# Admission Guide
## For International Applicants

## -Spring & Fall Semester 2018-

# Contents

# I. Application Timeline

KAIST has three application cycles: **EARLY**, **REGULAR**, and **LATE**.

## EARLY

| Application window opens | Online Application Deadline | Document Submission Deadline | Interview | Admission Announcement | Reply to KAIST | Academic year begins |
|---|---|---|---|---|---|---|
| **SEP. 1 2017** | **OCT. 25 2017** | **OCT. 31 2017** | **DEC. 28 2017** | **JAN. 5 2018** | **FEB. 16 2018** | **Spring 2018** |
| | | | | | | **Fall 2018** |

※ Candidates for EARLY cycle should choose either Spring 2018 or Fall 2018 having met eligibility. (To check your eligibility please refer to p.5)

## REGULAR

| Application window opens | Online Application Deadline | Document Submission Deadline | Interview | Admission Announcement | Reply to KAIST | Academic year begins |
|---|---|---|---|---|---|---|
| **NOV. 1 2017** | **JAN. 5 2018** | **JAN. 10 2018** | **MAR. 8 2018** | **MAR. 23 2018** | **AUG. 17 2018** | **Fall 2018** |

## LATE

| Application window opens | Online Application Deadline | Document Submission Deadline | Interview | Admission Announcement | Reply to KAIST | Academic year begins |
|---|---|---|---|---|---|---|
| **FEB. 26 2018** | **JUN. 29 2018** | **JUN. 29 2018** | **JUL. 10 2018** | **JUL. 20 2018** | **JUL. 28 2018** | **Fall 2018** |

※ **Submit your completed application and documents by 11:59 p.m. on the application deadline based on local time of Republic of Korea.**

※ **Interview is NOT required for all accepted candidates. Candidates will be contacted through individual emails if interview is necessary.**

※ **After you pay the application fee, you are not allowed to change your application track (i.e: from Early to Late).**

※ **Please note that dates for interview and admission announcement are subject to change.**

# Ⅱ. Application Process at a Glance

| Step 0 | Read the admission guidelines carefully. Get familiar with the application process and the required materials you need to submit. |
|---|---|
| Step 1 | Visit http://admission.kaist.ac.kr/international<br>Fill out your online application form completely according to the instructions and save the file. |
| Step 2 | Please make sure that the information on your application is correct.<br>**You cannot edit your application after you pay the application fee.** |
| Step 3 | Pay application fee, 80 USD or 80,000 KRW, by credit card or bank transfer.<br>***Any additional charges (i.e. bank charges) should be covered by the candidate.*** |
| Step 4 | Press the 'Preview' button and print out your online application.<br>※ Note: The Application Number should be kept for further procedures and to check the final admission decision. |
| Step 5 | Send the printed online application and <u>all additional required materials</u> to the Admissions Office.<br>※ 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. You may use the address sticker provided.<br>■ 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.<br>■ Deadline: Refer to **EARLY / REGULAR / LATE** deadlines<br>■ Postal Address<br>**Office of Admissions, KAIST**<br>**#108, Yang Boon Soon Bld. (E16-1)**<br>**291 Daehak-ro , Yuseong-gu, Daejeon 34141, Republic of Korea**<br>**Tel: (+82-42) 350-4803** |
| Step 6 | Check document arrival status online. KAIST does not contact you individually. If you have any missing documents, your status is incomplete. Please send the supplementary documents again before the document submission deadline. |
| **Submission Complete** | |
| Step 7 | We will contact applicants individually if an interview is necessary. |
| Step 8 | Check your final admission and scholarship result at<br>https://apply.kaist.ac.kr/InterApply/InterApply/Login |

# Ⅲ. Eligibility & Admission Requirements

Please read the guideline carefully. As a candidate, it is your responsibility to know the application requirements, to submit the necessary materials by the deadline, and to monitor the status of application on the website.

➢ **Eligibility**

- International candidates **MUST** **meet all** of the following requirements:
  1) **Spring 2018 (Early only)**
     Candidates who have graduated or will graduate from their secondary education by February 28th, 2018.
     **Fall 2018 (Early / Regular / Late)**
     Candidates who have graduated or will graduate from their secondary education by August 31st, 2018.

  2) Candidates with foreign citizenship
     * Korean citizens who hold dual citizenship are not eligible to apply as foreign students.

  > **International candidates of Korean origin MUST *ADDITIONALLY* satisfy one of the following two requirements:**
  >
  >     1) Neither of the candidate's parents is a Korean citizen or
  >     2) The candidate must have received his/her entire elementary, junior high, and high school education outside of Korea at a comparable and equivalent level of those provided in Korea. But in this case, international schools located in Korea are not acknowledged as foreign schools.
  >
  > * International students of Korean origin who do not meet at least one of the eligibility requirements above **should** apply through Korean Overseas Admissions instead.

