

ADMISSION GUIDE
FOR INTERNATIONAL STUDENTS
FOR THE FALL SEMESTER 2014
(BACHELOR'S DEGREE PROGRAM)

OFFICE OF ADMISSIONS

KAIST

The logo for KAIST, consisting of the letters 'KAIST' in a bold, blue, sans-serif font. Below the text is a horizontal blue oval shape that tapers at both ends, serving as a shadow or underline for the text.

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Admission Criteria

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

Admission Timeline

Applicants can choose to apply either Early Decision or Regular Decision. The only difference in Early Decision and Regular Decision is the deadline. The reason we have two application cycles is because it provides applicants with more options so they can choose which works best for them.

Categories	Early Decision Deadline	Regular Decision Deadline
On-line Application	Mon, December 2nd, 2013, 10:00 A.M. ~ Fri, December 27th, 2013, 5:00 P.M.	Mon, December 30th, 2013, 10:00 A.M. ~ Fri, April 18th, 2014, 5:00 P.M.
Document Submission Deadline * (Printed Application and Support Material submitted via post)	Fri, February 28th, 2014, 5:00 P.M.	Fri, May 30th, 2014, 5:00 P.M.
Notification for Interview **	Wed, March 12th, 2014, 5:00 P.M.	Thu, June 12th, 2014, 5:00 P.M.
Interview **	Mon, March 17th ~ Fri, March 21st, 2014	Mon, June 16th ~ Fri, June 20th, 2014
Notification of Admissions	Fri, March 28th, 2014, 5:00 P.M.	Fri, July 4th, 2014, 5:00 P.M.
Candidate Reply Date *	By Thu, May 1st, 2014, 5:00 P.M.	By Fri, August 1st, 2014, 5:00 P.M.
First Day of Class	Mon, September 1st, 2014	Mon, September 1st, 2014

The timeline in this table is based on local time in South Korea and is subjected to change without any prior notice.

* Materials must be received by the dates listed above.

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

Admission Eligibility and Requirements

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

➤ Eligibility for Application

- International candidates must meet all of the following requirements:
 - 1) He or she has graduated or will graduate from his or her secondary education by August 31, 2014.
 - 2) He or she is not a citizen of Korea.

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

- International candidates of Korean origin MUST additionally satisfy one of the following two requirements:
 - 1) Neither of the candidate's parents is a Korean citizen or;
 - 2) The candidate must have received his/her entire elementary, junior high, and high school education outside of Korea at a comparable and equivalent level of those provided in Korea. But in this case, international schools located in Korea are not acknowledged as foreign schools. Candidates of Korean origin who completed their entire education (elementary, junior high, and high school) outside of Korea should submit the Certificate of the Facts Concerning the Entry & Exit issued by the Korean Immigration Office. The certificate should have recently been issued.
 - * International students of Korean origin who do not meet one of the eligibilities above CANNOT apply for International Admissions. Instead, they must apply for Korean Admissions. (http://admission.kaist.ac.kr/web/under/intro_d)

➤ List of Application Documents—at-a-glance

Mandatory	<ol style="list-style-type: none"> 1) Application Form (original) 2) Statement of Financial Resource (original) 3) One Recommendation Letter (original) 4) Transcript (copy) 5) Standardized Official Test Report (copy) 6) English Proficiency Test Report (copy) 7) Passport or National ID (copy)
Optional	<ol style="list-style-type: none"> 8) Honors and Awards (copy) 9) Secondary/Tertiary School Profile (copy)

➤ Application Documents in Detail

1) Application Form (original, online form)

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

2) Statement of Financial Resources (original, online form)

- The form can be found in the online application.
- Select KAIST scholarship, if you are not financially sponsored by government or organization.

3) Letters of Recommendation (original)

- One recommendation letter is required.
- The recommendation letter should be written by homeroom teacher or math/ science teacher.
- Print and submit the Recommendation Forms below.
 - Recommendation Form [ATTACHMENT 1]
- Recommendations on official letterhead will also be accepted.
- Your teacher may send their recommendation letter directly to the admissions office.

- Letters should be signed and sealed across the back of an official envelope by the recommenders.
- Photocopies or recommendation letters via email are not accepted.

4) Transcript (copy)

- You are required to submit transcripts from each high school (and college) attended.
- Transcripts must include year by year record of all coursework from last three years of upper secondary school. The last year coursework in process should also be included.

