

Admission Guide

For International Applicants

–Spring & Fall Semester 2019–

KAIST



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I . Application Timeline

► KAIST has Three Application Tracks: **EARLY**, **REGULAR**, and **LATE**

EARLY

Application Window Opens	Application Deadline	Admission Announcement	Reply to KAIST	Academic year Begins
SEP. 3 2018	OCT. 31 2018	JAN. 4 2019	FEB. 15 2019	Spring 2019 Fall 2019

※ Applicants for EARLY track should choose either Spring 2019 or Fall 2019 having met eligibility(p.5).

REGULAR

Application Window Opens	Application Deadline	Admission Announcement	Reply to KAIST	Academic year Begins
NOV. 1 2018	JAN. 11 2019	MAR. 22 2019	JUN. 21 2019	Fall 2019

LATE

Application Window Opens	Application Deadline	Admission Announcement	Reply to KAIST	Academic year Begins
MAR. 1 2019	MAY. 24 2019	JUN. 21 2019	JUL. 12 2019	Fall 2019

※ NOTE!

- 1) Please note that the dates for Admission Announcement are **subject to change**.
- 2) Submit & Upload your completed application & documents by 5PM(KST) on the application deadline.
- 3) Interview is **NOT** required for all applicants. Applicants will be contacted through individual email if an interview is necessary.
- 4) After you pay the application fee, you are **NOT** allowed to change you application track(i.e. : from EARLY to REGULAR or LATE).

II . Application Process at a Glance

Step 1.	<ul style="list-style-type: none"> - Read the admission guidelines carefully. - Get familiar with the application process & requirements you need to submit.
Step 2.	<ul style="list-style-type: none"> - Visit http://admission.kaist.ac.kr/international and fill out your online application form completely according to the instructions and save the file.
Step 3.	<ul style="list-style-type: none"> - Please make sure that the information on your application is correct. - You CANNOT edit your application after you pay the application fee.
Step 4.	<ul style="list-style-type: none"> - 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 applicants.
Step 5.	<ul style="list-style-type: none"> - UPLOAD scanned copies of all additional required materials on the application page. The uploaded scanned copies MUST be clear & legible. <p> ※ Note : For those who cannot upload application documents 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. To send documents by post : 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. </p> <p style="text-align: right;"> ※ Postal Address Undergraduate Admissions Team, Office of Admissions, KAIST #108, Yang Boon Soon Bld. (E16-1) 291 Daehak-ro , Yuseong-gu, Daejeon 34141, Republic of Korea Tel: (+82-42) 350-4802/4803 </p>
Step 6.	<ul style="list-style-type: none"> - Check your application status (check whether your documents have successfully been uploaded or sent). - If you have any missing documents, your status will be incomplete. Please upload/send the supplementary documents again before the document submission deadline. ※ KAIST does not contact you individually.
[Submission Complete]	
Step 7.	<ul style="list-style-type: none"> - We will contact applicants individually if an interview is necessary.
Step 8.	<ul style="list-style-type: none"> - Check your final admission and scholarship results at : https://apply.kaist.ac.kr/InterApply/InterApply/Login

III. Eligibility & Requirements

▶ Please read the guidelines carefully!

As an applicant, it is your responsibility ① to know the requirements, ② to submit the necessary materials by the deadline, ③ and to monitor the status of your application on the website.

Eligibility : International applicants MUST meet all of the following requirements

1	<p>▶ Spring 2019 (EARLY only) Applicants who have graduated or will graduate from high school by <u>February 28th, 2019</u>.</p> <p>▶ Fall 2019 (EARLY/REGULAR/LATE) Applicants who have graduated or will graduate from high school by <u>August 31st, 2019</u>.</p>
2	<p>▶ Applicants with foreign citizenship</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>※ Applicants who hold Korean Citizenship(dual citizenship) are <u>NOT eligible</u> to apply as international students.</p> <p>※ International applicants of Korean origin MUST ADDITIONALLY satisfy one of the following two requirements:</p> <ol style="list-style-type: none"> 1) Neither of the candidate's parents is a Korean citizen; or 2) The applicant 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. <p>※ Note that international schools located in Korea are NOT acknowledged as foreign schools.</p> </div> <p>☞ International students of Korean origin who DO NOT meet at least one of the eligibility requirements above should apply through Korean Overseas Admissions.</p>

► List of Required Documents at a Glance

Item	Documents	Remarks	
Online Submission	① Application Form	Mandatory	
Online Platform	② One Recommendation Letter		
Upload Online	③ High School Profile		
	④ High School / University Transcript		
	⑤ English Proficiency Test Score Report		
	⑥ Standardized Official Test Score Report		
	⑦ Passport or National ID Copy		
	⑧ Statement of Financial Resources		
	⑨ Certificate of Facts Concerning Entry & Exit issued by the Korean Immigration Office		Mandatory (※International Applicants of Korean Origin Only)
	⑩ Loss of Korean Nationality		
	⑪ Honors and Awards		Optional

