International Student's HANDBOOK
For Degree-Seeking Students

There are numerous tasks you will need to complete in your first week at KAIST. Follow this checklist to stay on track.

**Checklist**

- Register for a Portal ID (https://iam.kaist.ac.kr)
- Register for courses (http://portal.kaist.ac.kr → Academic System)
- Find out the name of your dorm building and room number before arriving*
- Find out your Student ID No. and Temporary Registration No. before arriving*
- Check-in at your dormitory upon arrival
- Set up an internet connection in your dorm room (LAN cable required. You can purchase one in campus stores)**
- Visit ISSS (W2-1, International Center, Room #104)
- Take part in the orientation program
- Open a bank account at Woori Bank (W2, West Student Center, 1st floor)
- Pay dormitory fees at Woori Bank and submit the receipt to ISSS
- Submit required documents for school registration to ISSS (see the list on the following page)
- Register for an Alien Registration Card***

* This information will be provided to you by email 1~2 weeks before the dorm check-in date.
** Refer to the “Getting Started” section for instructions.
*** Refer to the “Immigration” section for more information.

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Required Documents for School Registration (Submit to ISSS)

- KAIST Registration Form & Sworn Statement
- 1 copy of Passport (ID & Visa page)
- 3 passport photos
- Apostille Certificate
- Student Health Insurance Association (SHIA) Fee Receipt
- Dormitory Fee Payment Receipt (from Woori Bank)
- Certificate of Health Check-up
- Application Packet for Alien Registration (with fee of 30,000 won)
- Orientation Fee (20,000 won)
- Copy of Bankbook*
- Verification of Application Documents*
- Personnel Inprocessing Record Form*

* For undergraduate students only
New Student's Checklist

For Exchange Students

Your first week at KAIST will be quite busy. Use this checklist to make sure everything is in order.

- Register for a Portal ID (https://iam.kaist.ac.kr)
- Register for courses (http://portal.kaist.ac.kr → Academic System)
- Visit ISSS (W2-1, International Center, Room #104)
- Find out the name of your dorm building and room number before arriving*
- Find out your Student ID No. and Temporary Registration No. before arriving*
- Check-in at your dormitory upon arrival
- Set up an internet connection in your dorm room (LAN cable required. You can purchase one in campus stores)**
- Take part in the orientation program
- Open a bank account at Woori Bank (W2, West Student Center, 1st floor)
- Pay dormitory fees at Woori Bank and submit the receipt to ISSS
- Submit required documents for school registration to ISSS (see the list on the following page)
- Register for an Alien Registration Card***

* This information will be provided to you by email 1~2 weeks before the dorm check-in date.
** Refer to the “Getting Started” section for instructions.
*** Refer to the “Immigration” section for more information.

Required Documents for School Registration (Submit to ISSS)
- KAIST Registration Form & Sworn Statement
- 1 copy of Passport (ID & Visa page)
- 3 Passport Photos
- 1 copy of Health Insurance Certificate
- Certificate of Health Check-up
- Blanket Deposit (60,000 won)
- Orientation Fee (20,000 won)
- Dormitory Fee Payment Receipt (from Woori Bank)
- Application packet for Alien Registration (with fee of 30,000 won)

Extending or Shortening Your Study Period at KAIST
If you want to study at KAIST as an exchange student beyond the originally designated semesters or leave KAIST before the end of the period, you must follow the process below:

Extending
- Get permission from your home university and inform KAIST
- Get permission from your advisor and department at KAIST
- Inform IRT (International Relations Team, W2-1, #102) & ISSS of the results at least three weeks before the end of each semester
- Apply for an Extension of Stay (D-2 visa). Refer to the “Immigration” section in this booklet.

Shortening
- Get permission from your home university
- You must inform your advisors at KAIST, IRT, and ISSS before your departure and turn in a completed Campus Clearance Form before leaving KAIST.

When an Exchange Student Leaves KAIST
Use this checklist to make sure everything is in order before you leave KAIST.

- Complete and submit a Campus Clearance Form to ISSS.
- Return the following to the relevant departments:
  - Books checked out from the library
  - Blanket & key to your dormitory supervisor
- Receive your deposit back from ISSS (refunds are possible only after the submission and processing of your Campus Clearance Form).
New Student’s Checklist

For Interns/Visiting Students

Use this checklist to make sure everything is in order.

Only applies when you use the dorm

☐ Find out the name of your dorm building and room number before arriving*
☐ Find out your Student ID No. and Temporary Registration No. before arriving*
☐ Check into your dormitory upon arrival. It is possible to rent bedding (pillow, blanket, mattress cover, etc.). Pick up bedding from the dry cleaners in building W6. Pay 50,000 won in cash (includes a deposit of 40,000 won and rent fee of 10,000 won) to ISSS during the VSR orientation.
☐ Set up an internet connection in your dorm room (LAN cable required. You can purchase one in campus stores)**

Applies to all interns/visiting students

☐ Visit ISSS (W2-1, International Center, Room #104)
☐ Take part in the orientation program
☐ Pay dormitory fees at Woori Bank (W2, West Student Center, 1st floor) and submit the receipt to ISSS (dorm users only)
   - Open a bank account at Woori Bank
     1) Visa Type B-1/2, C-3, others: After receiving certification of participation as an intern at your lab, you can open a restricted bank account at Woori bank with your passport. (*) Money deposit/withdrawal is possible only by visiting the bank.
     2) Visa Type D4-2, D2-8: Alien Registration Card, Passport, and Student ID card.
☐ Submit required documents for school registration to ISSS (see the following list)
☐ Register for an Alien Registration Card***
☐ Register for a Portal ID (http://iam.kaist.ac.kr)

* This information will be provided to you by email 1~2 weeks before the dorm check-in date.
** Refer to the “Getting Started” section for instructions.
*** Refer to the “Immigration” section for more information.

Required Documents for School Registration (Submit to ISSS)

- Certificate of Health Check-up (Original)
- Deposit (100,000 won) for using the library, school facilities, and equipment.
- Deposit (50,000 won) for bedding (Only applies to students who rent a set of bedding)
- Dormitory Fee Payment Receipt (from Woori Bank)
- Application packet for Alien Registration (Visa type D4-2 or D2-8 only)

Extending or Shortening Your Study Period at KAIST

If you want to study at KAIST as an intern/visiting student beyond the originally designated semesters or leave KAIST before the end of the period, you must follow the process below:

Extending

- Get permission from your advisor and department at KAIST
- Inform IRT (International Relations Team, W2-1, #102) & ISSS of the results at least three weeks before the end of each semester
- Apply for an Extension of Stay (D-2 visa). Refer to the “Immigration” section in this booklet.

Shortening

- Get permission from your lab.
- You must inform your advisors at KAIST, IRT, and ISSS before your departure and turn in a completed Campus Clearance Form before leaving KAIST.

When an Intern/Visiting Student Leaves KAIST

Use this checklist to make sure everything is in order before you leave KAIST

- Complete and submit a Campus Clearance Form to ISSS
- Return the following to the relevant departments
  - Books checked out from the library
  - Key to your dormitory supervisor
- Receive your deposit back from ISSS (refunds are possible only after the submission and processing of the Clearance Form.)
**Student ID Card**

Your Student ID card serves as an ID card as well as a key card into your dormitory and campus buildings after 18:00. You’ll be able to receive your card from ISSS about a week before the semester begins. If you lose your ID card, you can apply for reissuance at the Safety & Security Team (1st floor of W8). You will need to pay a fee for reissuance.

**Orientation Program**

ISSS provides various orientation activities so that new students can settle in quickly. The orientation program provides valuable information and on-campus activities. You will also be able to meet other international students.

All new students need to take part in the orientation program. To register, you need to sign up for it in advance (a sign-up sheet will be sent via email). Please note that you need to pay an orientation fee to ISSS. See the list below for a general outline of the program.

**Orientation Program: Sessions and Activities**

- Information Sessions
- Buddy Program
- Student Club Presentation
- Korean Culture Session
- KAIST Campus Tour
- Welcoming Reception
- Visit to the Daejeon Immigration Center (to register fingerprints)
International Scholar & Student Services (ISSS) (W2-1, 1st floor, #104)
Immigration, advising & support for international degree-seeking students, exchange students, and scholars; interpretation for official events, counseling, various events and programs for the international community
- Phone  042-350-2481~4
- Email  isss@kaist.ac.kr
- Website  https://io.kaist.ac.kr

International Relations Team (IRT) (W2-1, 1st floor, #102)
International partnerships & collaboration, student exchange programs, visits to KAIST
- Phone  042-350-2441~4
- Email  irt@kaist.ac.kr
- Website  https://io.kaist.ac.kr

Academic Registrar’s Team (ART) (E11, 1st floor, #111)
Course registration, GPA, academic certificates
- Phone  042-350-2361~8
- Email  registrar@kaist.ac.kr

Student Life Team (E11, 1st floor, #112)
Dormitory, General support for undergraduate freshmen
- Phone  042-350-1341, 1242
- Email  dormitory@kaist.ac.kr
- Website  http://kds.kaist.ac.kr

Scholarship & Welfare (E11, 2nd floor, #214)
Scholarships, National Health Insurance refund, KAIST Student Health Insurance Association
- Phone  042-350-4711, 2177

International Admissions

<table>
<thead>
<tr>
<th>Location</th>
<th>Undergraduate Admissions Team</th>
<th>Graduate Admissions Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>E16-1, 1st floor, #108</td>
<td>E16-1, 1st floor, #110</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>042-350-4803</td>
<td>042-350-2354</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:creative.adm@kaist.ac.kr">creative.adm@kaist.ac.kr</a></td>
<td><a href="mailto:advanced.adm@kaist.ac.kr">advanced.adm@kaist.ac.kr</a></td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://admission.kaist.ac.kr/">http://admission.kaist.ac.kr/</a></td>
<td></td>
</tr>
</tbody>
</table>

Information & Communications Team (N2, 3rd floor, #305)
Internet & network services
- Phone  042-350-5683
- Website  http://ict.kaist.ac.kr

KAIST Counseling Center (N13-1, 3rd floor)
Individual/group counseling, psychological tests, etc.
- Phone  042-350-7942
- Website  http://kcc.kaist.ac.kr

Global Leadership Center (E11, 5th floor, #504)
Humanity/Leadership AU, Leadership mileage, internship
- Phone  042-350-2461~2
- Email  leadership@kaist.ac.kr
- Website  http://leadership.kaist.ac.kr

Campus Emergency Contact

<table>
<thead>
<tr>
<th>Campus Police</th>
<th>042-350-4200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Emergencies</td>
<td>042-350-4000/119</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>042-350-4300</td>
</tr>
</tbody>
</table>

National Emergency Contact

| Criminal Acts and Traffic Accidents | 112 |
| Fire & Emergencies (Ambulance)     | 119 |
| Emergency Medical Information Center | 1339 |
| Foreign Language Interpretation    | 1330 |
Buildings You May Need to Know

Cafeterias & Restaurants
Refer to the KAIST map below and the "Food" section.

Buildings You May Need to Know

**EAST**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Facilities</th>
</tr>
</thead>
</table>
| E4         | KAIST Institute (KI) B/D          | - Fusion Hall (Auditorium), 1F  
|            |                                   | - Mango Six (Café), 1F  
|            |                                   | - Seminar rooms                                                           |
| E9         | Academic Cultural Complex         | - Main Library, Bookstore, Café, Gift Shop                                |
| E11        | Creative Learning B/D             | - Teman Hall (임만홀), 1F  
|            |                                   | - Academic Registrar's Team, 1F  
|            |                                   | - Student Affairs Team, 1F  
|            |                                   | - Student Life Team, 1F                                                    |
| E14        | Main Administration B/D           | - Administrative teams                                                    |
|            |                                   | - KAIST President's/VP's Offices (기사또 스 클래스룸/부속창실)               |
| E15        | Auditorium (아팀당)                | - Indoor swimming pool, gym                                               |
| E16        | Chung Moon Soul B/D               | - Auditorium, 1F                                                           |
| E16-1      | Yang Bun Soon B/D                 | - Undergraduate Admissions Team, 1F  
|            |                                   | - Graduate Admissions Team, 1F  
|            |                                   | - Subway, 1F                                                               |
| E21        | KAIST Clinic (기사또 스 클라쓰 / Pharmacy) | - Clinic (including medical checkup), Pharmacy                           |

**WEST**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Facilities</th>
</tr>
</thead>
</table>
| W2         | Student Center (학생회관)          | - Woori Bank  
|            |                                   | - ODOON Pizza  
|            |                                   | - Computer Repair Shop                                                    |
| W2-1       | International Center (국제교류학생관) | - ISSS Office, 1F, #104  
|            |                                   | - International Relations Team, 1F, #102  
|            |                                   | - Multipurpose Hall, 1F, #101  
|            |                                   | - The Coffee Bean & Tea Leaf (Café)                                      |
| W8         | Educational Support B/D (교육지원관) | - Safety & Security Team, 1F  
|            |                                   | - Café Droptop, 1F                                                        |
|            |                                   | - Startup KAIST, 3F                                                        |

**NORTH**

<table>
<thead>
<tr>
<th>Building</th>
<th>Location</th>
<th>Facilities</th>
</tr>
</thead>
</table>
| N1         | Kim Byung-Ho & Kim Sam-Youl ITC Building (기사또 스 건물) | - Education 3.0 classrooms  
|            |                                   | - A Twosome Place Café, 1F  
| N3         | Sports Complex                    | - Gym, running track                                                      |
| N5         | Basic Experiment & Research B/D   | - KAIST International House (KI House, 2F, #2233)                        |
| N11        | Cafeteria (목재실험실/가이마바)      | - Kamaru (North Cafeteria)                                                 |
| N12        | Student Center (학생회관)          | - Postal agency, barbershop, billiard hall                                |

Restaurants

- East Cafeteria (Faculty Cafeteria, Faculty Club)
- Subway
- West Cafeteria
- ODOON Pizza, Pepper’s restaurant
- Professor Union (Faculty Cafeteria)
- Young-Bin Gwan
- Kamaru, North Cafeteria
- Pulbitmaru (Halal Food)
- IB Grillcook & Beer
- Narae Hall Store
- The Coffee Bean and Tea Leaf
- Subway
- Café Droptop
- A Twosome Place
- Hendel and Gretel (Café)
- Lotteria
- Gran Café

Cafés

- Dunkin Donuts
- Mango Six
- Tous Les Jours (Bakery)
- Café Ogada
- Smoothie King
- Café Droptop
- A Twosome Place
- Hendel and Gretel (Café)
- Gran Café

Convenience Stores

- East-side Store
- West-side Store
- Daum Hall Store
- Naras Hall Store
- ITC Building
- North Student Center
- General Store
The Korean peninsula is located on the far eastern edge of Asia. About 70% of its landmass is covered with mountains, making Korea one of the most mountainous regions in the world. It is also famous for its picturesque landscapes of hills and valleys. Korea has a rich culture, particularly in history and art.

The Korean peninsula is currently divided slightly north of the 38th parallel line. The Republic of Korea (South Korea) is situated south of this line, whereas the Democratic People's Republic of Korea is situated in the north. South Korea is a developed country with a free market economy, and is a member of both the Organization for Economic Co-operation and Development (OECD) and G20.

Korea is gaining prominence in culture and sports. It hosted the 1988 Seoul Olympics, the 2002 Korea-Japan FIFA World Cup, and the 2018 Pyeong Chang Winter Olympics. Recently, Korean pop culture is becoming increasingly popular around the world. In particular, Korean TV shows, movies, and music are attracting global audiences.

**General Information**

- **Country Name**: Republic of Korea (South Korea)
- **Capital**: Seoul
- **Territory**: 100,210 km²
- **National Flag**: Taegeukgi
- **National Flower**: Mugunghwa (Rose of Sharon)
- **Language**: Korean (Writing System: Hangeul)
- **Currency**: won
- **Population**: About 50 million
  - Foreign Residents (including short-term sojourners): 1.2 million
- **Political System**: Democratic Republic, Presidential System (single 5-year term)
- **Time Zone**: GMT +9 hours
- **Climate**: Continental climate with four distinct seasons
Weather and Climate

Korea has four distinct seasons, with a hot and humid summer season and a cold winter from November to March. In April, flower blossoms mark the beginning of spring. Temperatures can rise to 36°C in the summer with episodes of heavy rainfall.

In the fall you will be able to enjoy much cooler weather and beautiful autumn foliage. During the winter, temperatures can drop to as low as -15°C and it often snows. You may want to prepare for extreme weather in summer and winter.

Food

Generally, Korean food is not served in separate courses like it is in most Western countries. Rather, all dishes are placed on the table at once. A Korean meal almost always consists of rice, soup, various side dishes (mostly seasoned vegetables) and meat. A Korean meal is never complete without kimchi, or fermented Korean cabbage. Rice and soup are served in individual bowls, but side dishes are served and shared in small dishes at the center of the table.