5) Standardized Official Test Scores (copy)

- Official Test Score Reports such as SAT1, SAT2, ACT, GCE A-Level, IB, AP, NCEA, high school leaving exam, university entrance exam, or other nationally/internationally recognized exam results should be submitted.
- Official test results could be sent directly from the testing agency to KAIST.
 - Institution Code of KAIST for SAT score report: 4433
- You may attach a separate sheet to explain the exam procedure, competition rate, results, etc.
- Certificate of National or International Olympiad can replace Official Test Score.

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

- Candidates whose official language is not English must submit the EPT certificate.
 - Exemption requirement: Candidates whose official language is English and completed 3 years of high school in English speaking country are exempt from submitting the EPT certificate. English Lecture Certificate is required for those who studied in Non-English speaking countries
- Candidates are recommended to achieve above TOEFL PBT 550, CBT 210, iBT 80, TEPS 550, IELTS 5.5 and TOEIC (Listening & Reading 750, Speaking level 6, Writing level 7).
- For TOEIC, all three TOEIC score reports (Listening & Reading, Speaking, Writing) should be submitted.
- EPT must be taken within two years from the deadline of the online application.
- ETS can send your original copy of score report directly to KAIST admissions office. Score reports must be received by the deadline.
 - Institution Code of KAIST for TOEFL score report: 0195

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

- Submit a copy of your International Passport or National ID card.

Optional Materials

1) Honors and Awards (copy)

- You may submit **up to five** honors or awards obtained during your secondary and tertiary education.

2) Secondary/Tertiary School Profile (copy)

- You may submit GPA rating system, college acceptance statistics, or other information that would help us understand your school better.

Application Process-at-a-glance

Read the admission guideline carefully and get familiar with the application process and the necessary materials you need to submit.



Go to <http://apply.kaist.ac.kr> and fill out the online application form completely.



Please check and make sure to have correct information on your application.
You cannot edit your application once you pay the application fee.



Pay application fee, 80USD or 80,000KRW, by credit card or bank transfer.
Additional charges (i.e. bank charges) should be covered by the candidate.



Print out your online application.



Send the printed online application and all required materials to the Admissions Office.

You may use the address sticker provided [ATTACHMENT 2].

- Postal Address

Office of Admissions, KAIST

Rm #508, 5F, Creative Learning Bld. (E11)

291 Daehak-ro , Yuseong-gu, Daejeon 305-701 Republic of Korea

Tel: (+82-42) 350-2352 Fax : (+82-42) 350-2930



Submission Completed.



Visit the admissions website <http://apply.kaist.ac.kr> for document arrival check.
If you have any missing documents, your status will show 'incomplete'. Please send supplementary documents again before the deadline.

Important Notes

- 1) If any of the submitted materials contain false information, admission may be rescinded.
- 2) Candidates whose forms and supporting documents are incomplete or improper will be disqualified from the admissions process.
- 3) Submitted documents will NOT be returned in any case. Keep a copy of the completed form in case the materials get lost in the mail. Your teachers should do the same.
- 4) It is strongly recommended that all required documents be typed instead of handwritten.
- 5) After paying the application fee, you will not be able to modify your application or get a refund. Thus, carefully check what you have filled in before paying the application fee.
- 6) When asked to submit original documents, you must submit original documents.
- 7) All documents should be translated in English. The translated copy should have a seal of the institution.
- 8) Please use clips to bind the contents and do not staple the submitting materials.
- 9) The application number should be kept for further procedure such as checking the final decision.
- 10) Make sure to visit the admissions website for document arrival check (Dec. 27th ~ June 2nd). We will not contact you individually.
- 11) Admitted students may not defer enrollment to a later semester. Students who wish to defer enrollment must reapply.

Important Notes: APOSTILLE Requirements

Those who are newly admitted to KAIST should submit Apostille certificates within 15 days after they are enrolled to KAIST. Read the instruction carefully and prepare for the required certificates before you leave your country. Public documents issued by public schools or institutions such as diplomas, transcripts, etc. should attach Apostille certificates. Public documents from private schools or institutions should have notarial attestations before applying for Apostille certificates. All of the documents should be written in English or Korean. If it is written in another language, it should be translated into English or Korean and notarized by a notary office before applying for Apostille certificate.

