GUIDE
FOR INTERNATIONAL
GRADUATE STUDENTS
(2013 SPRING SEMESTER)**



**KOREA ADVANCED INSTITUTE OF
SCIENCE AND TECHNOLOGY**

Admissions Timelines

Categories	Period	Notes
Online Application	10:00 a.m. Mon., September 3, 2012 ~ 5:00 p.m. Wed., September 26, 2012	All applicants must apply online through http://apply.kaist.ac.kr . The application will be activated from September 3 to September 26. Please read the instructions carefully before you begin your application. Application Fee : 50,000 KRW or 50USD (Fee should be paid by the deadline.)
Submission	By 5:00 p.m. Fri., October 5, 2012	All materials must be received by KAIST Admissions Office by the official due date. Application package should be postmarked by September 28, 2012. Late application will not be considered.
Arrival Check of Submitted Documents	Mon., September 10, 2012 ~ Wed., October 10, 2012	Please check arrival status of your application at http://apply.kaist.ac.kr . If it says that you have any missing documents or additionally required documents, please send supplementary documents to admissions office before the submission deadline.
Application Review	Wed., October 24, 2012 ~ Tue., November 6, 2012	Respective departments will contact you individually if an interview is necessary.
Admissions Notification	5:00 p.m., Fri., November 30, 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., March 4, 2013	Exception: College of Business begins in February (Information & Media Management in January)

※ 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 10.

Degree Programs

Daejeon Campus

Department	M.S.	M.S.- 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: jungyoonbae@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		√	√	http://gsmse.kaist.ac.kr email: halim@kaist.ac.kr T.82-42-350-4233
Civil & Environmental Engineering	√		√	http://civil.kaist.ac.kr email: ljk0902@kaist.ac.kr T.82-42-350-3602
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: hyejin@kaist.ac.kr T.82-42-350-3802
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
Environmental and Energy Technology Program	√		√	http://spex.kaist.ac.kr email: ljk0902@kaist.ac.kr T.82-42-350-3602
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: myfriend@kaist.ac.kr T.82-42-350-4903
Global IT Technology Program * (GITTP)	√		√	http://itp.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: songcb@kaist.ac.kr T.82-42-350-3404
Computer Science	√		√	http://cs.kaist.ac.kr email: jijeon.lee@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
Division of Web Science and Technology	√		√	http://webst.kaist.ac.kr email: khg1732@kaist.ac.kr T.82-42-350-4864

Seoul Campus (College of Business)

Department	MS	MS- Ph.D.	Ph.D.	Contact Information
Management Engineering	√		√	http://business.kaist.ac.kr email: byonhk@business.kaist.ac.kr T.82-2-958-3603
Techno MBA	√			http://business.kaist.ac.kr email: hslee0526@business.kaist.ac.kr T.82-2-958-3668
Finance MBA	√			http://business.kaist.ac.kr email: lena@business.kaist.ac.kr T. 82-2-958-3123
Finance Engineering (Graduate School of Finance & Accounting)	√			http://business.kaist.ac.kr email: lena@business.kaist.ac.kr T. 82-2-958-3123
Information & Media MBA	√			http://business.kaist.ac.kr email: ejyu@business.kaist.ac.kr T. 82-2-958-3641

※ 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.

※ Applicants for Global IT Technology Program MUST visit their website(<http://www.ittp.kaist.ac.kr>) and check eligibility, additionally required documents, etc.

※ Please contact respective departments for curriculum related inquiries.