Language

Korean is the official language of Korea. The "standard" Korean dialect is mainly spoken by the residents of Seoul. There are several regional dialects, but Koreans are able to communicate across different dialects without much difficulty.

Hangul is Korea’s official alphabet and was invented in 1443 under the leadership of “King Sejong the Great” with the goal of promoting literacy among the common people. Hangul is composed of 24 simple letters: 10 vowels and 14 consonants.

Words are created by combining the letters into syllable blocks. Hangul is simple, yet systematic and comprehensive, and is arguably one of the most scientific writing systems in the world.

<table>
<thead>
<tr>
<th>Consonants</th>
<th>Vowels</th>
</tr>
</thead>
<tbody>
<tr>
<td>ㄱ</td>
<td>[a]</td>
</tr>
<tr>
<td>ㄴ</td>
<td>[ya]</td>
</tr>
<tr>
<td>ㄷ</td>
<td>[eo]</td>
</tr>
<tr>
<td>ㄸ</td>
<td>[oo]</td>
</tr>
<tr>
<td>ㄹ</td>
<td>[i]</td>
</tr>
</tbody>
</table>
National Holidays

Solar Calendar
January 1  New Year’s Day
March 1  Independence Day
May 5  Children’s Day
June 6  Memorial Day
August 15  Liberation Day
October 3  National Foundation Day
October 9  Hangeul Day
December 25  Christmas

Lunar Calendar
January 1  Seollal/Lunar New Year’s Day
April 8  Buddha’s Birthday
August 15  Chuseok/Korean Thanksgiving

Useful Websites

General
Korea Net  www.korea.net
What’s on Korea  english.whatsonkorea.com

Government
Immigration  www.hikorea.go.kr
Ministry of Foreign Affairs  www.mofa.go.kr
Ministry of Culture, Sports, and Tourism  www.mcst.go.kr
Daejeon Metropolitan City  www.daejeon.go.kr

Travel
Korea  www.visitkorea.or.kr/intro.html
Seoul  www.visitseoul.net
Jeju Island  www.visitjeju.net

Online Korean Language Learning
The Cyber University of Korea  www.youtube.com/quickkorean
Voluntary Agency Network of Korea (VANK)  korea.prkorea.com/wordpress/english
National Institute of the Korean Language  www.korean.go.kr

Phones, Postal Service, Electricity, Photographs
IT Services
Finance
Health, Insurance
**Telephone**

On-campus laboratories and department offices can be reached by dialing a four-digit extension. You can receive domestic and international calls with most landline telephones on campus, but most international calls are locked unless requested. Korea’s prefix for international dialing is +82, and Daejeon’s area code is 042.

**How to make calls from an internal phone**

1. To make calls to on-campus laboratories/departments, dial the four digit extension.
2. To make calls to Daejeon phone numbers (outside campus) or mobile phone numbers:
   - Press “9” + (Phone Number)
3. To make calls to phone numbers outside the Daejeon region:
   - Press “9” + (area code) + (phone number)

**Area Codes**

<table>
<thead>
<tr>
<th>Area</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seoul</td>
<td>02</td>
</tr>
<tr>
<td>Busan</td>
<td>051</td>
</tr>
<tr>
<td>Daejeon</td>
<td>042</td>
</tr>
<tr>
<td>Gwangju</td>
<td>062</td>
</tr>
<tr>
<td>Incheon</td>
<td>032</td>
</tr>
<tr>
<td>Ulsan</td>
<td>052</td>
</tr>
<tr>
<td>Gyeonggi Province</td>
<td>031</td>
</tr>
<tr>
<td>Gangwon Province</td>
<td>033</td>
</tr>
<tr>
<td>South Chungcheong Province</td>
<td>041</td>
</tr>
<tr>
<td>North Chungcheong Province</td>
<td>043</td>
</tr>
<tr>
<td>North Gyeongsang Province</td>
<td>054</td>
</tr>
<tr>
<td>South Gyeongsang Province</td>
<td>055</td>
</tr>
<tr>
<td>North Jeolla Province</td>
<td>063</td>
</tr>
<tr>
<td>South Jeolla Province</td>
<td>061</td>
</tr>
<tr>
<td>Jeju Island</td>
<td>064</td>
</tr>
</tbody>
</table>

**Public Phones**

There are also public payphone booths at KAIST that can be used to make local and international calls. Payphones are located at the West Student Center (W2) and behind N12. There are three types of payphones: coin-operated phones, card phones, and payphones that accept both. Telephone cards can be bought at on-campus shops and convenience stores outside campus. They are available at four prices: 2,000, 3,000, 5,000, and 10,000 won.

To make international calls from a payphone: **Dial 001, 002, 0052, or 00700 + (Country Code) + (Area Code) + (Local Number)**

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**Mobile Phone**

**Mobile Services**

There are three mobile phone carriers in Korea: SK Telecom (SKT), KT (Olleh), and LG Uplus. All three carriers provide excellent call quality and data coverage, but you can find discounts if you choose the same carrier used by the people you frequently call.

**NOTE**

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a USIM chip. The phone store in the Hanbit Plaza (map on page 27) is a recommended location to purchase a USIM chip.
- To sign up for subscription plans, be sure to take your Alien Registration Card (ARC) and bank details. If you are getting a post-paid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change your account information.

**Prepaid Service (Pay-As-You-Go)**

This service allows users to make payments in advance without being bound to a subscription contract. Prepaid services will expire after a certain period of time, depending on the carrier. There are several price options you can choose from, and you can also choose to buy or lease a phone to use with your prepaid service.

**Postpaid Subscription Plan**

- For more flexible use of call time and data, a postpaid plan is recommended.
- There are many different types of plans available across all carriers, offering different amounts of call time/data, as well as 4G-LTE and other benefits.
- Payments are made after each month of use. Extra costs may be implemented if you use more than what your plan provides.
- Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but you will have to pay for the remaining months and a penalty.
Depending on the phone, you may need to pay extra monthly installments every month to cover the cost of the phone. Certain phones may come free with the plan.

As of July 2013, D-2 visa holders may not purchase phones paid in monthly installments. You will need to purchase a new or secondhand phone with a separate subscription plan.

For the first few months, certain registration fees will be added onto your monthly payments.

To sign up for subscription plans, be sure to take your alien registration card (ARC) and bank details. If you are getting a postpaid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change the information on the account.

### How/Where to Subscribe for a Mobile Phone

- There is a mobile phone store on the 2nd floor of Tae Wul Gwan (N13), #2103. As there are no English speaking clerks, it is recommended to take a Korean speaker with you when visiting the shop. The store is open from 10:00 to 19:00. The store’s phone number is 042-350-0395.
- Near the KAIST campus there is a store called “The Prepaid” (무리통신) on the 1st floor of the Hanbit Plaza in Eoeun-dong (outside the West Gate) with an English speaking clerk. The contact person is Reina, and the store’s phone number is 1661-0896 without area code. The store’s business hours are from 10:00 to 20:00. To activate your phone on the day of subscription, you must go there well before 17:00. See the “Off-Campus” section for more information on the Hanbit Plaza.

### Postal Service

Mail is initially delivered to the KAIST mailroom and is then distributed to each office and dormitory twice a day. To send mail, visit the Postal Agency located on the 1st floor of N11 beside Kaimaru. You can also put your mail into a postbox (like the one found outside N13). Specify “express” or “registered” on the envelope if you need such services, and pay accordingly.

※ **How to get to the Hanbit Plaza (한빛프라자)**
- Address: 99, Eoeun-dong, Yuseong-gu, Daejeon
- By Foot: The Hanbit Plaza is within walking distance from KAIST. The trip will take no longer than a couple of minutes from the West Gate. At the Hanbit Plaza you can find a mobile phone store, photo studio, and supermarket.

### Electricity

The standard voltage is 220V. Two-pin plugs are standard on most electrical equipment. You can buy adapters at stores on campus (N13 or W2) or at discount malls.

### Photographs

If you need to take photographs or if you would like to print photos, you can visit the following stores.

- **Hanbit Photo Plaza (한빛포토그라파) – Hanbit Plaza 1st floor (photo printing available)**
- **Homeplus Photo (홈플러스포토) – Homeplus Yuseong Store, 3rd floor**
- **Iphoto (아이终身) – Homeplus Yuseong Store, 1st floor**
IT Services

All facilities at KAIST, including laboratories, offices, apartments, libraries, and even lecture rooms, have internet access.

Wired Lan

When setting up a fixed IP address, your computer will need authentication. When you first connect to a Wired LAN and open a browser, you will be directed to a page which requires you to fill in information for authentication. To obtain an IP address of a location such as your lab, you can make a request to your department, or do it yourself online by visiting ict.kaist.ac.kr and filling out an online IP/DNS Request Form (note: Since there is no English service, it is advised to ask a Korean friend for assistance).

How to setup LAN (Windows)

Control Panel → Network and Internet → Network and Sharing Center → Local Area Connection → Properties → Internet Protocol Version 4(TCP/IPv4) → “Use the following IP address” (input information)—“Use the following DNS server addresses” (input DNS server address)

You can find the IP address and DNS server on ict.kaist.ac.kr (https://ict.kaist.ac.kr/?sid=sub02_t_8&charmode=eng).
How to setup LAN (Macintosh)

System Preferences → Network → Ethernet → Input IP Address & DNS Server Address

Wireless Internet

Accessing wireless internet is possible after you register for a Portal ID (see the “KAIST Intranet” section). If it is your first time logging in to the wireless network, visit the KAIST Wireless and VPN service website (rd.kaist.ac.kr) and complete the form to gain access. The SSID for the wireless connection is usually Welcome_KAIST.

For notebook computers, you may need to install the “CUVIC” software, which can be downloaded from the “Help page for Wireless LAN” at ict.kaist.ac.kr.

Public Computers

There are several places on campus where you can use public computers:

- Woori Cafe (N10, Undergraduate Library, 1st floor, 09:00–17:00 weekdays)
- Undergraduate Library, 1st & 2nd floors (N10, 24 hours)
- ChungMoonSoul Building, 1st floor (E16, 24 hours)
- EVE-room (E3-1, Department of Computer Science, 09:00–18:00 for non-CS members)
- Munji Campus Administration B/D, Munji Campus Cafeteria 08:00–22:00

Finance

Banking

The KAIST branch of Woori Bank (one of the major banks in Korea) is located in the West Student Center (W2) and provides services like issuance of drafts, traveler’s checks, and currency exchange. It is recommended that you open a bank account here as soon as possible (there is no charge for this service).

To open an account, you need to take your passport or alien registration card as identification. To withdraw cash using your Visa or Master Card, please go to the bank with your passport. The bank is open from 9:00 a.m. to 4:00 p.m., Monday–Friday.

In Korea, most transactions in stores, restaurants, shopping centers, cafeterias, etc. can be done with debit card. Internet banking (shopping or transfer) is also very convenient in Korea. Woori Bank provides Internet banking services in English. If you would like to use internet banking, you need to get a digital authorized certificate (공인인증서) issued from the bank.

ATMs on Campus

<table>
<thead>
<tr>
<th>Location</th>
<th>Operating Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1, W4, W8, E2, E3, E4, E6, E11*, E14, E16, E19, E21, N1, N2, N25</td>
<td>07:00–23:00</td>
</tr>
<tr>
<td>W2*, N13</td>
<td>24 hours (service maintenance 00:00–00:30)</td>
</tr>
<tr>
<td>Munji Campus Administration B/D, Munji Campus Cafeteria</td>
<td>08:00–22:00</td>
</tr>
</tbody>
</table>

*Accepts international cards (Visa, MasterCard, etc.)

Currency and Credit Cards

Korea’s official currency is the won (KRW). There are 10 won, 50 won, 100 won, and 500 won coins, and 1,000 won, 5,000 won, 10,000 won, and 50,000 won bills. Credit cards make shopping convenient, as cards are accepted in most commercial establishments. However, it is recommended to always carry some emergency cash.

Health, Insurance

Health Check

All international students are required to submit official health check results to KAIST when they apply for dormitory residence. ISSS sends out detailed notices on health check-ups, so make sure to check these notices, receive a health check-up, and submit the results to ISSS on time. If you have not completed the health check-up, you must visit a nearby hospital outside campus and submit the results before entering the dormitory.
Insurance
As of the 2015 spring semester, government regulations make it mandatory for all D-2 holders to have insurance.

National Health Insurance (NHI)
In Korea, it is mandatory for all citizens to subscribe to the National Health Insurance and make a monthly payment. This applies to degree-seeking international students as well.

NHI can cover a large part of your medical bills. For example, when you receive treatment at a hospital, you will only need to pay 30% of the cost, and the rest is covered by the NHI.

How to Subscribe
You can subscribe to NHI after you have an alien registration card. Apply at the Yuseong-gu National Health Insurance Corporation after you have an alien registration card.

Daejeon NHIC (Yuseong-gu Branch)
· Address: 670-1, Yonggye-dong, Yuseong-gu, Daejeon (유성구 용계동 670-1).
· Foreigner Customer Services: 02-390-2000
· Website: www.nhic.or.kr/english/index.html

Required Documents
· Certificate of Enrollment (F4 holder only)
· Alien registration card or certificate of alien registration
· Application form
· Fee

Subscribing for Family Members
If you come to Korea with your family members, they can also apply for the NHI. Take the following steps to subscribe your family members:
1. Obtain alien registration cards for all family members
2. After everyone obtains their ARCs, go to the Yuseong District Office to obtain a Certificate of Alien Registration (외국인등록사실증명서) that will show your family status & details (refer to the “Immigration” section for more information).
3. Complete the NHI registration form (available at ISSS) and fill out the family member section to include details of your family members.

4. Finally, take the following documents to the NHIC office:
   - Copy of alien registration cards (both sides) of all family members
   - Completed NHI registration form
   - Certificate of Alien Registration

*Family members (F-3 holders) of D-2 holders can subscribe to the NHI 3 months after entry to KAIST.

NHI Refund
Undergraduate KAIST scholarship beneficiaries can receive a 100% reimbursement of NHI payments from KAIST. You will need to fill out the reimbursement form at the Scholarship & Welfare Team* and submit it to the officer in charge along with the receipt of payment. For more information, please contact the Scholarship & Welfare Team. Graduate students who are on the KAIST scholarship must talk with their advisor on the reimbursement of NHI.

Contact your laboratory personnel when you first enter the laboratory. If you are not on the KAIST scholarship, you must contact your sponsor organization regarding reimbursement.

*Scholarship & Welfare Team
· Location: E11 (Creative Learning Building) 2nd floor
· Phone: 042-350-4711
· Email: myfriend@kaist.ac.kr

KAIST Student Health Insurance Association (SHIA)
All regular degree-seeking KAIST students are required to apply for the KAIST Student Health Insurance Association (SHIA). You can register for or renew your SHIA health insurance during a short period at the beginning of the semester.

How to Apply / Renew
If you are applying for the first time, you will find a letter in the school registration package which will contain instructions on how to make the payment. Once you have made your payment, you will automatically be enrolled in SHIA insurance.

For students who are renewing their SHIA insurance, the payment notice will be put up on the “Payment” section on the Academic System. See the “KAIST Intranet” section for more information on the Academic System.
Coverage
Depending on the type of treatment, SHIA covers 30~100% of medical fees. For injuries and accidents that occur on campus, 100% of all medical costs are covered by SHIA. Applicants are also provided with free medical examinations, medical consultations, and vaccinations at the KAIST Clinic.

Student Health Insurance Association
- Benefits: Medical subsidies & free health checkup
- Fees: 35,000 won/semester (Initial fee: 3,000 won)
- Contact: Student Health Insurance Association
- Phone: 042-350-2177
- Email: sj5203@kaist.ac.kr

*KKAIST does not provide insurance for exchange students. All incoming exchange students are required to purchase insurance for overseas study in their home countries, and they must submit a copy of their health insurance to ISSS upon arrival at KAIST.

