Applying for KAIST Exchange Program

Who can apply?
An Inbound Exchange student is someone from one of our partner institutions who meets the exchange eligibility requirements. The student will study at KAIST for one or two semesters and pay tuition fees to their home university. If you wish to study as an exchange student at KAIST, you should first contact the Exchange Coordinator at your home university. Be sure that your school is on KAIST’s list of worldwide partner institutions. KAIST will only process applications that have been nominated by the home institution.

Inbound Exchange Entry Requirements
- Minimum 1 year of full-time study at a partner university
- GPA (Grade Point Average) of 3.0 or better (on a 4.3 point scale) or equivalent
- English Language Proficiency level in accordance with KAIST requirements when English is not the first language (TOEFL IBT 80 or its equivalent in other English language proficiency test)
* It would be waived for the students from English medium institutions.

Nomination Deadline

2018 Spring Semester - October 1st 2017
2018 Fall Semester - April 1st 2018

Nomination by Email

- Please send a nomination to incomingexchange@kaist.ac.kr before informing your students to proceed with the online registration.
- Please remember to include the following information about your students in the nomination form (attached excel file);

* Required information on the nomination form:

Duration (e.g. 2018 Spring (1 semester), or 2018 Spring – 2018 Fall (2 semesters)), Full name, Student Email, Major, Degree + Year of study (e.g. Bachelor (or undergraduate) 2nd), GPA(grade) (e.g. x out of y), English certificate name + Score (e.g. IELTS 6.0), Coordinator office address (original transcript by post)
※ If the student exchange has been agreed between departments, please send the nomination list to the agreed department. Other procedures would be the same as normal student exchange program.

Application Deadline

<table>
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<tr>
<th>Semester</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>2018 Spring Semester</td>
<td>September 1st - October 15th 2017</td>
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<tr>
<td>2018 Fall Semester</td>
<td>March 1st - April 15th 2018</td>
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- All applicants have to receive a nomination code in order to sign up on our webpage.

* Please note that the nomination code will ONLY be provided to the coordinators who have submitted a nomination.

Application Procedure

1. Once the nomination has been accepted, inform your students to proceed with the online registration on the following link. (https://io.kaist.ac.kr/exchange.do)

2. Online registration (for applicants)

* In order for nominee(s) to sign up on our webpage, the nomination code must be provided to nominated students only and please keep the code in secure.

- Create an account with an email address (nomination code required)

- Complete the online application form and upload the following required documents

  - Original (Official) Transcripts; All in English
  - English Language Proficiency Test Result
  - Copy of Valid Passport; not your student ID or ID card of your country. Please make sure to check the expiration date of your passport. Your passport should remain valid until the day you leave Korea for good after having finished all your intended study at KAIST. Expired passport is not accepted!
  - 3cm x 4cm Official Photo (ID card photo, passport photo or driver license photo)
- As for the **study plan**, please roughly make a plan by referring to the **opening course list for last year**. This course plan would be considered as a **draft** and there will be a **final course registration** a month before entering KAIST with **finalized offering courses**. (cais.kaist.ac.kr/totalOpeningCourse)

- Applicants must make sure to press the “Submit” button after completing their applications. Pressing “Temporarily Save” **does not mean** that it is submitted.

### Timeline

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Deadline</th>
<th>Screening Procedure</th>
<th>E-mail Notification of Acceptance</th>
<th>Welcome Packages sent</th>
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<tbody>
<tr>
<td>2018 Spring</td>
<td>15th October 2017</td>
<td>Oct-Nov 2017</td>
<td>Late Nov 2017</td>
<td>Early Dec 2017</td>
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<tr>
<td>2018 Fall</td>
<td>15th April 2018</td>
<td>Apr-May 2018</td>
<td>Late May 2018</td>
<td>Early June 2018</td>
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※ Welcome packages contain the Certificate of Admission (for visa application) and other necessary information.

※ Please be reminded that the Certificate of Admission can only be sent to students who provided a valid copy of their passports.

### Course Information for Applicants

- Undergraduates (Bachelor): Minimum 4 courses (12 credits) / Maximum 8 courses (24 credits)

- Graduates (Master): Minimum 3 courses (9 credits) / Maximum 4 courses (12 credits)

- Please make sure that 50% of the courses you take are from your major (department at KAIST).

- Students from combined programs of Bachelor and Master (ex. 5-year program), please be **extra cautious when choosing your program at KAIST**.

Students are **not allowed** to register for courses from **different levels of degree program**. Bachelor students should only take courses for Bachelors and vice versa for Master students. The courses are **classified by the course code/number**. Course No. of 1xx¬4xx is for **Bachelors**, 3xx¬8xx is for **Masters**. (ex. MS211 = Bachelor course, BiS752 = Master course)
Moreover, if you are going to be master, but currently bachelor, you should choose MS (master). Remember that there is no 5th year in bachelor at KAIST, so please do not get confused with the year. If you are not sure of what to choose, please email us and seek for our advice before proceeding with your application.

- Course list for each semester is uploaded 2 months prior to the starting date of a semester.

- Course Information link: cais.kaist.ac.kr/totalOpeningCourse

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**Academic Information**

- **Course Registration**: Course registration procedures will be informed by the International Scholar and Student Services Team (ISSS) after students' applications are finalized and officially accepted by KAIST.

- **Course Choice**: It is possible for the exchange students to take courses from different departments. **(Graduate School of Medical Science and Engineering is not open for exchange students)**

- **Academic Transcripts**: The transcripts will be delivered to a coordinator at your home institution. It will take 1-2 months after the semester has ended.
Accommodation

Applying for on-campus dormitory
KAIST will apply for on-campus accommodation for all exchange students based on their application form. The assigned dormitories (room type: double or triple occupancy) for exchange students are furnished with beds, closets, desks and chairs for each room. KAIST will lend you one pillow and one blanket. Shared facilities include restrooms, showers, washing machines, clothes dryer, and a lobby on each floor.

Cost of dormitory
Approximately USD 550 ~ USD 900 per semester
Website
https://kds.kaist.ac.kr/eng/index.do

Visa

All applicants who are not Korean need a visa to study in Korea. In order to get a visa, you must apply for one with the original certificate of admission issued by KAIST at the embassy or consulate of the Republic of Korea in your home country.

Health Insurance

Although the limit of coverage is up to each student, all incoming exchange students must acquire health insurance that covers them during the full duration of their stay overseas. KAIST does not provide any insurance for exchange students.

Useful Website

Official KAIST Homepage
www.kaist.edu
International Office
http://io.kaist.ac.kr
- International Exchange Programs
http://io.kaist.ac.kr/exchange.do
KAIST Dormitory
https://kds.kaist.ac.kr/eng/index.do
Course Information
https://cais.kaist.ac.kr/totalOpeningCourse
About Korea
http://english.visitkorea.or.kr/enu/index.kto
About Daejeon
http://www.daejeon.go.kr/dre/index.do