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, 2013 (for master's applicants) or, He or she holds or will hold a bachelor's and master's degree by February 28, 2013 (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.**

- (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	<ul style="list-style-type: none"> • Download from the admissions website. 	Download
	1. Application Form	<ul style="list-style-type: none"> • Print out after completing the online application and include in your application package with other supporting materials. 	Go to online application
	2. Statement of Financial Resources	<ul style="list-style-type: none"> • Form can be found in the online application. • Applicants who choose ¹self-support or parental sponsor 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 ²government/organization/institution/firm should attach a notarized certificate of sponsorship. They cannot apply for KAIST scholarship at the same time. • Applicants who apply for ³KAIST Scholarship 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 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. 	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 February 28, 2013, 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. • Applicants who graduated from Chinese universities should additionally submit a credentials report issued by China Academic Degree & Graduate Education Development Center (http://www.cdgde.edu.cn) 	Original or Certified copy

<p>5. Transcripts</p>	<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 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. • Applicants who graduated from Chinese universities should additionally submit a transcript verified by China Academic Degree & Graduation Education Development Center (http://www.cdgde.edu.cn) 	<p>Original or Certified copy</p>
<p>6. English Proficiency Test Reports (EPT)</p>	<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 September 26, 2010 will not be considered for admission. The test should be taken two years prior to the online application deadline. • ETS can send your original copy of score report directly to KAIST admissions office. The KAIST reporting code is 0195. Score reports must be received by the deadline. • IELTS takers are allowed to submit a photocopy instead of an original copy of score report. Test score will be verified via your own Test Report Form (TRF) number. • Institutional Testing Program (ITP) is not valid. • Applicants whose native language is English are exempt from submitting the EPT score. This applies to applicants from Australia, Canada, Ireland, New Zealand, South Africa, UK, and USA. • Applicant who is not a native English speaker must submit the EPT score even if he/she attended an English speaking university. • EPT requirement is optional for applicants of Global IT Technology Program (GITTP). 	<p>Original or certified copy</p>
<p>7. Curriculum Vitae</p>	<ul style="list-style-type: none"> • Free style personal résumé 	<p>copy</p>
<p>8. Identity Documents I</p>	<ul style="list-style-type: none"> • An official document indicating your nationality, e.g. passport, national ID card, alien registration card, etc. (Include a copy of pages showing the passport number, date of issue and expiration, photo and name.) 	<p>copy</p>

	9. Identity Documents II	<ul style="list-style-type: none"> An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include a copy of pages showing the passport number, date of issue and expiration, photo and name.) 	copy
	10. Family Relation Certificate (Applicants of Korean origin only)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> If you have obtained any honors, awards, or fellowships during your university, or any academic certificates and test reports, 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 will be valid only when certified testimonials or evidences are submitted. 	Certified copy
	12. Employment Certificate	<ul style="list-style-type: none"> If you have work experience or internship related to your study and research, please attach an attested certificate or an official letter. If you worked as a research assistant or teaching assistant, your advisor may write a verification letter. Duration of employment, position, and job description should appear on the certificate or letter. The list will be valid only when certified testimonials or evidences are submitted. 	Certified copy
	13. School Profile/ Credit Rating System	<ul style="list-style-type: none"> 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 a year of educational expenses at KAIST.

- **Tuition & fees (2012):** Management Engineering 6,670,000 KRW/semester, Techno MBA 12,000,000 KRW/semester, Finance 15,000,000 KRW/semester, Information & Media Management 21,000,000 KRW/semester, Others 9,371,000 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) Certified copy should be authenticated with the seal of the issuing institution or a notary office. Photocopies are not considered valid.
- 4) All documents should be translated into English or Korean. The translated copy should have a seal of the institution or a notary office as well. Photocopies are not considered valid.
- 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) 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.
- 8) Make sure to visit the online application website (<http://apply.kaist.ac.kr>) for document arrival check (September 10 ~ October 10). We will not contact you individually.
- 9) Admitted students may not defer enrollment to a later semester. Students who wish to defer enrollment must reapply.
- 10) Admitted students are required to submit Apostille Certificates within 15 days of enrollment. Please refer to 'Apostille Requirement' on the page 12.
- 11) Applicants whose forms and supporting documents are incomplete or found to be forged will be disqualified from the admissions process.
- 12) 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.

IV. Where to submit applications

KAIST Admissions Office (Ms. Angela, Lee)
E11 Bldg., 5F, 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 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.