General Hospitals
While you can visit the KAIST Clinic for quality medical treatment, there are also general hospitals in Daejeon where you can receive help for more serious illnesses.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Contact</th>
<th>Language(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eulji University Hospital</td>
<td>1306 Dunsan-dong, Seo-gu</td>
<td>042-611-3399</td>
<td>English</td>
</tr>
<tr>
<td>Sun Hospital, Yuseong</td>
<td>923 Jijok-dong, Yuseong-gu</td>
<td>042-639-1715</td>
<td>English, Japanese</td>
</tr>
<tr>
<td>Chungnam University Hospital</td>
<td>640 Daesa-dong, Jung-gu</td>
<td>042-280-8429</td>
<td>English, Japanese, Chinese</td>
</tr>
<tr>
<td>Daejeon Sungmo Hospital</td>
<td>520 Daeheung-dong, Jung-gu</td>
<td>042-220-9114</td>
<td>English</td>
</tr>
<tr>
<td>Gungang University Hospital</td>
<td>685 Gassawon-dong, Seo-gu</td>
<td>042-600-9028</td>
<td>English, Chinese</td>
</tr>
<tr>
<td>Sun Hospital</td>
<td>10-7 Mol-dong, Jung-gu</td>
<td>042-220-8049</td>
<td>English</td>
</tr>
<tr>
<td>Daejeon Korea Hospital</td>
<td>496-16 Seongnam-dong, Dong-gu</td>
<td>042-606-1890</td>
<td>English</td>
</tr>
<tr>
<td>Daejeon Bohun Hospital</td>
<td>220 Shintanjin-dong Daedeok-gu</td>
<td>042-939-0111</td>
<td>English</td>
</tr>
<tr>
<td>Daecheong Hospital</td>
<td>1322 Gyebak-ro, Seo-gu, Daejeon</td>
<td>042-1899-6075</td>
<td>English</td>
</tr>
</tbody>
</table>
**Dormitory Overview**

KAIST has various types of dormitories for its students. All rooms are equipped with air conditioning, a desk, bed, chair, and closet. The dorms are not coed, and students are prohibited from entering dormitories of the opposite gender. Please visit the KAIST Dormitory System (KDS) at kds.kaist.ac.kr and look under “Dormitory Overview” to find details of each dormitory.

**Dormitory Application**

In your first semester, you do not need to apply for housing yourself. As a new student, you’ll be automatically assigned to a dormitory room for two or three people. Starting from the second semester, students are asked to apply for the dormitories by themselves. You can apply at kds.kaist.ac.kr during the application period (a notice will be posted on the KDS). Be aware that the application process goes through a computerized balloting system and you may be assigned a different dorm from your choosing.

On-campus dormitory residents are required to pay dormitory fees for each semester (4-month or 6-month periods). The payment period is usually around the same dates as the application period, and results of the ballot will be announced a couple of days later. If you are allocated to a dorm where the fee is different, the Student Life Team will contact you to inform you of the change.

If you are a new student, you will be asked to make the payment as soon as you arrive at KAIST. ISSS will notify you of the exact amount you need to pay. Only undergraduate degree-seeking students are required to pay a one-time deposit fee of 100,000 won for maintenance. This fee will be refunded when students graduate from KAIST. Residents of KAIST Gung-dong apartments must pay a monthly rent.

**How to Pay**

- From the second semester: Transfer money to the individual virtual account number given through online application. Recipient: 한국과학기술원
- When making the transfer, change the sender name to your student ID No.

**Dormitory Fees**

<table>
<thead>
<tr>
<th>Dormitories</th>
<th>Gender</th>
<th>Course</th>
<th>Dormitory Fee (Per person)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarang, Somang, Seongsull, Jilli, Silloe, Jihye</td>
<td>Undergraduate</td>
<td>M</td>
<td>404,000</td>
</tr>
<tr>
<td>Anearum</td>
<td></td>
<td>F</td>
<td>404,000</td>
</tr>
<tr>
<td>Bldg. #1 (1-2F)</td>
<td></td>
<td>M</td>
<td>624,000</td>
</tr>
<tr>
<td>Bldg. #1 (3-4F)</td>
<td></td>
<td>F</td>
<td>404,000</td>
</tr>
<tr>
<td>Bldg. #2</td>
<td></td>
<td>F</td>
<td>404,000</td>
</tr>
<tr>
<td>Bldg. #3/7</td>
<td></td>
<td>G</td>
<td>624,000</td>
</tr>
<tr>
<td>Galilei Hall</td>
<td></td>
<td>M</td>
<td>624,000</td>
</tr>
<tr>
<td>On-campus APT</td>
<td></td>
<td>M</td>
<td>624,000</td>
</tr>
<tr>
<td>For 3</td>
<td></td>
<td>G</td>
<td>492,000</td>
</tr>
<tr>
<td>For 4</td>
<td></td>
<td>G</td>
<td>492,000</td>
</tr>
<tr>
<td>Nanum Hall</td>
<td></td>
<td>M</td>
<td>540,000</td>
</tr>
<tr>
<td>One Room</td>
<td></td>
<td>M     /U</td>
<td>(6 months) 1,572,000</td>
</tr>
<tr>
<td>For 1</td>
<td></td>
<td>F     /U</td>
<td>604,000 / G 906,000</td>
</tr>
<tr>
<td>For 2</td>
<td></td>
<td>F     /U</td>
<td>500,000 / G 750,000</td>
</tr>
<tr>
<td>For 3</td>
<td></td>
<td>M     /U</td>
<td>416,000 / G 624,000</td>
</tr>
<tr>
<td>General Room</td>
<td></td>
<td>M</td>
<td>1,572,000</td>
</tr>
<tr>
<td>Dasom Hall</td>
<td></td>
<td>F</td>
<td>604,000 / G 906,000</td>
</tr>
<tr>
<td>One Room</td>
<td></td>
<td>F     /U</td>
<td>U 500,000 / G 750,000</td>
</tr>
<tr>
<td>For 1</td>
<td></td>
<td>F     /U</td>
<td>1,572,000</td>
</tr>
<tr>
<td>For 2</td>
<td></td>
<td>F     /U</td>
<td>500,000 / G 750,000</td>
</tr>
<tr>
<td>For 3</td>
<td></td>
<td>M     /U</td>
<td>1,752,000</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>M</td>
<td>660,000</td>
</tr>
<tr>
<td>Mir Hall</td>
<td></td>
<td>M     /U</td>
<td>(6 months) 1,752,000</td>
</tr>
<tr>
<td>One Room</td>
<td></td>
<td>F     /U</td>
<td>660,000</td>
</tr>
<tr>
<td>For 1</td>
<td></td>
<td>F     /U</td>
<td>1,752,000</td>
</tr>
<tr>
<td>For 2</td>
<td></td>
<td>F     /U</td>
<td>U 660,000 / G 990,000</td>
</tr>
<tr>
<td>Narae Hall</td>
<td></td>
<td>F</td>
<td>660,000</td>
</tr>
<tr>
<td>One Room</td>
<td></td>
<td>M     /U</td>
<td>(6 months) 1,752,000</td>
</tr>
<tr>
<td>For 1</td>
<td></td>
<td>F     /U</td>
<td>660,000</td>
</tr>
<tr>
<td>For 2</td>
<td></td>
<td>F     /U</td>
<td>U 660,000 / G 990,000</td>
</tr>
<tr>
<td>Nadli Hall</td>
<td></td>
<td>M</td>
<td>852,000</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>F</td>
<td>852,000</td>
</tr>
<tr>
<td>Yeoul Hall</td>
<td></td>
<td>M</td>
<td>852,000</td>
</tr>
<tr>
<td>General</td>
<td></td>
<td>G</td>
<td>852,000</td>
</tr>
<tr>
<td>Munji Campus</td>
<td></td>
<td>M     /U</td>
<td>(6 months) 448,000</td>
</tr>
<tr>
<td>Hwaam Campus</td>
<td></td>
<td>M</td>
<td>(6 months) 1,140,000</td>
</tr>
<tr>
<td>Bldg. #2 (Renovated)</td>
<td></td>
<td>M     /U</td>
<td>(6 months) 720,000</td>
</tr>
<tr>
<td>For 1</td>
<td></td>
<td>M     /U</td>
<td>(6 months) 390,000</td>
</tr>
</tbody>
</table>

**Duration of Stay**

- Undergraduates ➔ Stay for 4 months - Undergraduate dorms, Sejong Hall(F), Mir, Narae Hall (one room for 2)
- *In other dorms, undergraduate students will also stay for 6 months.
- Graduates ➔ Stay for 6 months
- Housing outside the main campus: Fees are subject to change. For further information, please refer to kds.kaist.ac.kr
Moving in for the first time

Dormitory rooms are furnished with basic furniture, so you only have to bring your personal belongings, such as books, bedding (pillow, blanket, mattress cover, etc.), toiletries, clothes hangers, and other daily necessities. ISSS offers rental bedding materials only for exchange students during their 1st semester. Bedding material cannot be rented from the second semester on.

Moving in again

ISSS applies for a dormitory room on your behalf for your first semester at KAIST. For the following semesters, you are asked to apply for a dormitory through KDS by yourself. Dormitory application for regular semesters usually opens on January (for spring semesters) and July (for fall semesters). Once you apply for a dormitory, an individual virtual account for dorm fee payment will be created.

If you are abroad during the application period and are not able to pay the fee, you are highly advised to ask your friend or someone else to complete the payment on your behalf. Your application will be automatically cancelled if the fee is not paid to your virtual account within the deadline.

To re-enter the dormitories, you will be asked to take a health check-up again and submit the result to the KAIST Clinic before moving in. ISSS will send out a notice regarding this matter.

Living in the Dormitories during Vacation (Undergraduate students)

Students can live in the dormitories during summer/winter vacation. If you paid the dormitory fee for 6 months before the semester began, you can continue to stay in your room during vacation without taking additional measures. If you paid the dormitory fee for 4 months, you have to apply through KDS to continue your stay.

Application and payment dates for summer/winter vacation usually falls around the end of the semester. The exact schedule will be announced on KDS. Once you complete your application on the website, a virtual account will be created for you to pay the dorm fee. It’s important that you pay the fee on time.

Dormitory Living Regulations

- Article 1 (Purpose) - This regulation serves to set the norms of living that must be kept by dormitory users ("users") according to the Dormitory Method of Management Article 7

- Article 2 (Range of application) - This dormitory living regulation ("regulation") applies to all users. If needed, the Head of Office of Student Life can adjust the range of application.

- Article 3 (Duty)
  ① Users must abide the regulations and public order.
  ② Users must try to keep a healthy community life and academic atmosphere.
  ③ Users must be quiet in the dormitory and must not engages in acts that could cause harm to others.
  ④ Users must clean and keep their rooms hygienic and must clean the room when moving out.
  ⑤ Users must abide the rules for safety set by the institute and be responsible for prevention of fire and other accidents.
  ⑥ Users must keep and protect the facilities of the dormitory and maintain and keep provided items.
  ⑦ Users must lock the doors when leaving the room and must try their best to prevent theft.
  ⑧ Users must follow the orders of related officers and must actively cooperate to maintenance checks and clean-ups.

- Article 4 (Dormitory Fee Arrangement and Imposition)
  ① The dormitory fee will be arranged according to the changes in the cost of living, labor, balanced carried over and revenue, but requires a deliberation from the Student Life Committee and the approval of the Head of Office of Student Life.
  ② The finalized dormitory fee will be posted on the portal and will be imposed by being applied in the dormitory operation system.

- Article 5 (Moving in, moving rooms and moving out)
  ① Students who are entering the dormitory must check the Dormitory Application and Assignment Notice that is posted in the portal and the KDS website for detailed information on moving in, moving rooms and moving out every semester.
  ② Users cannot arbitrarily move rooms and must get an approval from the dormitory supervisor after applying for a relocation of room exchange on the KDS website.
  ③ When moving out of the dormitory, users must apply for a move out in the KDS website, return any rented items and get approval from the supervisor.
Article 6 (Relocation and Room Exchange)
① All items within the dormitory cannot be arbitrarily moved; relocation, damaging and personal possession of public property, especially, is strictly forbidden.
② The washing of laundry must take place in designated laundry area.
③ When using the iron room, users must be extra cautious of causing fire, must turn off the electricity and clean up after using it.
④ After renting the vacuum cleaner, users must clean the dust bag before returning it for the next user.

Article 7 (Compensation Responsibility)
If a user intentionally or accidentally damaged or lost a dormitory lented item or facility, the user must compensate for it.

Article 8 (Advertisements and Notices)
① Any advertisement or notice must have the person responsible / name of organization / date posted / date of removal, and must use designated boards.
② All posters without a date of removal can be removed immediately, and if the date of removal has passed, it can be removed. But, long-term postings by school administrative teams and the dormitory council are exceptions.

Article 9 (Duty to Report)
When users find each of the sections below, the user must report to the related school department.
① When having damaged or lost facilities and items
② When there is a fire, theft, emergency patient or other accidents
③ When finding malfunction in electricity, water and steam or damages in facilities and items.
④ When any case similar to the each section above happens.

Article 10 (Prohibition)
Users must prohibit doing activities that violate the clauses of the Dormitory Penalty Point System and when having done so, the user will be disciplined according to the act of violation.

Article 11 (Maintenance)
① Users must keep their room clean and try to protect the facilities.
② For maintaining a pleasant living environment, users must actively participate in regular or irregular clean-ups.
③ For items left in or near the dormitory for more than 2 days without notice, a disposal notice will be made for 7 days, they will be moved to a designated area for 6 months and be disposed after 6 months.

Article 12 (Inspection)
① Supervisors can visit rooms without telling the user in cases of safety checks or emergency situations. In this case, it must be reported to the Student Life Team,
② Special inspections can be done when there is a special reason, and it can be delegated to the dormitory council. (Dormitory Assistant)

Article 13 (Disciplinary Action)
① For students who have violated the Dormitory Method of Management or regulation, three copies of a ‘Dormitory Living Regulation Violation Report’ will be written by the supervisor, one of which will be given to the student, one which will be kept by the supervisor and one which will be reported to the Student Life Team.
② Formal objections can be requested through the dormitory proctor.
③ Permanent expulsion will be executed by the Head of Office of Student Life.

Supplementary Provision
① (Enforcement Date) This regulation will be active starting the date approved by the Head of Office of Student Life.
② (Interim Measures) Measures taken before this regulation is active will be considered as being done so with this regulation

Dormitory Penalty Point System
1. Dormitory Penalty Point System Constitution
A. For dormitory users who have violated the dormitory regulations, a set amount penalty points will be given according to the act of violation.
B. Dormitory users with ‘penalty points’ that exceed 100 points will be expelled from the dormitory for life; but a chance for an explanation could be given.
C. ‘Penalty points’ will be given by supervisors of each dormitory and the patrol supervisors, but in required cases, it could be given by personals appointed by the Head of Office of Student Life.

2. Subject of the Dormitory Penalty Point System - Students who entered the dormitory.

3. Deduction of Penalty Points
To students who have conducted virtuous acts that inspire others in the dormitory or have contributed to the improvement of the dormitory environment, penalty points can be deducted depending of the level of contribution.
4. Penalty Point Criteria - The penalty points designated for acts of violation are as follows.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Act of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Expulsion</td>
<td>100</td>
</tr>
</tbody>
</table>

- Causing fire (misfire and arson) and theft (including 2-wheeled vehicles near dormitories)
- Sleeping together with the opposite gender
- Dormitory users who have been disciplined from the school’s disciplinary committee by conducting acts of violence or dormitory users who have been charged for criminal/civil offense
- Dormitory users who have been proven to transfer, receive or help others transfer and receive dormitory application or usage (includes lending keys and sharing passwords)
- Dormitory users who have attempted or helped other to live in the dormitory room alone and have used the room alone by doing so
- Dormitory users who have not moved for the incoming dormitory user in the given moving period
- Acts of leaving cargo in the room or causing harm to incoming dormitory users by keeping the room extremely dirty
- Getting caught smoking in the dormitory leads to immediate permanent expulsion (includes all forms of smoking)
- Acts of gambling in the dormitory (Includes gambling-like acts)
- Dormitory users that have moved out without following the moving out procedure stated in the dormitory regulations (Supervisor Approval)
- Intentional vandalism
- Acts that disrupts roommate(s)’s sleeping (Playing games, singing, talking on the phone, working on the computer after 11pm)
- Leaving personal belongings in public space (hallway, laundry room, lounge and etc.)
- Vomiting or releasing urine and feces in non-designated areas

| Penalty Points | 80 |

- Acts of violence (not introduced to the disciplinary committee)
- Opening or taking others posts and packages without notice
- Entering the opposite gender’s room or bringing the opposite gender into the room
- Bringing non-residents into the room without notice
- Smoking in a non-smoking area
- Drinking or cooking
- Acts that may cause fire* (Use or possession of inflammables or heating machines)
- Acts of not following the instructions of the dormitory administrator without legitimate reason
- Acts of raising animals
- Acts of parking vehicles in non-designated spaces (2-wheeled vehicles, electric vehicles, automobiles and all kinds of vehicles)

| Penalty Points | 50 |

- Acts of personally possessing public property and moving room-based properties
- Moving rooms without the approval of the Student Life Team
- Acts of disturbing the order of the dormitory such as loud singing
- Throwing away trash in non-designated areas

| Penalty Points | 30 |

- Drying laundry in the lounge or staying at the lounge for an extensive amount of time
- Keeping the room in a untidy and unhygienic condition

| Penalty Points | 20 |

- Contributed to the prevention or handling of an accident
- Dormitory user who contributed to the prevention or handling of accidents in times of accident reports of the administrations departments (facilities team, safety team and the student life team)
- Awarded based on level of contribution with a maximum of 100 points

5. Measures for dormitory users with accumulated penalty points

A. The disciplinary action of “Permanent Expulsion” will be conducted by the Head of Office of Student Life.

B. The parents and advising professor of the subject student of “Permanent Expulsion” can be notified of the “expulsion.”

