

# Admission Guide

## For International Applicants

-Spring & Fall Semester 2019-

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## I. Application Timeline

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

### EARLY

Application window opens	Online Application Deadline	Document Submission Deadline	Admission Announcement	Reply to KAIST	Academic year begins
<b>SEP. 3 2018</b>	<b>OCT. 26 2018</b>	<b>OCT. 31 2018</b>	<b>JAN. 4 2019</b>	<b>FEB. 15 2019</b>	<b>Spring 2019</b>
					<b>Fall 2019</b>

※ Candidates for EARLY cycle should choose either Spring 2019 or Fall 2019 having met eligibility. (To check your eligibility : please refer to p.5)

### REGULAR

Application window opens	Online Application Deadline	Document Submission Deadline	Admission Announcement	Reply to KAIST	Academic year begins
<b>NOV. 1 2018</b>	<b>JAN. 4 2019</b>	<b>JAN. 11 2019</b>	<b>MAR. 22 2019</b>	<b>JUN. 21 2019</b>	<b>Fall 2019</b>

### LATE

Application window opens	Online Application Deadline	Document Submission Deadline	Admission Announcement	Reply to KAIST	Academic year begins
<b>FEB 2019</b>	<b>MAY 2019</b>	<b>MAY 2019</b>	<b>JUN 2019</b>	<b>JUN 2019</b>	<b>Fall 2019</b>

▶ Please note that the dates for LATE admission track are subject to change depending on the results of 2019 EARLY/ REGULAR admission track.

- ※ Submit your completed application and documents by 5:00 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 email if an interview is necessary.
- ※ After you pay the application fee, you are not allowed to change your application track (i.e: from Early to Regular or 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 <a href="http://admission.kaist.ac.kr/international">http://admission.kaist.ac.kr/international</a> 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. <b>You cannot edit your application after you pay the application fee.</b>
Step 3	Pay application fee, 80 USD or 80,000 KRW, by credit card or bank transfer. <b><u>Any additional charges (i.e. bank charges) should be covered by the candidate.</u></b>
Step 4	<p><b>Upload</b> scanned copies of <u>all additional required materials</u> on the application webpage. <u>The uploaded scanned copies must be clear and legible.</u></p> <p>※ <b>Note: For those who cannot upload application documents</b> due to specific reasons (i.e. system error, lack of equipment), please send hard copies of the application materials to the Admissions Office via post by the deadline.</p> <p>※ You may use the address sticker provided.</p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ Deadline: Refer to <b>EARLY / REGULAR / LATE</b> deadlines</li> <li>■ Postal Address           <p style="margin-left: 40px;"><b>Office of Admissions, KAIST</b> <b>#108, Yang Boon Soon Bld. (E16-1)</b> <b>291 Daehak-ro , Yuseong-gu, Daejeon 34141, Republic of Korea</b> <b>Tel: (+82-42) 350-4802/4803</b></p> </li> </ul>
Step 5	Check your application status (check whether your documents have successfully been uploaded or sent). KAIST does not contact you individually. If you have any missing documents, your status will be incomplete. Please upload/send the supplementary documents again before the document submission deadline.
<b>Submission Complete</b>	
Step 6	We will contact applicants individually if an interview is necessary.
Step 7	Check your final admission and scholarship results at <a href="https://apply.kaist.ac.kr/InterApply/InterApply/Login">https://apply.kaist.ac.kr/InterApply/InterApply/Login</a>

### III. Eligibility & Admission Requirements

Please read the guidelines 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 your application on the website.

#### ➤ Eligibility

- International candidates **MUST meet** all of the following requirements:
  - 1) **Spring 2019 (Early only)**  
Candidates who have graduated or will graduate from secondary school by February 28th, 2019.  
**Fall 2019 (Early / Regular / Late)**  
Candidates who have graduated or will graduate from secondary school by August 31st, 2019.
  - 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 that provided in Korea.  
Note that 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 Submission	① Application Form	<b>Mandatory</b>
	② One Recommendation Letter	
	③ Secondary / Tertiary School Profile	
	④ High School / University Transcript	
	⑤ Standardized Official Test Report	
	⑥ English Proficiency Test Report	
	⑦ Passport or National ID	
	⑧ Statement of Financial Resources	
	⑨ Certificate of Facts Concerning Entry & Exit issued by the Korean Immigration Office	<b>Mandatory</b> (International Candidates of Korean Origin only)
	⑩ Loss of Korean Nationality	
	⑪ Honors and Awards	<b>Optional</b>

## ➤ Application Documents in Detail

### ✓ **Mandatory**

<b>① Application Form</b>
<ul style="list-style-type: none"> <li>Complete application online (<a href="http://admission.kaist.ac.kr/international">http://admission.kaist.ac.kr/international</a>)</li> </ul>

<b>② Letter of Recommendation (Online Submission)</b>
<ul style="list-style-type: none"> <li>One teacher recommendation letter will be considered – The recommendation letter should be written by an academic advisor, homeroom teacher, or a math/science teacher.</li> <li>The letter should be written either in Korean or in English.</li> <li>Recommendations must be submitted electronically via your application platform. Once you pay the application fee, we will send your teacher a <b>link</b> so that your teacher can submit your recommendation letter online by the deadline.</li> <li>It is extremely important to enter your recommenders' email addresses correctly on your online application form so that they each receive an automated email instructing them how to proceed with their recommendation through the online process.</li> <li><b>Your application will be completed once your recommender submits the recommendation letter.</b></li> <li>Recommendation letters cannot be submitted in hard copies.</li> </ul>

<b>③ Secondary / Tertiary School Profile</b>
<ul style="list-style-type: none"> <li><u>Official school profile/introduction/brochures published by the applicant's high school or the Ministry of Education.</u> You may submit your school's website, GPA rating system, college acceptance statistics, or any other relevant information that would help us understand your school better.</li> <li>The submitted school profile should be a maximum of five pages.</li> </ul>

**④ High School / University Transcript**

- 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 underway should also be included.
- The transcripts should include a statement of personal rank in class/grade, if available.