► Application Documents in Details

「MANDATORY」

① Application Form

☞ Complete application online (<http://admission.kaist.ac.kr/international>)

② One Recommendation Letter

- ☞ Only ONE teacher recommendation letter will be considered.
- ☞ The recommendation letter should be written by an academic advisor, homeroom teacher, or a math/science teacher.
- ☞ The letter should be written either in Korean or in English.
- ☞ Recommendations must be submitted electronically via your application platform. Once you pay the application fee, we will send your teacher a link so that your teacher can submit your recommendation letter online by the deadline.
- ※ **It is extremely important** to enter your recommender's email address 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.
- ☞ **Your application will be completed once your recommender submits the recommendation letter.**
- ☞ Recommendation letters **CANNOT** be submitted in hard copies.

③ High School Profile

- ☞ Submit official high school profile/introduction/brochures published by the applicant's high school or the Ministry of Education.
- ☞ 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.
- ☞ The submitted school profile should be a maximum of five pages.

④ High School & University Transcript

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

⑤ Official English Proficiency Test(EPT) Score Report

- ☞ 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 (OLD) 560 (NEW) 63, TOEFL CBT 220, TEPS (OLD) 599, (NEW) 326, 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.
- ☞ Testing Agency(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.

⑥ Standardized Official Test Score Report (Report Online)

☞ 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.

※ **Important Note** : SAT 1, SAT 2, AP, and ACT Official test results **MUST** be reported to us officially from the testing agency(by online reporting).

- 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.

※ **Predicted Score** : For IB or GCE A-level test applicants, we accept predicted score report written by a counselor or teacher at the school. Once the applicant is admitted, they **MUST** submit an IB diploma/GCE Certificate 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 already 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.

Please note that National Olympiad Certificates are **NOT replaceable**.

☞ **High school leaving exam or University entrance exam**, please describe the exam within one A4 page. You may attach a separate sheet to explain the exam procedure, competition rate, results, etc.

⑦ Passport or National ID 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 the page showing the passport number, date of issue and expiration, photo, and name.)

⑧ Statement of Financial Resources

- ☞ Complete the KAIST Scholarship or Sponsorship form(attached in the online application form).
- ☞ You can select either KAIST Scholarship or Sponsorship.
- ☞ **Once you select your “Financial Resources”, you CANNOT change it.**
- ☞ **Select KAIST Scholarship**, if you are not financially sponsored by government or organization.
 - ※ If you select KAIST Scholarship : 1) Please upload documents you deem necessary in reflecting your financial status. 2) **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 government or organization.

[KAIST Scholarship]

KAIST offers full scholarship(Tuition Fee + Approx. \$300 of Monthly Allowances + National Health Insurance) to every admitted international student.
To maintain the scholarships, students have to receive good grades at KAIST.

「MANDATORY for Applicants of KOREAN Origin」

⑨ Certificate of Facts Concerning Entry & Exit

- ☞ The certificate **MUST** have been issued recently by Korean Immigration Office. Please submit a certificate showing all entry and exit record(from date of birth to date of submission) issued within two months of the application 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 Passport or National ID Copy

- ☞ Submit Family Relation Certificate, Proof of Loss of Korean Nationality, Family Census Register, etc.

「OPTIONAL」

▶ Honors and Awards

- ☞ You may submit up to five honors or awards obtained during your high school years.
- ☞ The list will be valid only when testimonials or evidence are submitted.

IV. Application Fee

▶ **Application fee costs 80 USD or 80,000 KRW. You could pay for it by 1) Credit Card or Domestic Transfer / 2) International Bank Transfer.**

※ **NOTE :** ① The application fee is non-refundable and NOT waived.

② Any additional charges(i.e. bank charges) should be covered by the applicants. In addition, you CANNOT modify your application form once you pay the application fee.

1) By Credit Card or Domestic Transfer

If you pay by credit card, an application number will be automatically given to you upon payment. Also, you do not have to submit its invoice or remittance receipt.

2) By International Bank Transfer (80 USD)

If you pay by bank transfer, you MUST fill out the invoice form (http://admission.kaist.ac.kr/international/?page_id=1152) 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.

※ Please consider that make your payment by bank transfer takes more than weeks.

If you choose to pay the fee by bank transfer, we recommend you to do it at least 3 weeks earlier than the application deadline.

※ Bank Transfer Information

- 1) **Bank Name:** Woori Bank
- 2) **Branch Name:** KAIST Branch
- 3) **Bank Address:** 291 Daehak-ro, Yuseong-gu, Daejeon, Korea (34141)
- 4) **Account Number:** 270-003359-41185(USD)
- 5) **Beneficiary:** KAIST
- 6) **Swift Code:** HVBKCRSExxx
- 7) **Message:** Applicant's full name

V . Selection Process

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

1.	Document Review	The applicants will be initially screened based on the application documents.
2.	Interview(optional)	<ul style="list-style-type: none"> - Applicants who have been selected from the document review will proceed to an interview. - The applicants will be notified by email whether he or she will be called for an interview. The applicants 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!