VI. Campus Life

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

Office of Advising & Supporting for International Students (OASIS): <http://oasis.kaist.ac.kr>

Facebook 

KAIST OASIS

KAIST International Student Admissions

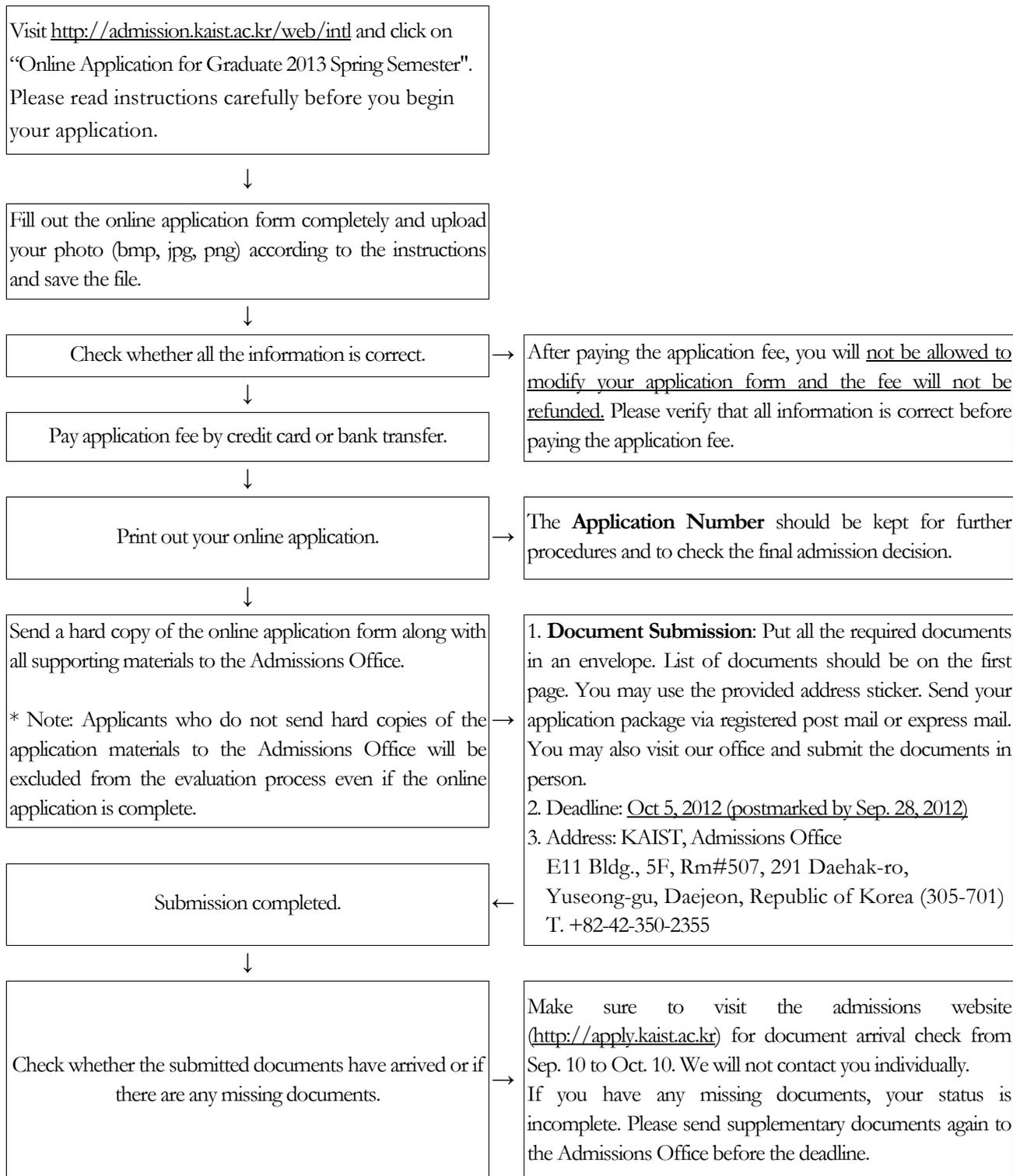
VII. How to get to KAIST

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)

Applications Procedures



Apostille Requirements

Those who are newly admitted to KAIST should submit Apostille certificates 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.