C. Students who have received “penalty points” can request a formal objection within a week of the penalty, and the penalty point can be deducted if the objection is valid and justified.

6. Standards for penalty point deduction and relief activities

The content of deduction of penalty points given by acts of violation are as follows.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Content</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>A person of merit</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Exemplary Dormitory Use</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Suggestion of excellent ideas</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Dormitory Volunteer work</td>
<td></td>
</tr>
</tbody>
</table>

* Electric heaters allowed in the dormitory: electric coffee pots (Not allowed food pots), hair dryers.
Mail
You can find mailboxes on the first floor of each dormitory hall. Any mail that is addressed to you will be placed in these mailboxes, so be sure to check your mailbox as often as possible. There are also separate boxes where you can put incorrectly delivered mail (반송함) or used batteries (폐전자함).
Packages will usually be placed in front of the supervisor’s office. When picking up a package, make sure to leave a signature on the clipboard in front of the supervisor’s office and wipe your name off the whiteboard that displays package recipients.

Mailing Address
Your mailing address will look something like this:
34141 대전광역시 유성구 대학로 291 한국과학기술원 (Name of Dorm Hall) (Room No.)
34141 Daejeon, Yuseong-gu, Daehak-ro 291, KAIST, (Name of Dorm Hall) (Room No.)
Some websites or people may still use the old address, which uses 373-1 (Guseong-dong 373-1) instead of Daehak-ro 291.

Moving Out

Refund Policies (does not apply to Visiting Student Researchers)
If you have to move out of dormitories earlier than planned for inevitable reasons, dormitory fees for the remaining period of stay will be refunded. To apply for a dormitory fee refund, please follow the procedure below.

Step 1 — Go to the KDS website, click on “Early Moving out” and complete the online application.
* You must provide a Korean bank account number.
* Application for refunds is possible from one week prior to your move-out date.

Step 2 — Visit the Student Life Team (1F of E11 building) with a copy of your flight ticket to set the refund schedule. The staff in charge will help you get the refund before your departure.
* You must apply for the early move out at the webpage (http://kds.kaist.ac.kr), and receive confirmation to move out at the supervisor’s office before moving out.
* You must leave the room in the same condition you arrive at to get final approval.

Fees will be refunded when residents leave dormitories for reasons such as leave of absence, voluntary withdrawal, moving to other domestic or overseas universities for exchange programs, employment, marriage, or contagious diseases.

Mailing Address
Your mailing address will look something like this:
34141 대전광역시 유성구 대학로 291 한국과학기술원 (Name of Dorm Hall) (Room No.)
34141 Daejeon, Yuseong-gu, Daehak-ro 291, KAIST, (Name of Dorm Hall) (Room No.)
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Fees will be refunded when residents leave dormitories for reasons such as leave of absence, voluntary withdrawal, moving to other domestic or overseas universities for exchange programs, employment, marriage, or contagious diseases.
Dormitory Relocation

Most KAIST students will need to move to a new dorm after each semester. The dormitory move-out period will be announced on the KOS and KAIST Portal, so be sure to check the notices. Female students usually move out first, followed shortly by male students.

It is important to clean your room before you move out. The supervisor will check your room, and if the room is not up to standard, students will be asked to clean it before moving out. You will need to return your key to the supervisor and obtain a "Key Return Slip." Submit the slip to your new dormitory’s supervisor to receive the key for your new room.

If you need boxes for the move, you can either borrow reusable green boxes from the supervisor by submitting your student ID card, or you can buy boxes from either the post office or from movers who are available during the moving out period. The movers are from moving companies who will collect boxes packed by students and deliver them to their home addresses (within Korea only). If you need to move a long distance between dorms, you can also use trucks that will move boxes around different dormitories during the move-out period. These trucks will be available on a first-come-first-serve basis.

Students cannot stay in their current rooms after the move-out period, as this will cause a delay in the entire relocation process.

Storage During Summer / Winter Vacation

During the dormitory move-out period, students can leave their belongings in storage areas and leave them for the summer/winter break.

Pack your belongings in a box and take them to the storage areas. If you’re a female student, you can use the storage area in Areum Hall(N19), B1. If you’re a male student, you can use the storage area in the Undergraduate Library(N10), B1 (access through the stairs beside the copy room). You will need to fill out a form that states when you will be coming back to get your boxes.
Cafeterias & Restaurants

There are many cafeterias on campus that sell various dishes. Take note of the opening and closing hours of each cafeteria.

To check the daily menus and business hours of on-campus cafeterias, go to:

- [www.kaist.ac.kr](http://www.kaist.ac.kr)
- KAIST Portal → Life on Campus → Cafeteria Menu
- KAIST Portal → Hot Menu → Today’s Menu

On-Campus Cafeterias

Kaimaru (N11)
The North Cafeteria, also known as “Kaimaru,” is the largest on-campus cafeteria and is comprised of the main cafeteria (Shinsegae Food) as well as many other restaurants.

Main Cafeteria (Shinsegae Food)

<table>
<thead>
<tr>
<th>Period</th>
<th>Menu</th>
<th>Open Days</th>
<th>Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Cafeteria</td>
<td>Mon~Fri</td>
<td>08:00~09:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekends</td>
<td>08:00~10:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Cafeteria + Set Menus</td>
<td>Everyday</td>
<td>11:30~13:30</td>
</tr>
<tr>
<td></td>
<td>Cafeteria Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>Cafeteria + Set Menus</td>
<td>Everyday</td>
<td>17:30~19:30</td>
</tr>
<tr>
<td></td>
<td>Cafeteria Only</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Restaurants in N11

<table>
<thead>
<tr>
<th>Name</th>
<th>Menu</th>
<th>Open Days</th>
<th>Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ttukbaegi (MJ Food)</td>
<td>Korean Food</td>
<td>Mon~Fri</td>
<td>10:00~19:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat</td>
<td>10:00~14:00</td>
</tr>
<tr>
<td>Hue Gimbap</td>
<td>Korean Food</td>
<td>Mon~Fri</td>
<td>10:00<del>19:30 (Break 15:00</del>16:00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat</td>
<td>09:00~14:30</td>
</tr>
<tr>
<td>Onigiri &amp; Gyudong</td>
<td>Japanese Food</td>
<td>Mon~Fri</td>
<td>10:30<del>19:30 (Break 14:30</del>16:30)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat</td>
<td>10:30~14:00</td>
</tr>
<tr>
<td>Shanghai</td>
<td>Chinese Food</td>
<td>Mon~Sat</td>
<td>11:00<del>19:30 (Break 14:30</del>16:30)</td>
</tr>
</tbody>
</table>

East Cafeteria (E5, 1F)

<table>
<thead>
<tr>
<th>Period</th>
<th>Menu</th>
<th>Open Days</th>
<th>Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Set menu</td>
<td>Everyday</td>
<td>08:00~10:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Cafeteria + Food court</td>
<td>Mon~Fri</td>
<td>11:30~14:00</td>
</tr>
<tr>
<td></td>
<td>Set menu</td>
<td>Weekends</td>
<td>14:00~16:00</td>
</tr>
<tr>
<td>Dinner</td>
<td>Set Menu</td>
<td>Mon~Fri</td>
<td>17:30~19:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekends</td>
<td>17:30~19:00</td>
</tr>
</tbody>
</table>

West Cafeteria (W2, 1F)

<table>
<thead>
<tr>
<th>Period</th>
<th>Menu</th>
<th>Open Days</th>
<th>Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Set Menu</td>
<td>Everyday</td>
<td>08:00~10:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Noodles / Set Menu / Chef’s Choice</td>
<td>Everyday</td>
<td>11:30~14:00</td>
</tr>
<tr>
<td>Dinner</td>
<td>Set Menu / Chef’s Choice</td>
<td>Mon~Fri</td>
<td>17:30~19:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekends</td>
<td>17:30~19:00</td>
</tr>
</tbody>
</table>

Taewoolguan Ttuk Bae Gi (N13, 2F)

<table>
<thead>
<tr>
<th>Period</th>
<th>Menu</th>
<th>Open Days</th>
<th>Business Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Set Menu</td>
<td>Everyday</td>
<td>08:00~10:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Set Menu / Korea Food</td>
<td>Mon~Fri</td>
<td>11:30~13:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekends</td>
<td>17:00~19:30</td>
</tr>
<tr>
<td>Dinner</td>
<td>Korea Food</td>
<td>Mon~Fri</td>
<td>17:00~19:30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekends</td>
<td>17:30~19:00</td>
</tr>
</tbody>
</table>

Other On-Campus Restaurants/Cafes

- **Lotteria**
  - Fast Food
  - N13-1, 1st floor
  - 9:00am~3:00am

- **DDDN Pizza**
  - Pizza
  - W2, 1st floor
  - 09:00~19:00
  - Sat 11:00~18:00

- **Pepper’s**
  - Hamburger, Fried rice, Salad, Pasta, Steak, etc.
  - W2, 2nd floor
  - Mon~Fri 11:00~21:00
  - Sun 11:00~21:00

- **Subway**
  - Sandwich
  - E16-1, 1st floor
  - Everyday
  - 08:00~23:00
**Tous Les Jours**
Bakery
Outside E6-5
Everyday
07:00~24:00

**Dunkin Donuts**
E3-2, 1st floor
Everyday 07:00~23:00
- Discount with KAIST ID card

**Mango Six**
E4, 1st floor
Mon–Fri 08:00~21:30,
Weekends 10:30~18:00
- Discount with KAIST ID card

**Café Drotop**
W8, 1st floor
Mon–Fri 08:00~22:00,
Weekends 09:00~21:00

**Handel and Gretel**
N7, 1st floor Lobby
Mon–Fri 08:00~24:00,
Weekends 08:00~22:00

**A Twosome Place**
Cafe, N1, 1st floor
Everyday 07:00~23:00
- 20% discount with KAIST ID card

**Gran Café**
N11 (Kaimaru)
Mon–Fri 08:30~20:00,
Weekends 10:00~19:30
- Discount with KAIST ID card

**The Coffee Bean & Tea Leaf**
W2-1, 1st floor
Mon–Fri 08:00~21:30,
Weekends 09:00~21:30
- 20% discount with KAIST ID card

**Smoothie King**
W1, 1st floor
Everyday 07:00~23:00

**Pubbitmaru**
Halal Food
N12, 1st floor
Mon–Fri 11:00~14:00,
16:00~19:00

**Café Ogada**
E9, 2nd floor
Everyday 08:30~23:30
(except 3rd Sunday/every month)
- 30% discount with KAIST ID card

---

**Convenience Stores**
There are 8 convenience stores on campus where you can buy snacks, drinks, or simple necessities.

<table>
<thead>
<tr>
<th>Location</th>
<th>Weekdays</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Student Center (W2)</td>
<td>09:00~19:00</td>
<td>09:00~13:00</td>
<td>Closed</td>
</tr>
<tr>
<td>North Student Center (N12)</td>
<td>08:00~03:00</td>
<td>09:00~19:00</td>
<td>09:00~02:00</td>
</tr>
<tr>
<td>East Cafeteria (E6)</td>
<td>09:00~19:00</td>
<td>09:00~13:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Sejong Hall (E8)</td>
<td>19:00~02:00</td>
<td>Closed</td>
<td>18:30~02:00</td>
</tr>
<tr>
<td>Galilei Hall (W3)</td>
<td>19:00~02:00</td>
<td>18:30~02:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Heemang/Dasom Hall (W4)</td>
<td>19:00~02:00</td>
<td>Closed</td>
<td>18:30~02:00</td>
</tr>
<tr>
<td>Min/Narae (W6)</td>
<td>19:00~02:00</td>
<td>Closed</td>
<td>18:30~02:00</td>
</tr>
<tr>
<td>CSEE ITC Building (N1)</td>
<td>09:00~20:00</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

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**On-Campus Shopping**
The General Store inside Tae Wul Gwan (N13) sells basic items, from toiletries and writing instruments to eyewear, sportswear, and daily necessities.
The KAIST Brand Shop is located on the first floor of W2 and sells various souvenirs and KAIST apparel.
On-Campus Transportation

KAIST Shuttle
*For shuttle bus circuit routes and schedules, please refer to the “Appendix” section.

KAIST OLEV Shuttle Bus
The On-Line Electric Vehicle (OLEV) is an environment-friendly vehicle developed by KAIST. OLEV provides convenient transportation around the KAIST campus. For information on bus routes and times, refer to the Appendix.

KAIST Shuttle Bus (Main Campus – Munji Campus – Hwaam Dormitory)
There are three KAIST Shuttle Bus stops in the Main Campus: in front of E15 (Main Auditorium), W8 (Educational Support B/D), and the Duck Pond. Destinations include the Munji Campus and the Hwaam Dormitory. You can find a detailed bus schedule in the Appendix.

KAIST Shuttle Minibus
There is a shuttle minibus at the Main Campus (stops: E15, W8, the Duck Pond) that can take you to Wolpyeong Station and other locations within the city such as Dunsan-dong. Refer to the Appendix for more details.

Other Means of Transportation

Taxi Stop
You can find a line of taxis beside N13 (Tae Wul Gwan). It is also possible to call for a taxi by calling one of the following phone numbers. Please note that the dispatcher may not speak English, so it is best to have a Korean friend with you when making a call.

- Yangban Call Taxi  +82-42-586-8000
- Hanbat S Call Taxi  +82-42-242-8800
- Hanbit Call Taxi  +82-42-525-0000

Bicycle Shop
Behind the Undergraduate Library is a small bike shop that many KAIST students use to purchase bikes and make repairs. Bicycle prices range from 60,000~200,000 won, and maintenance fees vary depending on the job. If you purchase a bike here, maintenance is free for the first six months of use.
- Location: Behind N10
- Business hours: 09:00~19:00

U Bike
U-Bike, also known as Tashu, is an automated bicycle rental system operated by Daejeon Metropolitan City. Residents can easily rent and return a bike after receiving authorization via a Hankkeumi Card/T-Money Card or cell phone. You can rent a bike for 500 won for one day, and the charge will be added to your phone bill or deducted from your Hankkeumi Card/T-Money Card. Afterwards there will be additional fees according to U-Bike guidelines. For more details, please visit www.tashu.or.kr. There are numerous rental stations throughout Daejeon, and there are several U-Bike rental centers on campus too (in front of N11, E8, E11, W4, the Main Gate, and West Gate).
Facilities & Landmarks

Library

- Website: library.kaist.ac.kr
KAIST has a robust library system which aims to meet the needs of students, researchers, and faculty in their academic endeavors. There are 3 main library facilities: two in the Main Campus and another in the Munji Campus.

In order to borrow, reserve, or request a book as well as to renew the return date, you may go to the library website and log in using your KAIST Portal ID and password.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Opening Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Library (E9)</td>
<td>Mon<del>Sat 09:00</del>24:00, Sun 13:00~24:00</td>
</tr>
<tr>
<td>Undergraduate Branch Library (N10)</td>
<td>Every day, 24 hours</td>
</tr>
<tr>
<td>Munji Campus Library (Munji Campus)</td>
<td>Mon<del>Fri 9:00</del>24:00, Sat 13:00~17:00, Sun closed</td>
</tr>
<tr>
<td>Woori Media Café (N10)</td>
<td>Mon<del>Fri 09:00</del>24:00, Closed on weekends</td>
</tr>
</tbody>
</table>

Medical Facilities

KAIST Clinic (E21)
The KAIST Clinic provides primary medical services, mental health programs, health screening programs, and vaccination for KAIST students, faculty, employees, and their families. Clinic hours differ depending on the division and can be checked through the website. When you visit the clinic for the first time, your student ID card and alien registration card will be required. You can take the KAIST OLEV Shuttle Bus to the Clinic.

- Business hours Mon~Fri 09:00~17:40, (Lunch hours: 12:40~14:00)
- Website clinic.kaist.ac.kr - Ext. 0500 (English service available)

Student Health & Life Center (N13, #2104)
The nursing staff of the Student Health & Life Center provides free medication and simple treatment for health problems including headaches, stomachaches, colds, fevers and injuries. For serious illnesses, the nurses will recommend nearby hospitals and clinics where you can receive high-quality medical treatment.

- Business hours Mon~Fri 09:00~22:00, Weekends 10:00~18:00 (Lunch hours: 12:00~13:00)
- Ext. 4817~8

KAIST Pharmacy (E21)
You can find a pharmacy next to the KAIST Clinic. Here you can purchase over-the-counter medication as well as medication prescribed by professional doctors.