## List of Application Documents at a Glance

| Item | Documents | Remarks |
|---|---|---|
| Online Application | ① Application Form (original) | **Mandatory** |
| Post mail / In-Person Applications | ② One Recommendation Letter (original)<br>③ Secondary / Tertiary School Profile (copy)<br>④ High school / University Transcript (copy)<br>⑤ Standardized Official Test Report (copy)<br>⑥ English Proficiency Test Report (copy)<br>⑦ Passport or National ID (copy)<br>⑧ Statement of Financial Resources (original) | **Mandatory** |
| | ⑨ Certificate of the Facts Concerning the Entry & Exit issued by the Korean Immigration office (original)<br>⑩ Loss of Korean Nationality (original) | **Mandatory**<br>(International Candidates of Korean Origin only) |
| | ⑪ Honors and Awards (copy) | **Optional** |

## Application Documents in Detail

✓ **Mandatory**

**① Application Form**

- Complete application online (http://admission.kaist.ac.kr/international)
- Print it out and include it in the application package with other necessary documents.

**② Letter of Recommendation (Original, online form)**

- The form can be found in the KAIST Int'l Undergraduate Admissions Website http://admission.kaist.ac.kr/international/?page_id=1152
- Only one recommendation letter is required.
- The recommendation letter should be written by an academic advisor, homeroom teacher, or a math/science teacher.
- Should be written in Korean or in English.
- Print and submit the Recommendation Form via post or express mail.
- A recommendation letter on official letterhead will also be accepted.
- Your teacher may send his/her recommendation letter directly to the Admissions Office. The letter should be signed and sealed across the back of an official envelope by the recommender.
- Photocopies or recommendation letter via email are not acceptable.
- Recommendation letters cannot be submitted in copies.

**③ Secondary / Tertiary School Profile (copy)**

- Official school profile/introduction/brochures published by the applicant's high school or the Ministry of Education. You may submit School's website, GPA rating system, college acceptance statistics, or any other

relevant information that would help us understand your school better.
· Submit the school profile at maximum five pages.

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### ④ High School / University Transcript (copy)

· You are required to submit official transcripts from every high school (and college) attended.
· Transcripts must include year by year records of all coursework from the last three years of upper secondary school. The last year of coursework in process should also be included.
· The transcripts should include a statement of personal rank in class/grade, if available.

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### ⑤ Standardized Official Test Scores (copy)

· ***At least one of the*** official Test Score Reports such as SAT 1, SAT 2, AP, IB, GCE A-Level, ACT, High school leaving exam, and University entrance exam results and certificate of International Olympiad should be submitted.
· SAT1, SAT2, AP, and ACT Official test results can be sent directly from the testing agency to KAIST.
  - Institution Code of KAIST for SAT 1, SAT 2, and AP score report: 4433
  - Institution Code of KAIST for ACT score report: 7778
  - Online reporting normally takes 1~2 weeks to receive the score from college board. Please meet the document submission deadline.
  - We strongly recommend the applicants to take SAT 2(subject test) for **Math Level 2, Physics, and Chemistry (or Biology)**.
  - If the highest results for each category are spread over multiple examination dates, applicants may send multiple examination results. The highest grades will be considered for each examination category.
· IB or GCE A-Level Predicted score: For IB or GCE A-Level test applicants, we accept IB predicted score report written by counselor or teacher at the school. Once the applicant is admitted, they must submit IB diploma as soon as they receive it. If there are significant discrepancies between your predicted scores and final scores, your admission can be rescinded.
· IB or GCE A-Level Final Score: If you have your final IB or GCE A-Level score, please submit the final one.
· Certificate of International Olympiad can replace Official Test Score. Official test results can be sent directly from the testing agency to KAIST.
  - You may attach a separate sheet to explain the exam procedure, competition rate, results, etc.
· **Certificate of National Olympiad CANNOT replace Official Test score.**
· High school leaving exam or University entrance exam, please describe the exam in A4 one page.

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### ⑥ Certificate of Official English Proficiency Test (EPT) (copy)

· Candidates whose native language is not English **MUST** submit the EPT certificate.
· Candidates are strongly recommended to achieve above TOEFL iBT 83, TOEFL PBT 560, TOEFL CBT 220, TEPS 599, IELTS 6.5 and TOEIC Listening &

Reading 720 or higher.
- EPT must be taken <u>within two years</u> from the deadline of the online application.
- ETS can send an original copy of your score report directly to KAIST Admissions Office. Score reports must be arrived by the deadline. Institution Code of KAIST for TOEFL score report: 0195

- <u>Exemption requirement</u>: Candidates whose official language is English and who completed three years of high school in an English speaking country are exempt from submitting the EPT certificate. An English Lecture Certificate is required for those who studied in non-English speaking countries.