**⑤ Standardized Official Test Scores**

- **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.
- **Note: SAT1, SAT2, AP, and ACT** Official test results **MUST** be sent directly from the testing agency to KAIST. (You **must report online**)
  - 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 the college board. Please consider 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 an IB predicted score report written by a counselor or teacher at the school. Once the applicant is admitted, they must submit an IB diploma as soon as it is received. 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 score.
- **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 within one A4 page.

**⑥ Certificate of Official English Proficiency Test (EPT)**

- Candidates whose native language is not English **MUST** submit an EPT certificate. It is strongly recommended that applicants 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 within two years prior to the deadline of the online application.

- ETS can send an original copy of your score report directly to KAIST Admissions Office if reported online. Score reports must arrive by the deadline.
- Institution Code of KAIST for TOEFL score report: 0195
- **EPT Exemption :**  
**If applicants request for EPT exemption for the following reasons, KAIST will confirm your EPT exemption after reviewing your documents.**
  - ① Applicants whose nationality is English speaking country; or
  - ② Applicants who completed their high schools where classes are taught in English.

### ⑦ Copy of Passport or National ID Card

- 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 the page showing the passport number, date of issue and expiration, photo, and name.)

### ⑧ Statement of Financial Resources (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](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 KAIST scholarship, 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 do not forget to upload/send all the checked documents.
  - Note that all the checked documents created in languages other than English should be translated and included along with their original copies.
- Select Sponsorship, if you are financially sponsored by any government or organization.

### <KAIST Scholarship>

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

### ⑨ Certificate of Facts concerning Entry & Exit issued by the Korean Immigration Office

- Only for international candidates of Korean origin
- The certificate should have recently been issued.
- Please submit a certificate showing all entry and exit records (from date of birth to date of submission) issued within two months of the 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, power of attorney, and an application form.

(Korea Immigration Service Contact Tel: +82-1345)

#### ⑩ Loss of Korean Nationality

- Only for International candidates of Korean origin
- Family Relation Certificate, Proof of Loss of Korean Nationality, Family Census Register, etc.

### ✓ Optional

#### ⑪ Honors and Awards

- You may submit **up to five** honors or awards obtained during your secondary and tertiary education.
- The list will be valid only when testimonials or evidence 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 checking your remittance. The bank account number will be shown when you complete the online application. **If you want to pay via bank transfer, please do not forget to fill out the "INVOICE, [http://admission.kaist.ac.kr/international/?page\\_id=1152](http://admission.kaist.ac.kr/international/?page_id=1152) "**

**\*\*It takes more than weeks to check your application fee from a 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	HVBKCRSExxx	
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.

<p><b>Document Screening</b></p>	<p><b>&lt;Document Review&gt;</b>          - The applicant will be initially screened based on the application documents.</p>
<p><b>Interview (Optional)</b></p>	<p><b>&lt;Interview&gt;</b>          - An applicant who has been selected from the document screening will proceed to an interview.          - The applicant will be notified by email whether he or she will be called for an 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.</p>

## 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 are lost in the mail.
- 3) Contact address where the applicant can be reached immediately should be listed. KAIST is not responsible for any consequences that may result from incorrect contact information on the application or when the applicant has not been contacted by KAIST.
- 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 obtain 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 KAIST's prescribed process and rules, or all required documents are not 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 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) Note that all the documents created in languages other than English should be translated and included along with the 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 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 an admitted student decides not to register for KAIST, he/she must notify the 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 instructions carefully and prepare 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, they 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 often must 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 an updated list of the countries where the 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 on 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.** At KAIST, students can select their major from their second 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.

## VIII. Campus Life

- KAIST : <http://www.kaist.edu>
- KAIST International Scholar and Student Services : <http://iss.kaist.ac.kr/>
- KAIST International Student Association : <http://kisa.kaist.ac.kr>, [kisa@kaist.ac.kr](mailto:kisa@kaist.ac.kr)

<p><b>Dormitory</b> 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.</p>	<p><b>Library</b> 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.</p>
<p><b>Medical service</b> Minor injuries and illnesses are treated at an on-campus clinic for free. For more serious illnesses, a high quality professional medical service is offered on campus at the Pappalardo Medical Center.</p>	<p><b>Sports facilities</b> 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.</p>
<p><b>Restaurants</b> 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.</p>	<p><b>KAIST Language Center (KLC)</b> 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.</p>

## IX. Contact

Tel: +82-42-350-4802/4803

E-mail: [creative.adm@kaist.ac.kr](mailto:creative.adm@kaist.ac.kr)

Monday-Friday (except public holidays) 9 am. to 6 pm., local time in Korea

Office of Admissions, KAIST, #108, Yang Boon Soon Bld. (E16-1),

291 Daehak-ro , Yuseong-gu, Daejeon 34141, Republic of Korea