- Business hours Mon~Fri 09:00~18:30 (Lunch hours: 13:00~14:00)

Sports Facilities
The Main Campus offers a wide range of sports facilities for all KAIST members. To utilize them, you may need to make a reservation first. For information related to making reservations, see the Appendix.

Sports Complex (N3)
The Sports Complex is a hub for sporting activities including basketball, badminton, volleyball, screen golf, weight training, table tennis, and dance. Most sport classes are held here, and many sports clubs come here to practice. The Sports Administration Office is also located in the Sports Complex.

- Business hours Mon~Fri 07:00~23:00, Sat 08:00~18:00

All areas of the Sports Complex can be reserved through the Unified Reservation System (urs.kaist.ac.kr). However, reservation methods are different for each area. Refer to the Appendix for full details on reserving Sport Complex facilities. For inquiries, contact the Sports Administration Office by phone (Ext. 4833).
**Undergraduate Field (beside N13)**
The undergraduate field is a turf field that is primarily used for soccer and baseball. No lights are available at night.

**Futsal Courts (beside N13)**
Futsal is a variant of football that is played on a smaller pitch and with fewer players. The two futsal courts have lights available until midnight.

**Swimming Pool (E15 basement)**
Students can use the swimming pool for a daily fee of 1,000 won (payment possible only in cash). Just remember to bring your KAIST ID card, your own swimwear, swimming cap (mandatory), toiletries, and towel. There is also a gym on the second floor. If you pay for 20 tickets at once, you can get a discount of 20%, and you can get a 40% discount for a 6-month payment.
- **Business Hours**  Mon~Fri 08:00~21:00  Sat 08:00~18:00.

**Main Stadium (E17)**
The stadium has a turf field for soccer, track lanes for running, and a stand for spectators. Many school-wide sporting events are held here. Keep in mind that the lights go off after 22:00.

**West Gym (W2 basement)**
Here you can find a large court where you can play basketball, badminton or volleyball. There are facilities for squash and table tennis, which can be used without reserving if there are free time slots.

**Tennis Courts (near N7 and E17)**
You can make reservations on URS. However, there are no lights. You must bring your own equipment.
- **Business Hours**  Mon~Sun Sunrise~22:00.

**Billiard Hall (N12)**
Students can use the billiard hall located near the postal agency. It is run on a first-come-first-serve basis, and students can play if there are unoccupied tables. Note that there is a fee, depending on how long you play.
- **Business Hours**  Mon~Fri 16:00~01:00, Sat~Sun 18:00~01:00
- **Fee** 900 won / 10 mins.

**Gyms (N1, N19, N20, E8, W3, W4, W6)**
There are seven on-campus gyms for weight-training and fitness. The gyms are free and operate 24/7.

**Drycleaners/Barbershop**

- **Mir/Narae Hall**
  W6 1st floor
  Mon~Fri 09:00~18:00
  Sat 09:00~13:00

- **Sejong Hall**
  E8 1st floor
  Mon~Fri 09:00~19:00
  Sat 09:00~12:00

- **N11 (Barbershop)**
  N11, 1st floor
  Mon~Fri 08:30~18:00
  Sat 08:30~12:00

- **Nadi Hall**
  W4-2 1st floor
  Mon~Fri 09:00~19:00
  Sat 09:00~12:00
Other Facilities

Postal Agency
The postal agency can be found on the 1st floor of N11. Students can send mail and packages both locally and overseas. Boxes for packaging, as well as postal stamps can be purchased here.
- Location: N11 1st floor
- Business hours: Mon–Fri 09:00–18:00

Woori Bank
- Location: W2 1st floor
- Business hours: Mon–Fri 09:00–16:00

Travel Agency
- Location: W2, 1st floor
- Business hours: Mon–Fri 09:00–18:00

Mobile Phone Store
- Location: N13, 2nd floor
- Business hours: Mon–Fri 10:00–19:00

KI House
The KAIST International House aims to support and help all international members of KAIST. It provides many services, such as free one-to-one Korean lessons with Korean volunteers and various cultural events.
- Location: N5, 2nd floor #2233
- Website: www.kaistih.com
- Ext: 2446

Computer Repair Shop
- Location: W2, 1st floor
- Business hours: Mon–Fri 09:00–19:00

Landmarks

The Carillon & Duck Pond (In front of E4)
Located near the main gate, O-ri-yeon-mot (Duck Pond) is home to KAIST's ducks and is one of the most famous sites on campus. There is also the Carillon, a bell tower that plays tunes during certain times of the day.

Outdoor (Nocheon) Theater (W9)
This is an outdoor performance theater where concerts, plays, and other performances are held. Located near W10, there is also a BBQ area that can be used with prior reservation to the Undergraduate Student Council. You can also rent BBQ equipment.

KI Building (E4)
The KI building boasts excellent research facilities and an amazing view of the campus. A refreshment from Mango Six (1st floor) and a view of the Duck Pond from the 2nd floor can make your afternoon a relaxing one.

Statue of Jang Yeong-sil
Located on the grass lawn next to the Main Library and Duck Pond, the statue honors one of Korea's most prolific inventors and mechanical scientists, Jang Yeong-sil. The rain gauge in front of the Jang Yeong-sil statue is one of his many inventions.

Kim Beang-Ho & Kim Sam-Youl ITC Building (N1)
The ITC Building is home to an array of laboratories with state-of-the-art systems and equipment. Education 3.0 classrooms and lecture halls can be found here, as well as the popular café “A Twosome Place.”
Student Support

KAIST Counseling Center
The KAIST Counseling Center provides counseling on academic and financial matters, relationship issues, and other concerns you may have. The center is located on the 3rd floor of the Jang Young Shin Student Center (N13-1). If you wish to receive counseling, contact the center to make an appointment with an English speaking counselor.

- Website kcc.kaist.ac.kr
- Phone 042-350-7942
- E-mail kcc@kaist.ac.kr
- Hours Mon–Fri 09:00–18:00

Stress Clinic
A Stress Clinic is available at the KAIST Clinic.

- Website clinic.kaist.ac.kr
- Phone 042-350-0540
- Hours Mon–Fri 09:00–17:40

ISSS Advising Services
English advising service & psychology tests are year-round, free services provided by ISSS. Consultation is available to all international members at KAIST (international students, scholars and their families).

<table>
<thead>
<tr>
<th>Details</th>
<th>Advising / Consultation Service</th>
<th>Psychology Tests</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Academic, Adjustment, Depression, Relationships, Career, Stress issues, etc.</td>
<td>Personality and temperament tests Projective drawing tests Career aptitude test</td>
</tr>
<tr>
<td>Frequency</td>
<td>Once a week for 3–10 sessions</td>
<td>2–3 sessions</td>
</tr>
<tr>
<td>Length</td>
<td>1–1.5 hours per session</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>W2-1 #104 (ISSS office)</td>
<td></td>
</tr>
</tbody>
</table>

Appointment is needed. Confidentiality is guaranteed. Please contact Soohyun Kim PhD at sookim@kaist.ac.kr.

Student Clubs & Organizations
KAIST has many student clubs and organizations. Student organizations are committees that have roles in different areas, including improving the quality of life for KAIST students. They are all governed as a whole by Student Councils/Associations.

Graduate Student Association (GSA)
The GSA represents all graduate students of KAIST. Members are selected annually by a party voting system. The GSA aims to ensure an enjoyable life in and out of the laboratory for all graduate students.

- Location W2, 2nd floor #211
- Phone 042-350-2071
- Website gsa.kaist.ac.kr

Undergraduate Student Council (USC)
The USC is a board of representatives that play major roles in voicing the opinions of the undergraduate student body to the KAIST board, as well as providing services for all undergraduate students. Members are voted on a party system.

- Location Jang Young Shin Student Center (Beside N13), 3rd floor
- Phone 042-350-2072
- Website www.facebook.com/kaistusc

Student Clubs
There are over 70 clubs of various interests for the undergraduate community and 14 clubs for graduate students. Club rooms are mostly located in the Student Centers (N12, W2, N13-1), and Tae Wul Gwan (N13). For more information about clubs, contact the Undergraduate Student Club Union (clubunion@kaist.ac.kr) or the Graduate Student Club Union (gsca@gsa.kaist.ac.kr) or visit the KAIST website for a list of student clubs under the “Life on Campus” section.
KAIST International Students Association (KISA)
The KAIST International Student Association (KISA) aims to assist the international student community in their life at KAIST. KISA provides students with useful information, and also prepares many events for the international community. KISA maintains close contact with international alumni.

- Location: W2, 2nd floor #204
- Website: kisa.kaist.ac.kr
- Contact info: kisa@kaist.ac.kr

KAIST International Community

Find them on facebook

<table>
<thead>
<tr>
<th>Country</th>
<th>Name of facebook group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladesh</td>
<td>KAISTian Bangladeshi Students and Alumni Association</td>
</tr>
<tr>
<td>China</td>
<td>KAIST 中文</td>
</tr>
<tr>
<td>ECONIAS</td>
<td>ECONIAS Scholar and Students In KAIST (EESIK)</td>
</tr>
<tr>
<td>Ethiopia</td>
<td>Ethiopians in KAIST</td>
</tr>
<tr>
<td>India</td>
<td>KAIST Indian Students and Researchers Association (KISRA)</td>
</tr>
<tr>
<td>Indonesia</td>
<td>KAIST Indonesia</td>
</tr>
<tr>
<td>Kazakhstan</td>
<td>Kazakhs in KAIST</td>
</tr>
<tr>
<td>Latin America</td>
<td>KAIST Latin American Students and Researchers Association</td>
</tr>
<tr>
<td>Malaysia</td>
<td>KAIST Malaysians</td>
</tr>
<tr>
<td>Mongolia</td>
<td>KAIST студент Монголуу</td>
</tr>
<tr>
<td>North America</td>
<td>International Student Activities - North America</td>
</tr>
<tr>
<td>Pakistan</td>
<td>Kaistan-Pakistani</td>
</tr>
<tr>
<td>Tajikistan</td>
<td>KAIST Tajik Student Association</td>
</tr>
<tr>
<td>Thailand</td>
<td>Thai Students Association at KAIST (TSAK)</td>
</tr>
<tr>
<td>Turkmenistan</td>
<td>Turkmen Society at KAIST</td>
</tr>
<tr>
<td>Turkey</td>
<td>Turkish Students in KAIST</td>
</tr>
<tr>
<td>Vietnam</td>
<td>VN.KAIST</td>
</tr>
</tbody>
</table>
Information on IT Services: itguide.kaist.ac.kr

KAIST Official Website

Official Website: www.kaist.ac.kr
This website offers an overview of KAIST, general notices, KAIST news, and information for professors, employees, students, and the public.

KAIST Portal

This website is the hub of KAIST information services including search, groupware, administrative systems (ERP), as well as integrated access to email, the academic system (grades/classes), and the library.

Portal ID Registration

KAIST web services use the SSO system where a single ID (Portal ID) can be used to connect to all KAIST intranet websites. You can register for a Portal ID through the KAIST Unified Identity and Access Management Service once you receive your student ID number.

Step 1
Go to iam.kaist.ac.kr (or go to the KAIST Portal) ➔ IAM service ➔ click “Create Your Account.”

Step 2
Choose a method to identify yourself. If you do not have a mobile phone yet, click “Authenticate user information.”

Step 3
Follow the instructions provided in the website to complete the Portal ID registration. For authentication, you need to enter the KAIST UID (Unique ID = 8-digit unique number) you received via email (on an external email account) when you entered KAIST. In case you forgot your UID, click the “Search UID” button in the following first step to find your UID.

KAIST Academic System

The KAIST Academic System can be accessed through the KAIST Portal (Portal main page ➔ Quick Menu ➔ Academic System). This page provides all academic services including syllabus, teaching records, class & attendance roster, student feedback, grade entry, grade report, etc.

KAIST Mail (mail.kaist.ac.kr)

The KAIST Mail system is a default email service for all members (faculty, staff, and students) registered to the KAIST Portal. There is also a mail app for both iOS and Android users, which can be downloaded by going to the Mail System website on your phone. For inquiries, contact mailadmin@kaist.ac.kr.
KLMS (KLMS.kaist.ac.kr)

Many courses use this website as a virtual classroom center, so KAIST students, professors, and teaching assistants can easily communicate with each other. After logging in, you will see the list of the courses that you have enrolled in the current semester.

This is the site where you can read notices about classes, download course materials, submit your work, inquire exam scores and ask questions to the professor/teaching assistants. There is also an app for Android and iOS users.

(Note: use of KLMS depends on the course).

Unified Reservation Service (urs.kaist.ac.kr)

On the URS website, you can make reservations for various campus facilities, including lecture rooms, seminar rooms, and sports facilities. A link to the site can also be found on the KAIST Portal (go to Hot Menu – Reservation). On the URS website, click on "Internal users," then log in using your Portal ID and password.

Reservations for seminar rooms in department-buildings can be made through the respective department website. Be aware that some seminar rooms may only be reserved by that department’s faculty/staff.

In addition to reserving campus facilities, it is possible to reserve tickets for certain concerts under the “PERFORMANCE” category in the Guseong (Daejeon) campus category.

Other Useful Sites

KAIST Dormitory System (kds.kaist.ac.kr)

This site provides all services related to dormitories in KAIST. You will need to use your KAIST ID as the login ID and (only for the first login) the last 7 digits of your Temporary Alien Registration number as the password. You can access this site to read notices or information about the dormitories, and also to apply for dormitories and see allocation results.

ICT Service (ict.kaist.ac.kr)

Network, security, and phone services can be found on the ICT site. This is the site where you can register for a KAIST Wi-Fi account, request for an IP address, and search for dormitory IP addresses or telephone numbers of professors/staff. You can also report IT-related problems here.

Software Download (kftp.kaist.ac.kr)

Here you can download licensed computer software including Microsoft Windows or Office, Adobe software, MATLAB, and more. This website is not accessible outside KAIST. After you leave KAIST, the authentication codes provided on KFTP will no longer be valid for you, and you will need to authenticate the software again using different codes. Unauthorized use or distribution of software provided through KFTP is illegal, and violators will be penalized.
Course Enrollment

Credits per Regular Semester
Undergraduate students are eligible to take a minimum of 12 and a maximum of 24 credits per semester, and students in master’s or doctoral programs must take a minimum of 9 credits and a maximum of 12 credits per semester (part-time graduate school students must take a minimum of 1 credit and a maximum of 9 credits).

Information on Courses
To check the list of open courses, class times, syllabi etc., visit the Academic System page via the KAIST Portal. In addition, you can try making a mock timetable on OTL (Online Time planner with Lectures). See the “KAIST Intranet” section for more details on these sites.

Course Registration

How do I register for courses?
Before each semester, you must register for the courses you’d like to take through the KAIST Portal. After you log in to the Portal, select “Academic System” under the “Quick Menu.” Go to “Class Enrollment” → “Course Registration” to register for courses. (Note that this page will not be available any time outside the registration period.)

Registration Period
- Spring Semester Course Registration: January of the current year
- Fall Semester Course Registration: July of the current year
Note: Refer to the Academic Calendar of the current year for specific dates.

Course Registration Details
- Course registration/cancellation is possible from 12:30 pm of the first day of the registration period.
- On the first day of course registration, students can apply for any course regardless of class capacity. You cannot apply for courses with time overlap, and you cannot exceed the maximum credit limit per semester.
The registration page will temporarily close on the second day and an electronic ballot system will be run for classes where the number of applicants exceeds the class capacity. Those who are randomly selected by the ballot will retain their registration, and all others will have their registration cancelled automatically.

From the third day onwards until the end of the registration period, students can sign up for the remaining courses with open spots, which will be registered on a first-come-first-serve basis.

**Add/Drop Period**

If students wish to change their timetable after the course registration period, they can do so during the course add/drop period which usually takes place from one week before a semester begins to the first week of the semester. During this period, you can drop courses you have applied for and add courses which have open spaces. After consulting your advisor about course changes, you will need to receive signatures from the professors of the courses you wish to change when using the add/drop form. There are two ways you can add/drop courses:

1. Through the KAIST Portal
   - Access the Academic System through the KAIST Portal
   - Go to “Class Enrollment” → “Add / Drop”
   - Add/drop courses

2. Using the Add & Drop Form (If you fail to do it through the KAIST portal)
   - Download the “Course Add/Drop Application Form” at www.kaist.ac.kr/html/en/edu/edu_030307.html (also available at the Academic Registrar’s Team, 1st Floor, E11)
   - Fill out the course information
   - Obtain signatures from the course professor(s)
   - Submit the form to the Academic Registrar’s Team

**Withdrawal from Courses**

**Period**

The Withdrawal period for every semester is within seven weeks after the start of the semester (before mid-terms).

**Procedure**

The procedure is the same as for adding/dropping courses.