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## ⑦ Copy of Passport or National ID Card (copy)

- Submit a copy of your international passport or national ID card.
- 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.)

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## ⑧ Statement of Financial Resources (original, online form)

- The KAIST scholarship or Sponsorship form can be found in the KAIST Int'l Undergraduate Admissions Website (http://admission.kaist.ac.kr/international/?page_id=1152)
- You can select either KAIST scholarship or Sponsorship.
- **Once you select "Financial Resources", you CANNOT change it.**
- Select <u>KAIST scholarship,</u> if you are not financially sponsored by any government or organization.
  - Please attach documents you deem necessary in reflecting your financial status.
  - After you check the List of Documents, please don't forget to send all the checked documents.
  - Do note that all the checked documents created in languages other than English should be translated and included along with their original copies.
- Select <u>Sponsorship</u>, if you are financially sponsored by any government or organization.

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### <KAIST Scholarship>
KAIST provides full scholarship (tuition and fees) and monthly allowances for every admitted students. A monthly stipend of 200 ~ 300 USD (200,000 ~ 350,000 KRW, not including dorm fees) and the national health insurance fee are supported by KAIST. However, student must receive good grade at KAIST to maintain the scholarship.

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## ⑨ Certificate of the Facts concerning the Entry & Exit issued by the Korean Immigration office (original)

- Only for International candidates of Korean Origin
- The certificate should have recently been issued.
- Please submit a certificate showing all entry and exit records (<u>from date of birth to date of submission</u>) which is issued in two month from the application's document submission deadline.

Admission may be disadvantaged or rescinded if the submitted materials contain false information or if entry/exit records cannot be verified because of the use of dual passports.
- In cases where applicants encounter difficulty in obtaining Certificate of Entry and Exit Records directly, applicants may ask a third party living in Korea to obtain it with a copy of the applicant's passport, a power of attorney, and an application form.
(Korea Immigration Service Contact Tel: +82-1345)

| ⑩ Loss of Korean Nationality (Original) |
|---|
| ・ Only for International candidates of Korean Origin<br>・ Family Relation Certificate, Proof of the Loss of Korean Nationality, Family Census Register and etc. |

✓ **Optional**

| ⑪ Honors and Awards (copy) |
|---|
| ・ You may submit **up to five** honors or awards obtained during your secondary and tertiary education.<br>・ The list will be valid only when testimonials or evidences are submitted. |

# Ⅳ. Application Fee

Pay application fee, 80 USD or 80,000 KRW, by credit card or bank transfer. ***Any additional charges (i.e. bank charges) should be covered by the candidate.*** *Please note that you cannot modify your application form once you pay the application fee.*

### 1) By Credit Card & Domestic 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.

### 2) By International Bank Transfer
· 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. *If you want to do the bank transfer, please don't forget to fill out the "INVOICE,*  http://admission.kaist.ac.kr/international/?page_id=1152"

· **\*\*It takes more than weeks to check your application fee from KAIST bank account. Please meet the online application & document submission deadline.**

|  | International Transfer | Domestic Transfer |
|---|---|---|
| Bank name | Woori Bank | Same as Credit Card process (via online application website) |
| Branch name | KAIST Branch | |
| Bank Address | 291 Daehak-ro, Yuseong-gu Daejeon 34141 Korea | |
| Account Number | 270-003359-41-185 (for USD) | |
| Beneficiary | KAIST | |
| Swift Code | HVBKKRSExxx | |
| Message | Applicant's full name | |
| Application Fee | 80 USD | 80,000 KRW |

# Ⅴ. Evaluation Criteria & Process

KAIST takes into consideration a number of factors when determining admission, including the candidate's academic achievements (especially in math and science), potential, interpersonal skills, personal accomplishments, integrity, and leadership. For academic achievements, candidates are reviewed in terms of the level of studies completed in math and science classes, quality of achievements, and characteristics of institutions attended.

| Document Screening | **<Document Review>**<br>- The applicant will be initially screened based on the application documents. |
|---|---|
| Interview (Optional) | **<Interview>**<br>- The applicant who has been selected from the document screening will proceed to interview.<br>- The applicant will be notified by email whether he or she will be called for interview. The applicant must reply to the email promptly to confirm the interview. The interview date and time will be announced in the invitation for the interview. |

# VI. Important Notes

1) If any of the submitted materials contain false information, admission can be rescinded.

2) 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.

3) Contact address should be listed which may get to the applicant immediately. The university is not responsible for any consequences that may result from incorrect contact information on the application or when the applicant failed to receive contact from the university.