Note 1	- If any of the submitted materials contain false information, admission can be rescinded.
Note 2	- 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.
Note 3	- 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.
Note 4	- When students do not comply with KAIST's prescribed process and rules, or all required documents are not submitted, the students will be disqualified.
Note 5	- Details of the evaluation process and scores shall not be disclosed.
Note 6	- Applicants whose application form and supporting documents are incomplete or improper will be disqualified from the admissions process.
Note 7	- It is strongly recommended that all required documents be typed rather than handwritten.
Note 8	- All the documents MUST be A4 sized & clear & legible.
Note 9	- When asked to submit original documents, you must do so. We may contact applicants individually by phone for additional documents, if necessary.
Note 10	- Note that all the documents created in languages other than English <u>should be translated</u> and included along with the original copies. The translated copy should have a seal of the translation institution or notary office.
Note 11	- Keep the application number for further procedures such as checking the final decision.
Note 12	- Make sure to visit the Admissions Office website regularly to confirm application submission status. We will NOT contact you individually.
Note 13	- Admitted students CANNOT defer enrollment to a later semester. Students who wish to defer enrollment must re-apply.
Note 14	- Admitted students are required to submit Apostille Certificates within 15 days of enrollment. Please refer to ' <u>Apostille Requirement</u> ' on page 13.
Note 15	- 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.
Note 16	- 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.
Note 17	- 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.
Note 18	- If the admitted students decide not to register for KAIST, he/she must notify the Admissions Office before the candidate's reply date.

VII. 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 test reports (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 certificate.
- ※ 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? (☞ Please refer to: <https://www.hcch.net>)

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?

☞ Please refer to: List of Hague Apostille Convention Member Countries
<http://www.internationalapostille.com/hague-apostille-member-countries/>

- ※ 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.

☞ Please refer to: List of Competent Authorities of each member country
<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

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 at <http://www.internationalapostille.com/rates/>

VIII. Academic Programs for Undergraduate Students

College	School	Departments/Divisions
	School of Transdisciplinary Studies(*)	
College of Natural Sciences http://natsci.kaist.ac.kr/eng	-	Physics
		Mathematical Sciences
		Chemistry
College of Life Science & Bioengineering http://cbe.kaist.ac.kr/	-	Biological Sciences
College of Engineering http://coeng.kaist.ac.kr/html/en/	School of Mechanical & 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 https://btm.kaist.ac.kr/en/	-	Business and Technology Management

(*) Starts from Spring 2019

- ▶ Please note that as KAIST holds [non-declared major system] , students will be enrolled without declaring their major. At KAIST, students can select their major from their second year without any additional requirements or admission procedures. KAIST provides academic fairs, lectures, seminars, and other programs to help students determine which major will suit them best.

IX. Campus Life

Visit KAIST websites!

- ▶ KAIST: <http://www.kaist.edu>
- ▶ KAIST International Office: <https://io.kaist.ac.kr/site/student.do>
- ▶ KAIST International Scholar and Student Services: <http://iss.kaist.ac.kr/>
- ▶ KAIST International Students Association(KISA): <https://ko-kr.facebook.com/KISA.KAIST/>

<p>『Dormitory』 All KAIST students can live on campus. KAIST dorm fees are generously low(Approx.100~300USD/month) compared to other universities in Korea. Dorm fees will depend on whether you are assigned to a 2~3 person room or single room. All dorm rooms are equipped with desks, chairs, closets, and beds.</p>	<p>『Library』 KAIST has four libraries: Academic Cultural Complex(Library), Undergraduate Branch Library, Munji Library and College of Business Library. https://library.kaist.ac.kr/libInfo/libInfo/libraries.do</p>
<p>『Medical Service』 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 KAIST Clinic Pappalardo Medical Center.</p>	<p>『Sports facilities』 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>『Restaurants』 There are 8 cafeterias, some fast food restaurants, and cafes on campus. You will also find numerous restaurants located right outside of the campus. KAIST also offers various international cuisines. Many of our international students gather at international place to cook and eat together.</p>	<p>『KAIST Language Center (KLC)』 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 and Korean-English translation services.</p>

X. Contact

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

E-mail: creative.adm@kaist.ac.kr

Working Hours: Mon~Fri(except public holidays), 9am~6pm(KST)

Address: Undergraduate Admissions Team, Office of Admissions, KAIST, #108, Yang Boon Soon Bld. (E16-1), 291 Daehak-ro, Yuseong-gu, Daejeon 34141, Republic of Korea