Note: A “W” (withdrawal) will be marked on your transcript for withdrawn courses.

**Course Retake**

Undergraduate students are allowed to retake a course as long as they pay for the course’s tuition fee. There are two types of course retake: mandatory and desired.

**Mandatory Course Retake**

This applies to students who receive an “F” or “U” grade on a course required for graduation. Undergraduate students can retake courses for which they received a grade of “C-” or lower. The grade achieved in a retaken course replaces the original grade, but the new grade cannot exceed an “A-”. Students can retake up to five courses and cannot take the same course more than three times.

**Desired Course Retake**

Undergraduate students can retake courses as long as they pay for the course’s tuition fee. Graduate students are not allowed to retake courses except when an “F” grade is given for required courses. When the course is retaken, the original grade will be replaced by the new grade. However, an “R” will be marked in front of the course name. No fee is charged for retaking graduate courses.

**Procedure**

To register for course retake, follow the regular course registration procedures. When you register for course retake, you are requested to submit the Confirmation Form for Course Retake to the Academic Registrar’s Team after obtaining a signature from the course professor during the add/drop period. If the form is not submitted, your course retake registration will be automatically deleted.

- The cost for retaking courses is 50,000 won per credit/AU (e.g. 3 credits: 50,000 won x 3 = 150,000 won).
- For information on how to make payments, go to the Academic System and click the menu titled “Repeated Course Fees.”
- The course retake fee will be refunded should the retaken course be cancelled within the withdrawal period. For information on how to apply for refund, go to the Academic System and click the menu titled “Request refund of repeat courses.”

**Credit Recognition Exams/Waiver Exams**

For some required and elective courses, you can take exams at the beginning of the semester to obtain credits for the class instead of attending the course for the entire semester. There will be a short period at the beginning of each semester (about three days) during which you can...
sign up to take credit recognition exams. This is applicable to courses offered during the upcoming semester but not applicable to courses for which credit recognition exams cannot be given due to the nature of the subject (graduation research, individual research, seminars, special lectures, experimental subjects). The cost for the examination is 20,000 won per course and the minimum passing grade is B-.

**Application Procedures for Credit Recognition/Waiver Exams**
- Complete the application form (available at the Academic Registrar’s Team)
- Receive approval from the course professor
- Receive approval from your academic advisor and the Department Head/Division Chief
- Submit the form to the Academic Registrar’s Team
- The professor will announce the examination date and results
- A list of students with passing grades will be announced

**Tuition Fee**

**Tuition Fee Refund**
- If a student does not register or takes a leave of absence within the registration period, his/her registration will be excluded according to school regulations.
- Refunds will be paid after submission of leave of absence.
- Refund policy can differ based on the type of your scholarship. Please consult with the staff at the Academic Registrar’s Team to learn the details.

<table>
<thead>
<tr>
<th>Category</th>
<th>Date of Occurrence</th>
<th>Refund Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Refund</td>
<td>During the course add/drop period</td>
<td>Full Refund</td>
</tr>
<tr>
<td>Partial Refund</td>
<td>After the course add/drop period but up to 30 days for the beginning of the semester</td>
<td>5/6 of the payment (excluding admission fees, mutual aid fee, student fees)</td>
</tr>
<tr>
<td></td>
<td>After 31 to 60 days from the beginning of the semester</td>
<td>2/3 of the payment (excluding admission fees, mutual aid fee, student fees)</td>
</tr>
<tr>
<td></td>
<td>After 61 to 90 days from the beginning of the semester</td>
<td>1/2 of the payment (excluding admission fees, mutual aid fee, student fees)</td>
</tr>
<tr>
<td>No Refund</td>
<td>After 91st day from the beginning of the semester</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**Tuition Policy for Extended Study Period (as of 2017)**

Extended Study Period: Undergraduate students attending for more than 8 semesters (9th semester onwards)

<table>
<thead>
<tr>
<th>Credits Registered</th>
<th>Calculation*</th>
<th>Tuition</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-3</td>
<td>1/9 of Standard</td>
<td>381</td>
<td>381</td>
</tr>
<tr>
<td>4-6</td>
<td>1/6 of Standard</td>
<td>572</td>
<td>572</td>
</tr>
<tr>
<td>7-9</td>
<td>1/3 of Standard</td>
<td>1,144</td>
<td>1,144</td>
</tr>
<tr>
<td>10 credits or more</td>
<td>1/2 of Standard</td>
<td>1,717</td>
<td>1,717</td>
</tr>
</tbody>
</table>

- Notice for Tuition exempted after 4 years

<table>
<thead>
<tr>
<th>Classification</th>
<th>Contents</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students on Minor or Double Major</td>
<td>- Minor: Tuition is exempted for 9th semester</td>
<td>In case a student cancels Minor or Double Major, tuition exempted needs to be reimbursed.</td>
</tr>
<tr>
<td></td>
<td>- Double Major: Tuition is exempted for 9th &amp; 10th semester</td>
<td></td>
</tr>
<tr>
<td>Students on Exchange program</td>
<td>- Exchange Students at other universities for more than 2 months for regular semesters. (Except for the period of vacation): Tuition is exempted for 9th semester</td>
<td></td>
</tr>
<tr>
<td>Benefits overlapped</td>
<td>- Students on taking Minor, Double Major, or completing Exchanging program are not under benefits overlapped.</td>
<td></td>
</tr>
<tr>
<td>Students on Minor or Exchange program</td>
<td>- Students on Minor or Exchange program: Max 1 semester</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Students on Double Major: Max 2 semesters</td>
<td></td>
</tr>
</tbody>
</table>

**Credit System**

**Credit Information**

Typically, one credit is earned by attending one hour of lecture per week for the entire semester. Research credits are normally earned by conducting thesis research and attending seminars and lab experiments. One research credit is equivalent to three hours of research work per week for the entire semester.
To complete the undergraduate course in four years, students generally take 12 to 24 credits every semester. Students have a maximum of six years to complete their undergraduate studies. Students working towards a master’s degree have a maximum of three years to complete their courses and thesis, and those working on their doctoral degrees have a maximum of five years.

For more information regarding courses and credit hour designations, contact the Academic Registrar’s Team.

### Credit Requirement for Undergraduate Degree Completion

<table>
<thead>
<tr>
<th>Classification</th>
<th>More than 136 credits and 8 AU</th>
<th>More than 28 credits</th>
<th>More than 9 credits</th>
<th>More than 32 credits</th>
<th>More than 40 credits total (*differs for each department)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Courses</td>
<td>Required Elective (Humanities &amp; Social Sciences)</td>
<td>Required Elective Total</td>
<td>Required Elective</td>
<td>Required Elective Total</td>
<td></td>
</tr>
<tr>
<td>Basic Courses</td>
<td>Required Elective Total</td>
<td>Required Elective Total</td>
<td>Required Elective</td>
<td>Required Elective Total</td>
<td></td>
</tr>
<tr>
<td>Major Courses</td>
<td>Required Elective Total</td>
<td>Required Elective Total</td>
<td>Required Elective</td>
<td>Required Elective Total</td>
<td></td>
</tr>
<tr>
<td>Research Courses</td>
<td>Required Elective Total</td>
<td>Required Elective Total</td>
<td>Required Elective</td>
<td>Required Elective Total</td>
<td></td>
</tr>
</tbody>
</table>

- **Graduation requirements for international students: TOPIK (Test of Proficiency in Korean)**
  - Undergraduate international students are required to obtain level 2 or higher score in TOPIK before entering or during studying at KAIST.
  - **Applies to students entering KAIST in 2013 and thereafter**

- **Graduate Courses**
  - **Master’s program:** Students must earn at least 33 credits, of which 21 or more must be course credits.
  - **M.S.-Ph.D. Joint program:** Students must earn at least 60 credits, of which 30 or more must be course credits.
  - **Doctorate program:** Students must earn at least 60 credits, of which 30 or more must be course credits and 30 or more must be of research credits. Credits earned from a previously taken master’s course at KAIST may be used to fulfill the Ph.D. course credit requirement. For more specific information regarding different majors, check the KAIST Bulletin.

- **Credit Transfer**
  - If you obtained credits at other higher education institutions, you can apply for credit transfer. The maximum number of transferable credits earned from other universities is 66 for undergraduate programs (maximum of 12 credits for master’s programs and 18 credits for doctoral programs).
  - Credits will be recognized by KAIST departments (divisions) if they are equivalent to the courses in the KAIST program the student is taking. You must apply for credit transfer online through the KAIST Academic System before your last semester.
  - If an exchange student enters KAIST as a regular degree-seeking student, the student can apply for credit transfer. If the counts are accepted, the credits acquired as an exchange student can be recognized as credits for graduation, although the course chosen for the course transfer must be suitable for one’s program. For more details, visit the Academic Registrar’s Team.
### Grading System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Grade Point Average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A0, A-</td>
<td>Outstanding Performance</td>
<td>4.3, 4.0, 3.7</td>
</tr>
<tr>
<td>B+, B0, B-</td>
<td>Superior Performance</td>
<td>3.3, 3.0, 2.7</td>
</tr>
<tr>
<td>C+, C0, C-</td>
<td>Satisfactory Performance</td>
<td>2.3, 2.0, 1.7</td>
</tr>
<tr>
<td>D+, D0, D-</td>
<td>Minimal Pass</td>
<td>1.3, 1.0, 0.7</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>not included</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td>not included</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>not included</td>
</tr>
</tbody>
</table>

KAIST uses the "A-B-C-D-F" grading system. A+ is the highest achievable result.

Note: A+ is equivalent to a 4.3 GPA while universities in some other countries have a lower or higher maximum GPA (4.0 or 4.5). Remember to check and convert your score in formal documents ("S" and "U" grades are not included).

### Grade Check

Only students who complete the final course evaluation during the given period can check their grades before they are confirmed and reflected on their transcript.

- **Course Evaluation Period**: Two weeks before the final exam period
- **Procedure**: Go to the KAIST Academic System page and look under "Course Evaluation". You are only required to complete the final course evaluation for grade preview.
- **To preview grades of the current semester**, click "Grades" – “Preview grade”. **To check grades of all semesters**, click "Grades" – “Grade Report”.

### Academic Warning

**Undergraduate program**

- Students whose accumulated GPA (up to the semester immediately before) is lower than 2.0/4.3.
- An academic warning is given when a student applies for fewer credits than the minimum number of required credits, but this warning shall not be counted into the total number of academic warnings.
- Students who receive a total of three academic warnings are subject to dismissal.
- If re-admitted students (after dismissal due to academic warnings) receive another warning, they are subject to dismissal.

**Master's/Doctoral programs**

An academic warning is given to students who fall under one of the following categories before the next semester starts.

- Students whose accumulated GPA (up to the semester immediately before) is lower than 2.5/4.3. However, this is not applicable to students who have completed less than 12 credits.
- Students who have received a "U" (unsatisfactory) grade for a thesis research course (completed in the semester immediately before).
- An academic warning is given when a student applies for fewer credits than the minimum number of required credits, but this warning shall not be counted into the total number of academic warnings.
- Students who receive a total of two consecutive academic warnings (three consecutive times for part-time students) are subject to dismissal.
- If re-admitted students (after dismissal due to academic warnings) receive another warning, they are subject to dismissal.

### Academic Certificates

There are various ways to issue academic certificates.

**On- Campus**

*From the Academic Registrar’s Team*

- **Certificate Types** (English/Korean): Certificate of Graduation, Expected Graduation Conferment, Course Completion Certificate, Year Completion Certificate.
- **Fee**: 500 won per copy (except Course completion certificate for Master’s and Ph.D and Year Completion Certificate, which are 1,000 won per copy)

**Via Vending Machine**

- **Fee**: 500 won per copy
- **Location**: 1st floor, Creative Learning Building (E11).
Long Distance (Online/Postal) Issuance

Online Certificate Issuance (kaist.certpia.com)
You can personally print out certificates online. Available certificates are shown once you login.
Fee: Free (for those who are either a current student or taking a leave of absence)

Certificate Issuance via Postal Service
You can also get certificates via post through the post office. Postal delivery may take some time.

Postal Service for Exchange Students
If you’re an exchange student, two hard copies of your official transcript will be sent to your home university for free. It will take 1~2 months to get the official transcript after the semester has ended.

KAIST Scholarship for International Students

International Undergraduate Scholarship
- Support Organization: University
- Support Criteria: standards determined by the guidelines for international student studies
- Support Amount: Living expenses 350,000 KRW/month for grade A, 200,000 KRW/month for grade B, and national health insurance fees
- Support Period: 4 years (8 semesters)
- Principle of double scholarship prohibition applied

International Graduate Scholarships
- Support Organization: University
- Support Criteria: standards determined by guidelines for international student studies
- Support: Living expenses (300,000 KRW/month) and all national health insurance fees by academic advisor or the office of Scholarship & Welfare
- Support Period: Master’s 2 years (4 semesters), Doctoral 4 years (8 semesters), Combined 5 years (10 semesters)
- Principle of double scholarship prohibition applied

Academic Support

Textbooks

New Textbooks
You can purchase new textbooks from the bookstore located on the 1st floor of the Main Library (E9). The bookstore sells books required for all courses in KAIST.

Used Textbooks
At the beginning of the semester, the Student Welfare Council (run by KAIST students) opens a Book Market in N11. Students can buy and sell used textbooks at the Book Market. The Book Market opens for a very limited time, so be sure to check for notices. If you wish to submit books to be sold, visit the Student Welfare Council during the book consigning period near the end of each semester (notice will be put up by the Council).

Tutoring Services

Eligible Students
Undergraduate students having trouble with their course studies.

Tutoring Fee
- 25,000 won per hour per class/maximum of 26 hours per class during one semester
- Undergraduate freshmen can apply for one basic course each semester for free within the budget constraint. Non-freshmen must pay to receive tutoring.

How to Apply
You can apply for the tutoring program at the School of Freshman website (freshman.kaist.ac.kr) during the designated period, which usually falls around the beginning of each semester.

Undergraduate Student Advisor
Each undergraduate student at KAIST is assigned an undergraduate advisor, a professor who is to serve as a guidance counselor. Freshmen are assigned advisors through their Happy/Exciting College Life classes. After registering for a major, a professor from that major will become your undergraduate advisor. Your undergraduate advisor will provide you with mentoring and advice.
Language Support

Korean Language Support

Credit Courses
The School of Humanities and Social Sciences offer the following courses:
- Basic Korean I & II for Foreign Students (for undergraduate students, 3 credits each)
- Introductory Korean for Foreigners I & II (for graduate students, 3 credits each)
- Intermediate/Advanced Korean (for both undergraduate & graduate students, 3 credits)

Non Credit Courses
The KAIST Language Center (lang.kaist.ac.kr) offers the following:
- Conversation (Beginner to Advanced)
- Preparation for the TOPIK Examination
- Customized Korean Classes

KAIST International House (KI House)
The KI House (www.kaistih.com) provides free one-to-one or group tutoring. These Korean classes are held at the KI House located in NS, room #2233 from Monday to Friday, 09:30~17:30. The KI House provides cultural awareness programs such as "Korean Day" and "Korean Night." Also, KI House provides opportunities for international students to experience traditional Korean holidays such as Chuseok and Seollal.

Other Language Support

Language Classes at the KAIST Language Center
The KAIST Language Center provides language education programs in both Korean and English. Students and researchers can take advantage of these language courses, special programs, English proofreading services, and Korean-English translation services. For more information, visit lang.kaist.ac.kr/English.

English Clinic
The School of Humanities and Social Sciences offers an English Clinic. You can receive free tutorial sessions with English professors two or three times per week. It can help improve your English conversation and writing skills. For more information, please visit hss.kaist.ac.kr → EFL → English Clinic.
About Daejeon

Daejeon is the fifth largest city in Korea with a population of approximately 1.5 million people living in an area of 540 km² (the total area of the Korean peninsula is 222,154 km²). The city name comes from the Chinese characters 大 (dae) and 田 (jeon), which means "great field." Located in the center of Korea, Daejeon serves as a hub of transportation. Major expressways and railways connecting the country from the north to south converge in Daejeon. With this wonderful transportation network, it is possible to travel anywhere in the country in under half a day from Daejeon. Daejeon is also known as the city of science, and many science and research institutes are established here. KAIST is located in the northwestern part of Daejeon.

Transportation

Public transportation is the most convenient and affordable method of traveling around Daejeon with many bus routes and one main subway line. A typical bus or subway ride costs about 1,400 won (1,250 won if you use a transportation card).

Transportation Card (Hankkumi Card & T-money Card)

It is a good idea to buy a transportation card if you use public transportation often. You can purchase, recharge, or reimburse a transportation card at the nearest convenience store or subway station. Using a transportation card makes payment quick and easy, and you can also receive discounts when transferring between public transportation options. The transfer discount only applies if you transfer within 30 minutes.