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

5) After paying the application fee, you will not be able to modify your application or get a refund. Thus, PLEASE carefully check all the information you have filled in before paying the application fee.

6) When students do not comply with University's prescribed process and rules, or required documents are not completely submitted, the students will be disqualified.

7) Details of the evaluation process and scores shall not be disclosed.

8) Candidates whose forms and supporting documents are incomplete or improper will be disqualified from the admissions process.

9) It is strongly recommended that all required documents be typed rather than handwritten.

10) All the documents should be in A4 size.

11) When asked to submit original documents, you must do so. We may contact applicants individually by phone for additional documents, if necessary.

12) Do note that all the documents created in languages other than English should be translated and included along with their original copies. The translated copy should have a seal of the translation institution or notary office.

13) Please use clips to bind the contents. DO NOT staple the submitted materials.

14) Keep the application number for further procedures such as checking the final decision.

15) Make sure to visit the Admissions website to confirm document delivery. We will NOT contact you individually.

16) Admitted students CANNOT defer enrollment to a later semester. Students who wish to defer enrollment must reapply.

17) Admitted students are required to submit Apostille Certificates within 15 days of enrollment. Please refer to 'Apostille Requirement' on the page 13.

18) If the applicant's name does not match the name on any of the documents, the applicant must submit proper certification to prove that they are the same person.

19) 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.

20) All Admitted students will go through a registration process. At each stage, the individual student will receive specific information via e-mail.
Thus students should specify the e-mail address correctly when writing the application form.

21) If admitted student decided not to register for KAIST, must notice Admissions Office before the candidate's reply date.

# Important Notes: APOSTILLE Requirements

Those who are newly admitted to KAIST should submit Apostille certificates within 15 days after enrollment in KAIST. Read the instruction carefully and prepare for the required certificates before you leave your country.

Public documents issued by public schools or institutions *outside of Korea* such as

**1) High school graduation diplomas,**

**2) High school transcripts, and**

**3) Standardized official tests (high school leaving exam, university entrance exam or other nationally/internationally recognized exam results – only to those who have submitted these documents)** should have attached 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 written in another language, it should be translated into English or Korean and notarized by a notary office before applying for an 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. Because this legalization process is frequently, slow, cumbersome and costly, a large number of countries all over the world have signed 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 visit Hague Conference for 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 more authority that is entitled to issue Apostilles. These authorities are called Competent Authorities – only they are permitted to issue Apostilles. Click HERE to visit the Hague Conference 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.

# VII. Academic Programs for Bachelor's Degree

| College | School | Departments/Divisions |
|---|---|---|
| College of Convergent Basic Science(*) | | Interdisciplinary Track (tentative name) |
| College of Natural Sciences | | Physics |
| | | Mathematical Sciences |
| | | Chemistry |
| College of Life Science & Bioengineering | | Biological Sciences |
| College of Engineering | School of Mechanical, and Aerospace Engineering | Mechanical Engineering |
| | | Aerospace Engineering |
| | School of Electrical Engineering | Electrical Engineering |
| | School of Computing | Computer Science |
| | | Civil & Environmental Engineering |
| | | Bio & Brain Engineering |
| | | Industrial Design |
| | | Industrial & Systems Engineering |
| | | Chemical & Biomolecular Engineering |
| | | Materials Science & Engineering |
| | | Nuclear & Quantum Engineering |
| College of Business | | Business and Technology Management |

* Starts from Spring 2018

**Please note that students will be enrolled without declaring their major.** In KAIST, students can select their major from 2nd year. We will provide academic fairs, lectures, seminars, and other programs to help students determine which major will suit them best; they then are free to choose from KAIST's majors, without any additional requirements or admission procedures.

Korea Advanced Institute of Science and Technology

# Ⅷ. Campus Life

- KAIST : http://www.kaist.edu
- KAIST International Scholar and Student Services : http://isss.kaist.ac.kr/
- KAIST International Student Association : http://kisa.kaist.ac.kr, kisa@kaist.ac.kr

| | |
|---|---|
| **Dormitory**<br>Incoming 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 100 USD per month. | **Library**<br>KAIST has two major libraries: the Main Library and the Undergraduate Branch Library. There is also a bookstore and a cafeteria on the first floor of the Main Library. |
| **Medical service**<br>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**<br>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. |
| **Restaurants**<br>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. | **KAIST Language Center (KLC)**<br>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. |

# Ⅸ. Contact

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| Tel: +82-42-350-4803<br>**E-mail:** creative.adm@kaist.ac.kr<br>Monday-Friday (except public holidays) 9 am. to 6 pm., local time in Korea<br>Office of Admissions, KAIST, #108, Yang Boon Soon Bld. (E16-1),<br>291 Daehak-ro , Yuseong-gu, Daejeon 34141, Republic of Korea |