Daejeon City Bus

Daejeon has 79 bus routes. In most cases, buses operate between 5:30 - 22:30. Three buses (#5, #104, #121) stop near the main gate of KAIST, and one bus (#604) stops near the east gate. For more information on bus routes & bus stops, please visit traffic.daejeon.go.kr.

Subway

The Daejeon City subway comprises of one line which operates at 10-minute intervals. The subway operates between 5:30 – 23:32, with a fare of 1,400 won (1,500 won for longer distances). The closest subway station to KAIST is the Wolpyeong Station (20-30 minute walk). Note that there are shuttle buses from KAIST to the Wolpyeong Station.

Intercity/Express Buses & Train

Intercity Buses are cheaper and link most cities and towns in Korea, with most journeys lasting less than a couple of hours. KAIST members frequently use 4 bus terminals in Daejeon: the Daejeon Dunsan Terminal, the Government Complex Terminal, Kumho Express Bus Terminal (in Yuseong) and the Daejeon Terminal Complex.

Trains are the faster and slightly pricier option to travel. There are many types of trains in Korea, of which the KTX, Saemaeul-ho and Mugunghwa-ho are most prominent. The two train stations in Daejeon are the Daejeon and Seodaejeon Stations.

For detailed information about bus/train schedules, reservations, and locations of the terminals, please visit the following websites:

- Intercity Bus: [www.busterminal.or.kr](http://www.busterminal.or.kr) (Incheon Airport Bus)
  [www.bustago.or.kr](http://www.bustago.or.kr) (Dong-Seoul Bus Terminal)
- Express Bus: [www.kobus.co.kr](http://www.kobus.co.kr)
- Train: [www.letskorail.com](http://www.letskorail.com)
Seoul-Daejeon Route: by Train

<table>
<thead>
<tr>
<th>Route</th>
<th>Available Trains</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daejeon Station → Seoul Station</td>
<td>KTX, ITX-Saemaul-ho, Mugunghwa-ho</td>
<td><a href="http://www.letskorail.com">www.letskorail.com</a></td>
</tr>
<tr>
<td>Seoul Station → Yongsan Station (Seoul)</td>
<td>KTX, ITX-Saemaul-ho, Mugunghwa-ho</td>
<td><a href="http://www.letskorail.com">www.letskorail.com</a></td>
</tr>
</tbody>
</table>

Seoul-Daejeon Route: by Express Bus

The Seoul Express Bus Terminal and the Central City Bus Terminal are located right next to each other. Check your ticket and destination to avoid confusion.

<table>
<thead>
<tr>
<th>Route</th>
<th>Departure</th>
<th>Destination</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daejeon → Seoul</td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td>Seoul Express Bus Terminal (서울인천사)</td>
<td><a href="http://www.kobus.co.kr">www.kobus.co.kr</a></td>
</tr>
<tr>
<td></td>
<td>Central City Bus Terminal (서울인천사)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kumho Express Bus Terminal (구신파)</td>
<td>Central City Bus Terminal (서울인천사)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Daejeon Terminal Complex (대전인천사)</td>
<td>Seoul Express Bus Terminal (서울인천사)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td>Dong-Seoul Bus Terminal (동서울)</td>
<td></td>
</tr>
<tr>
<td>Seoul → Daejeon</td>
<td>Seoul Express Bus Terminal (서울인천사)</td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td><a href="http://www.kobus.co.kr">www.kobus.co.kr</a></td>
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<tr>
<td></td>
<td>Daejeon Terminal Complex (대전인천사)</td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Central City Bus Terminal (서울인천사)</td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kunho Express Bus Terminal (구신파)</td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dong-Seoul Bus Terminal (동서울)</td>
<td>Daejeon Dunsan Terminal (대전인천사)</td>
<td><a href="http://www.bustago.or.kr">www.bustago.or.kr</a></td>
</tr>
</tbody>
</table>

Shopping

In Korea, you can easily find shops, markets, and department stores for apparel, food, electronics, utensils, and much more. Daejeon has several supermarkets and department stores, and below are a list of the ones closest to KAIST.

**Supermarkets**

**Homeplus**
669 Bongmyung-dong, Yuseong-gu, Daejeon (Tel. 042-841-2080)
- Open hours: 09:00–24:00 (closed on 2nd and 4th Sundays)
- You can easily walk or bike to the mall by using the path along the Gapcheon River. Estimated time: 10 min bike, 20 min walk
- Taxi: takes about 8 min, costs around 4,000 won

**Emart Traders**
510 Wolpyeong-dong, Seo-gu, Daejeon (Tel. 042-718-1234)
- Sells items in bulk, similar to Costco.
- Open hours: 10:00–23:00 (closed on 2nd and 4th Sundays)
- Take the KAIST-Wolpyeong Shuttle Bus → walk to Emart Traders
  Estimated time: 15 min
- Taxi: takes about 10 min, costs around 4,000 won

**Emart**
959-2 Dunsan-dong, Seo-gu, Daejeon (Tel. 042-479-1234)
- Open hours: 10:00–24:00 (closed on 2nd and 4th Sundays)
- Take bus #604 at the KAIST East Gate → Get off at the Emart stop
  Estimated time: 15 min, cost: 1,400 won
- Taxi: takes about 12 min, costs around 5,000 won

**Department Stores**

**Galleria Time World (Department Store)**
1036 Dunsan 2-dong, Seo-gu, Daejeon (Tel. 042-480-5000)
- Open hours: 10:30–20:00 (closed at 20:30 on Fri–Sun)
- Take bus #604 at the KAIST East Gate → Get off at the Galleria Time World stop
  Estimated time: 30 min, cost: 1,400 won
- Taxi: takes about 13 min, costs around 6,000 won
**Lotte Department Store**
423-1 Goejeong-dong, Seo-gu, Daejeon (Tel. 042-601-2500)
- Open hours: 10:30~20:00
- Take bus #604 at the KAIST East Gate → Get off at the Lotte Department Store stop
- Estimated time: 30 min, cost: 1,400 won
- Taxi: takes about 16 min, costs around 8,000 won

**Say Department Store**
1-16 Munhwa-dong, Jung-gu, Daejeon (Tel. 042-226-1234)
- Open hours: 10:30~20:00
- Take bus #604 at the KAIST East Gate → Transfer to bus #315 at the Emart stop → Get off at the Seodaejeonneogri stop and walk towards the Department Store.
- Estimated time: 53 min, cost: 1,400 won
- Taxi: takes about 35 min, costs around 12,000 won

**Other Shopping Locations**

**Eunhaeng-dong Shopping Street**
Eunhaeng-dong is the downtown shopping district of Daejeon where there are many popular cafes, restaurants, clothing stores, and much more.
- Open around 10:00~20:00. Underground shops close on the 1st and 3rd Tuesdays.
- Take bus #604 at the KAIST East Gate → Get off at the Jungang-ro Station Exit no.7 stop
- Subway: about 25 min (Wolpyeong → Jungang-ro), Cost: 1,400 won
- Taxi: takes about 30 min, costs around 11,000 won

**Costco**
116-3, Oryu-dong, Jung-gu, Daejeon (Tel. 042-539-1234)
- Open hours: 09:00~22:00 (closed on 2nd and 4th Sundays)
- Costco membership card required (35,000 won/year) and payments must be made by cash or a Samsung credit card.
- Subway: Take the KAIST-Wolpyeong Shuttle Bus → Take the subway at Wolpyeong Station → Get off at Oryong Station
- Estimated time: 45 min, Cost: 1,400 won
- Taxi: takes about 24 min, costs around 10,000 won

**Hanbit Plaza (Eoeun-dong)**
99, Eoeun-dong, Yuseong-gu, Daejeon
- About a 5-min walk from the West Gate
- Photo studio, mobile phone store, grocery, etc.
- Open hours - Lotte Super(B1): 10:00~22:00 (Closed on 2nd and 4th Sundays)
- Other stores(1F): 09:30~22:00 (Closed on 1st and 3rd Sundays)

**World Food Market (near Daejeon Station)**
Joong-dong, Dong-gu, Daejeon
The World Food Market is one of the only stores within the Daejeon area that caters to international customers with a variety of international foods, ingredients and supplies, such as Halal, Kosher, and ingredients that are difficult to find in the standard Korean grocery market.
- Open hours: 08:00~23:00
- Subway: Take the KAIST-Wolpyeong Shuttle Bus → Take the subway at Wolpyeong Station → Get off at Daejeon Station → The World Food Market is across the street from the Daejeon Station
- Estimated time: 45 min, Cost: 1,400 won
- Taxi: takes about 30 min, costs around 11,000 won

**Online Shopping**

One of the most convenient ways to buy products at a low price is through online shopping. If you want to shop online, it is recommended that you apply for internet banking at Woori Bank. Using international credit cards for online shopping can be quite complicated because you will need verification and not all sites accept international credit cards.

Following are some of the most famous Korean online shopping websites. Most of the websites are in Korean, so it is recommended that you get help from your Korean friends.

- [www.gmarket.co.kr](http://www.gmarket.co.kr)  (English site: global.gmarket.co.kr)
- [www.auction.co.kr](http://www.auction.co.kr)
- [www.11st.co.kr](http://www.11st.co.kr)
- [www.interpark.com](http://www.interpark.com)
- [www.countryhouse.co.kr](http://www.countryhouse.co.kr) (online groceries store)
Restaurants

If you walk out through the West Gate and around the Eoeun-dong and Gung-dong areas, you will be able to find many restaurants. Prices are reasonable, and you can enjoy many Korean food and drinks. You can also find various international restaurants in the Daejeon area. Listed below are popular restaurants among KAIST international members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Menu</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Taj Mahal</td>
<td>Indian food</td>
<td>6-34 Gung-dong, Yuseong-gu</td>
<td>042-825-3786</td>
</tr>
<tr>
<td>Indy</td>
<td>Indian food</td>
<td>1370 Dunsan 2-dong, Seo-gu</td>
<td>042-471-7052</td>
</tr>
<tr>
<td>Ali-Baba’s Treasure</td>
<td>Moroccan food</td>
<td>6-11 Gung-dong, Yuseong-gu</td>
<td>042-823-2722</td>
</tr>
<tr>
<td>Very Sinjuku</td>
<td>Japanese food</td>
<td>113-16 Eoeun-dong, Yuseong-gu</td>
<td>042-863-7339</td>
</tr>
<tr>
<td>111-7 Meal</td>
<td>Japanese food &amp; Western food</td>
<td>111-7 Eoeun-dong, Yuseong-gu</td>
<td>042-863-7111</td>
</tr>
<tr>
<td>Hoabinh</td>
<td>Vietnamese food</td>
<td>241 Wolpyeong-dong, Seo-gu</td>
<td>042-488-0815</td>
</tr>
<tr>
<td>Ganamji</td>
<td>South East Asian food</td>
<td>395-1 Doryong-dong, Yuseong-gu</td>
<td>042-861-7957</td>
</tr>
<tr>
<td>Eat My Thai</td>
<td>Thai food</td>
<td>77 Munhwawon-ro, Yuseong-gu</td>
<td>042-825-5466</td>
</tr>
<tr>
<td>The Bangkok 66 street</td>
<td>Thai food</td>
<td>66 Dunsan-dong, Seo-gu</td>
<td>042-472-3178</td>
</tr>
<tr>
<td>Panasia</td>
<td>Asian food</td>
<td>990 Dunsan-dong, Seo-gu</td>
<td>042-488-1035</td>
</tr>
<tr>
<td>Nuovo Napoli</td>
<td>Italian food</td>
<td>406-10, Gung-dong, Yuseong-gu</td>
<td>042-322-9582</td>
</tr>
<tr>
<td>Ocheonnyeon</td>
<td>Chinese food</td>
<td>906-3 Jiok-dong, Seo-gu</td>
<td>042-825-8837</td>
</tr>
<tr>
<td>Wangbisung</td>
<td>Chinese food</td>
<td>48, Eoeun-ro, Yuseong-gu</td>
<td>042-862-9292</td>
</tr>
<tr>
<td>Santa Clause</td>
<td>Pub</td>
<td>25 Nongdae-ro, Yuseong-gu</td>
<td>042-825-5500</td>
</tr>
<tr>
<td>The Ranch Pub</td>
<td>Pub</td>
<td>88, Gungdong-ro 18beon-gil, Yuseong-gu</td>
<td>042-825-4157</td>
</tr>
</tbody>
</table>
Alien Registration

Any foreigner who wishes to stay in Korea for more than 90 days needs to obtain an Alien Registration Card (ARC) from the Daejeon Immigration Office. The card will act as your main form of identification during your time in Korea, and you will need an alien registration number for various occasions. Students must visit the Daejeon Immigration Office in person to register their fingerprints early in the semester.

How to get to the Daejeon Immigration Office

By Bus
- Take bus #104 (the Main Gate of KAIST) → transfer to bus #705 at the Seogu Daejeon Health Center → get off at the Junghchondong Jumin Center bus stop → walk 454m to the Daejeon Immigration Office.
- Take bus #604 (East Gate of KAIST) → get off at Jungchon Naegeori → walk 566m to the Daejeon Immigration Office.

By Taxi
It may be more convenient to take a taxi. It will be helpful to show the taxi driver the following address if you cannot speak Korean.

Address
Daejeon Immigration Office (대전출입국 · 외국인사무소)
Jungchon-dong 16-8, Jung-gu, Daejeon (대전 중구 중촌동 16-8/ 대전신병원 근처)

When to Register for Alien Registration

Foreigners intending to stay in Korea for more than 90 days must register within 90 days of their entry. However, all international students at KAIST are strongly advised to apply for an Alien Registration Card as soon as they arrive at KAIST. Foreigners granted a new status or permission for a status change must register immediately after receiving notification of the new status.

Required Documents for D-2 (Study Abroad/Student Visa) Alien Registration
- Application Form (available at ISSS)
- Passport (Copy of ID page and VISA page)
- 1 photo (3.5cmx4.5cm) pasted on the application form
- Fee 30,000 KRW in cash
- Certificate of Enrollment (Obtain it from the automated machine on the 1st floor of E11)
- Proof of Residency
  - On-campus: Can be printed from the KAIST Dormitory System (kds.kaist.ac.kr)
  - Off-campus: Copy of House Contract (If the contract is not under your name, a copy of the leaseholder’s ID Card and a specific form (available at ISSS) should be submitted as well)
- Certificate of Health Check-up (applies to students from 19 countries* only)
  - *19 countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos
  - If you already submitted the health check-up result to the Korean Embassy, there is no need to submit it.
  - Health check-up must be taken at the Yuseong District Health Center (유성구 보건소).

Required Documents for D-4-2 / D-2-5 (General Training/Intern Visa) Alien Registration
- Application Form (available at ISSS)
- Passport (Copy of ID page and VISA page)
- 1 photo (3.5cmx4.5cm) pasted on the application form
- Fee 30,000 KRW in cash
- Proof of Residency
  - On-campus: Can be printed from the KAIST Dormitory System (kds.kaist.ac.kr)
  - Off-campus: Copy of House Contract (If the contract is not under your name, a copy of the leaseholder’s ID Card and a specific form (available at ISSS) should be submitted as well)
- KAIST Business Registration Certificate (available at ISSS)
- Copy of Final Diploma or Certificate of Enrollment (if you’re currently a student)
- Training Plan (available at ISSS)
- Financial Support Certificate (A copy of your bankbook which shows that you have at least 700,000 won per month to cover your expense during your stay or it can be replaced with other documents verifying financial support)
- Certificate of Health Check-up (applies to students from 19 countries* only)
  - *19 countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos
  - If you already submitted the health check-up result to the Korean Embassy, there is no need to submit it.
  - Health check-up must be taken at the Yuseong District Health Center (유성구 보건소).
Fingerprint Registration
After the above documents are submitted to the Immigration office, you must register your fingerprints at the Immigration Office to complete your application.

Card Issuance
When you're done with the application, you will receive a sheet of paper showing that your application is being processed (named “Receipt”). Submit this to ISSS. ISSS will send out a notice when your card is ready, and you can pick up your card at the ISSS Office after receiving the notice.

Certificate of Alien Registration
It normally takes 2~3 weeks for your Alien Registration Card to be issued. If you need it sooner, then you can get a Certificate of Alien Registration which can temporarily act as a substitute for your Alien Registration Card. This certificate is only issued to foreigners who have already completed their Alien Registration. Visit the Yuseong District Office or the Immigration Office with your passport and a fee of 2,000 won to get the Certificate issued.

Extension of Stay

When to Apply for Extension
A registered foreigner must apply for an extension of stay before their Alien Registration Card expires (date written on the back of the ARC). Both D-2 visa holders & D-4-2 / D-2-5 visa holders can apply for ARC extension 2 months prior to the expiration date. If you would like ISSS to apply on your behalf, please prepare and submit the required documents (listed below) to ISSS at least two weeks before your visa expiration date. You can also apply for extension through the online immigration system (www.hikorea.go.kr). For online applications, the extension fee will be discounted from 60,000 won to 56,000 won.

If an application for extension is made after the expiration date, the individual shall pay a penalty according to Article 25 of the Immigration Act.

Required Documents for D-2 ARC Extension
- Application Form (available at ISSS)
- Copy of Passport
- Alien Registration Card (Original)
- Transcript (can be issued from the automated machine on the 1st floor of E11)
- Certificate of Scholarship & Financial Support (issued by the Student Affairs Team (E11), degree-seeking students only) or Receipt of Tuition Fee
- Certificate of Exchange Studentship (issued by the International Relations Team (W2-1, #102), exchange students only)
- Fee: 60,000 won in Revenue Stamps (available at Woori Bank, W2)
- 56,000 won if you use the online immigration system (www.hikorea.go.kr)
- Proof of Residency
  1) On-campus: Can be printed from the KAIST Dormitory System (kds.kaist.ac.kr)
  2) Off-campus: Copy of House Contract (If the contract is not under your name, a copy of the leaseholder’s ID Card and a specific form (available at ISSS) should be submitted as well.)

If you are enrolling for longer than the normal academic period, please prepare the following documents additionally:

- Undergraduate (9th semester or more): Statement of Reasons & Financial Support Certificate
  - Statement of Reasons must include a) how many credits you need to graduate b) how many credits you are taking for the current semester c) expected date of graduation and d) signature/seal from advising professor (professor’s name and dept. should be mentioned)
  - Financial Support Certificate can be replaced with a copy of your bankbook which shows that you have at least 700,000 won per month to cover your expenses during your stay.

- Graduate (9th semester or more), PhD (5th semester or more): Research Student Confirmation Form, Thesis Schedule (both available at ISSS), Financial Support Certificate and Certificate of Coursework Completion (issued by the Academic Registrar’s Team (E11))
  - Financial Support Certificate can be replaced with a copy of your bankbook which shows that you have at least 700,000 won per month to cover your expenses during your stay.

Required Documents for D-4-2 / D-2-5 ARC Extension
- Application Form (available at ISSS)
- Copy of Passport
- Alien Registration Card (original)
- Fee: 60,000 won in Revenue Stamps (available at Woori Bank in W2)
- Statement of Reasons (must include your information, why you have to extend your stay, why it’s taking longer than planned, expected date of training/research/study/project completion and signature/seal from inviting professor or department)
Immigration

Proof of Residency
1) On-campus: Can be printed from the KAIST Dormitory System (kds.kaist.ac.kr)
2) Off-campus: Copy of House Contract (If the contract is not under your name, a copy of the leaseholder’s ID Card and a specific form (available at ISSS) should be submitted as well.)

KAIST Business Registration Certificate (available at ISSS)
Training Plan (available at ISSS)
Financial Support Certificate (A copy of your bankbook which shows that you have at least 700,000won per month to cover your expense during your stay, or other documents verifying financial support)

Temporary Extension of Stay: Short-Term (less than 30 days)
Extension of stay for travel or other miscellaneous purpose after completing courses at KAIST
- Application Form (available at ISSS)
- Passport
- Alien Registration Card
- Copy of flight ticket (e-ticket)

Part-time Work Permission
It is illegal for D-2 visa holders to obtain work outside of the university and earn an income without prior permission for activities outside the visa status. To get permission, you will need to submit the following forms and complete the necessary process before starting your job. Once part-time work permission is given, bachelor’s degree students can work up to 25 hours* per week and master’s or above can work up to 30 hours per week.

* The time limit (25 hours per week for undergraduate students) is subject to change. It is recommended to check the permitted working hours with ISSS beforehand.

- Application Form (available at ISSS)
- Passport (Original + Copy of ID page)
- Alien Registration Card (Original)
- Recommendation Form for Part-time Work for Foreign Student (available at ISSS)
- Transcript (minimum required GPA: 2.3)
- Copy of a Certificate of Business Registration (of your intended workplace)
- Proof of Residency
  1) On-campus: Can be printed from the KAIST Dormitory System (kds.kaist.ac.kr)
  2) Off-campus: Copy of House Contract (If the contract is not under your name, a copy of the leaseholder’s ID Card and a specific form (available at ISSS) should be submitted as well.)

Reissuance of Alien Registration Card
If you lose your Alien Registration Card, it is important that you report the loss within 14 days from the date of occurrence and get it reissued. You will need to bring the following documents to the Daejeon Immigration Office by yourself.

- Application Form (available at ISSS)
- Copy of Passport
- Alien Registration Card
- Copy of a Certificate of Business Registration (of your intended workplace)
- Fee: 30,000 won in cash
- Proof of Residency
  1) On-campus: Can be printed from the KAIST Dormitory System (kds.kaist.ac.kr)
  2) Off-campus: Copy of House Contract (If the contract is not under your name, a copy of the leaseholder’s ID Card and a specific form (available at ISSS) should be submitted as well.)

Reporting Changes of Alien Registration
If any of the following changes should occur, you must report the change to the Daejeon Immigration Office within 14 days of occurrence. If changes are not reported within 14 days, you will be fined according to Article 35 of the Immigration Act. If you need assistance, visit the ISSS office.

Changes to Report
- Change of name, sex, date of birth, or nationality
- Change of passport number, date of issuance, or expiration date
- Change of residence in Korea
- Change of university, workplace, or details of the organization you are part of (including name changes)
**Required Documents**

- Application form (available at ISSS)
- Passport (Original + Copy of ID page)
- Alien Registration Card (Original)
- Documents that can verify the respective changes

*Items subject to change depending on individual circumstances. You can either go to the Immigration Office in person or ask ISSS to report the changes for you by submitting the documents to ISSS. For change of residence, you can visit the Yuseong District Office and report it there.

**Leave of Absence / No Leave of Absence**

A KAIST international student who takes a Leave of Absence (휴학) or No Leave of Absence (미휴학 파견/going on an exchange program outside of Korea) is considered to have stopped their study in Korea. This change in your student status must be reported to the Immigration Office and you are obligated to leave Korea within 30 days from the date of occurrence.

Upon report, your permitted duration of stay will be automatically shortened regardless of your visa or the dates written on your ARC.

In addition your ARC will expire due to the change in your alien registration. You must turn in your ARC at the international airport when leaving Korea.

To reenter Korea, you must acquire a new student visa (D-2), which in turn means you need a new Certificate of Admission. When you are preparing to apply for a new student visa, please contact ISSS (at isss@kaist.ac.kr) for a Certificate of Admission. Since you turned in your ARC at the international airport on your departure, you must apply for a new one upon your return to Korea. Please visit the ISSS office for instructions on ARC application.
**FAQ**

**Living in Korea**

I’m new here, and I know no one. What should I do?

If you need administrative help, please contact International Scholar & Student Services (ISSS). The staff is able to communicate in English and will be able to provide you with assistance. You can also try to find students from your own country and seek their help. Also, there are several international student groups in KAIST that may be able to help you out, such as the KAIST International Students Association (KISA).

I don’t know any Korean, is that a big problem for me?

Most courses at KAIST are taught in English, so unless you find yourself in a course conducted in Korean you don’t have to worry about language barriers inside the classroom. However, language may be an issue outside of KAIST, as many Korean citizens are not fluent in English. There are many opportunities for you to study Korean while you are at KAIST. Look over the “Academic Life” section for more information.

**School Life**

Where do I report lost items/theft?

You can contact Lost & Found (Ext. 4300) or visit the Campus Police (in the Information Center near W8). You can fill out a lost property form if they do not have your lost item. Also, you may want to check the KAIST student forum ARA (ara.kaist.ac.kr), since students who pick up lost items often write posts to find the owner (you may need a Korean friend to help you translate the posts).

How can I meet my country community in KAIST?

Quite often, seniors from your country will contact you near the beginning of the semester to help you out. You can also contact KISA (kisa@kaist.ac.kr) to help you find other students from your home country.

**Health**

Do I need a health checkup before going to KAIST?

A health checkup is mandatory for you to enter on-campus dormitories. Students are required to get a health checkup and fill out the KAIST Health form before coming to KAIST. Note that a chest x-ray is very important in order to check for tuberculosis before dorm check-in. You will not be allowed into the dormitories unless you have submitted the mandatory tuberculosis screening/health check-up form.

**Academic**

I heard that studying at KAIST is really tough compared to other universities in Korea. Is this true?

KAIST encourages hard work and academic excellence, and KAIST students come from the best high schools in the nation. Naturally, the academic atmosphere will require you to work hard. You can apply for tutoring if you would like help with your studies. KAIST understands that the competitive atmosphere can cause stress, and our counselors and Stress Clinic can provide help in this respect. Please do not hesitate to seek help if you need it.

My professor/TA keeps teaching in Korean. What can I do?

Unless the class is meant to be taught in Korean, you can ask the Academic Registrar’s Team for help. They can talk to the professor/TA in question to resolve the situation. However, it is not uncommon for TA classes to be in Korean.

Can I have more than one exam a day?

Yes, it is possible to have more than one exam a day, and this depends on your academic schedule. If a student has two exams at the same time, he/she can request for special permission from the professor for a different test schedule.
Where can I find secondhand books?
There is no permanent shop for secondhand books, but the Student Welfare Council opens a temporary Book Market for secondhand books early in the semester. Go to http://welfare.kaist.ac.kr/book_market/ for more information.

Immigration

How long are certificates valid?
All certificates are valid for two months from the date of issuance.

I’m going to Japan for several days and will come back to Korea. Do I need to apply for a re-entry permit?
You don’t need to apply for a re-entry permit if you are away for less than a year. Once you have received your Alien Registration Card, you can freely depart and return to Korea as long as your Alien Registration Card is valid. However, if you are going to leave Korea for more than one year, you must get a re-entry permit even if your visa is valid.

Religious Life

Where are religious services held?
There are lots of opportunities for Christian and Muslim students to practice their religion.

For Christians
There are two places for worship on campus:
- KAIST Church (Sunday Worship Service)
  Time: 11:00–13:00  Location: W2, 3rd floor room 308
- KAIST International Chapel (Sunday Worship Service)
  Time: 11:00–13:00  Location: W2, 3rd floor room 312
There are also many churches outside the campus that provide English and/or Chinese services.

For Muslims
- Islamic Center of Daejeon
  Time: Open 24 hours  Location: 106-6 Eoeun-dong, Yuseong-gu, Daejeon
  Website: sites.google.com/site/daejeonmosque
- Prayer room (W2, #302)
The KAIST Muslim Student Association (MSA) can provide you with more information. You can contact them on their Facebook page, “Msa At KAIST.”
What period of the year do dormitory air conditioners operate?

Air-conditioners generally operate from the end of the spring semester to early fall. Operation halts around the beginning of the fall semester, following government regulations on electricity conservation.
Shuttle Bus Schedules

**OLEV Electric Shuttle Bus Schedule**

**Operation**: Weekdays (excluding weekends and holidays)

**Stops**

* Shuttle buses leave from the first stop at quarter-hourly intervals, from 8:45 am ~ 11:45 am and 1:15 pm ~ 4:55 pm.
* Shuttle buses may be unavailable when an important school-wide event takes place or when road conditions are unsafe. Sudden changes in the OLEV schedule will be posted on the KAIST Portal Notice Board.

**Shuttle Bus Schedule for the Main Campus-Munji-Hwaam Dormitory**

**Operation**: Everyday (including vacations and holidays)

**Stops**
- Main Auditorium (E15) → Educational Support Building (W8) → Duck Pond → Faculty Apt. in Doryong-dong → Munji Campus → Hwaam Dormitory → Munji Campus → Rothen Haus (opposite of the Faculty Apt.) → Duck Pond → Educational Support Building (W8) → Main Auditorium (E15)

Bus departure times are subject to change according to the number of passengers. Please check for notices on the latest bus timetable schedule on the KAIST Portal. Buses usually leave the Main Auditorium at the start of the hour.

* The bus operates at a minimum of 13 to a maximum of 27 times a day, depending on whether it is a holiday or regular day.
* The interval between buses ranges from 30 minutes (during peak hours) to 90 minutes.

**KAIST-Wolpyeong Station Shuttle Minibus Schedule**

**Operation**: Weekdays (excluding weekends and holidays)

**Stops**
- Main Campus (same as Munji-Hwaam Shuttle Bus Stops) → Chungnam University Entrance → Wolpyeong Station → Galleria Timeworld → Government Complex Intercity Bus Terminal → Wolpyeong Station → Main Campus

*The schedule is subject to change.

### Bus Timetable (From the Main Auditorium Stop)

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<th>3</th>
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### Reservation of Sports Venues

<table>
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<tr>
<th>Venue</th>
<th>Reservation Details</th>
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</thead>
</table>
| **Stadium (E17)**  
Undergraduate Field  
(Beside N13)  
Futsal Stadium (in front of N13) | **First Reservation Period:**  
1st day of the month → Monday of the 2nd week (noon)  
Reservation requests for the following month can be made during this period. A ballot draw will take place at 3 p.m. of the 2nd Monday.  
Ballot results will be announced by e-mail to both successful and unsuccessful applicants. |
| **Sports Complex Fitness Center**  
Sports Complex Screen Golf | **Second Reservation Period:** end of first period → end of the month  
During the second period, reservations can be made for remaining time slots. |
| **West Gym Basketball Courts (W2)**  
W2 Table Tennis tables  
Sports Complex Courts (N3)  
Tennis Courts (Beside N7, E17) | **Reservation Period:**  
1st day of the month → Monday of the 2nd week (noon)  
Reservation requests for the following month can be made during this period. A ballot draw will take place at 3 p.m. of the 2nd Monday.  
Ballot results will be announced by e-mail to both successful and unsuccessful applicants.  
Note: Both facilities require a fee. |
| **Sports Complex Table Tennis tables  
W2 Squash Rooms** | Reservations for the current and following month can be made from the first day of the current month  
No reservation required |

### Rules

- Reservations can be made through urs.kaist.ac.kr.
- Sports/fitness classes and club activities have priority over individual/group reservations.
- You may not make reservations on behalf of non-KAIST members, and you may not use facilities with non-KAIST members in your group.
- You can make a payment via bank transfer to use lighting in the Futsal and Stadium (E17). Submit the bank transfer receipt to the Sports Complex Administrative Team before 17:00 on the day before the reservation date.
- Contact the Sports Complex Administrative Team for inquiries. (Ext. 4814)
Useful Korean Expressions

**Hello**
안녕하세요

**Thank you**
감사합니다

**Sorry**
미안합니다

**Yes / No**
예 / 아니요

**Thank you**
감사합니다

**Please take me to~**
당신이 필요하다

**Please give me~**
당신이 필요하다

**How much is this?**
이것은 그 가치가 얼마입니까?

**Please give me a discount**
당신이 필요하다

**Fire!**
사랑이 입니다

**Where is the toilet?**
화장실 어디에 있어요?

**That’s all right**
그것이 필요하다

**Help me**
도와주세요

**Left / Right**
당신이 필요하다

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Important Locations in Korean and English

<table>
<thead>
<tr>
<th>KAIST 기이스트</th>
<th>Hwaam Dormitory 화암기숙사</th>
<th>KAIST Munji Campus 기이스트 문지 캠퍼스</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Office 대적 출입국 사무소</td>
<td>National Health Insurance Corporation, Yuseong Branch 국민건강보험공단 유성지사</td>
<td>E-Mart 이마트</td>
</tr>
<tr>
<td>Home Plus 홈플러스</td>
<td>Galleria Department Store 롯데백화점</td>
<td>Lotus Cinema (Yuseong) 롯데시네마</td>
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<tr>
<td>City Hall 대전시청</td>
<td>Daejeon Terminal Complex 대전역</td>
<td>Daejeon Station 대전역</td>
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<tr>
<td>Subway Station 지하철역</td>
<td>Dunsan Bus Terminal 동산버스정류장</td>
<td>Yuseong Geumho Terminal 유성금호고속버스터미널</td>
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Major/Department Contact Information

<table>
<thead>
<tr>
<th>Department/Division</th>
<th>Website</th>
<th>Ext. (Prefix 350)</th>
</tr>
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<tbody>
<tr>
<td><strong>College of Natural Sciences</strong></td>
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<tr>
<td>Physics</td>
<td><a href="http://physics.kaist.ac.kr">http://physics.kaist.ac.kr</a></td>
<td>2502~4</td>
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<tr>
<td>Mathematical Sciences</td>
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<tr>
<td>Graduate School of Nanoscience &amp; Technology</td>
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<td><strong>College of Life Science and Bioengineering</strong></td>
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<tr>
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<td><strong>College of Engineering</strong></td>
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<tr>
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<td>Industrial &amp; Systems Engineering</td>
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<td>Graduate School of Management</td>
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