1. What is an Apostille?

Public documents, such as birth certificates, judgments, patents or notarial attestations of signatures, frequently need to be used abroad. However, before a public document can be used in a country other than the one that issued it, its origin must often be authenticated. The traditional method for authenticating public documents to be used abroad is called legalization. For this legalization process is frequently, slow, cumbersome and costly, a large number of countries all over the world have joined a treaty that greatly simplifies the authentication of public documents to be used abroad. This treaty is called the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalization for Foreign Public Documents. It is commonly known as the Apostille Convention. The treaty reduces the authentication process to a single formality: the issuance of an authentication certificate by an authority designated by the country where the public document was issued. This certificate is called an Apostille.

2. In which countries does the Apostille Convention apply?

Click [HERE](#) and visit Hague Conference for updated list of the countries where Apostille Convention applies.

※ If your public document was issued in a country where the Apostille Convention does not apply, you should submit a Certificate of Authentication issued by the Korean Embassy or Consulate in your country.

3. Where do I get an Apostille?

Each country that is a party to the Convention must designate one or several authorities that are entitled to issue Apostilles. These authorities are called Competent Authorities – only they are permitted to issue Apostilles. Click [HERE](#) and visit Hague Conference to see the list of all Competent Authorities designated by each country that has joined the Apostille Convention.

4. How much does an Apostille cost?

Many Competent Authorities do charge for Apostilles. The price among Competent Authorities varies greatly. For practical information of the prices that individual countries charge, see the information available [here](#).

For further details, please see the website of Hague Conference at www.hcch.net. The Hague Conference is the Organization that developed the Apostille Convention. All relevant and updated information about the Apostille Convention is available in the 'Apostille Section' of Hague Conference website.

Academic Programs for Bachelor's Degree

College	School	Departments/Divisions
College of Natural Science		Physics
		Mathematical Sciences
		Chemistry
College of Life Science & Bioengineering		Biological Sciences
		Bio & Brain engineering
College of Engineering	School of Mechanical, Aerospace & Systems Engineering	Mechanical Engineering
		Aerospace Engineering
		Civil & Environmental Engineering
		Chemical & Biomolecular Engineering
		Materials Science & Engineering
College of Information Science & Technology		Nuclear & Quantum Engineering
		Electrical Engineering
		Computer Science
		Industrial & Systems Engineering
		Industrial Design

* Students will be enrolled without declaring their major.

KAIST Scholarship

KAIST provides full scholarship (tuition and fees) and monthly allowances for admitted students who are not financially supported by government or organization. Monthly allowances will be around 200,000 ~ 350,000KRW.

For more information please click [HERE](#) and visit KAIST International Scholar and Student Service (ISSS) (ISSS) website.

Campus Life

Please visit the following websites for more information on the campus life at KAIST.

- KAIST : <http://www.kaist.edu>
- KAIST International Student Association : <http://kisa.kaist.ac.kr>
- KAIST International Scholar and Student Service (ISSS) : <http://iss.kaist.ac.kr/>

Contact Information

If you have more questions, please contact admissions office:

Tel:(+82-42)350-2352

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



For Fall Semester 2014 International Undergraduate Enrollment
LETTER OF RECOMMENDATION
 by Homeroom Teacher / Math or Science Teacher / Academic Counselor

APPLICATION NUMBER
Will be given by KAIST

Please type or print neatly.

Applicant Information

Applicant Name in English	(last), (first) (middle)		
Date of Birth		Nationality	
I hereby agree that this letter of recommendation remains strictly undisclosed.			
_____		_____	
<i>Recommender's Signature</i>		<i>Date (yyyy/mm/dd)</i>	

Recommender Information

Name in English	(last), (first) (middle)					
Position (Title)						
School Name						
E-mail						
Postal Address						
	Zip code		City		Country	
Telephone			Fax			
I have carefully filled out this letter of recommendation by myself, and I am aware that my opinions provided herein may continue to serve as a reference in the subsequent admission process within KAIST.						
_____			_____			
<i>Recommender's Signature</i>			<i>Date (yyyy/mm/dd)</i>			

Please return this letter after sealing and signing across the back of the envelop by the deadline to:

Office of Admissions Creative Learning Bldg.(E11) 5F Rm. 508 291 Daehak-ro, Yuseong-gu, Daejeon 305-701 Republic of Korea	Contact Information: Phone: (+82-42) 350-2352, Fax: (+82-42) 350-2930 E-mail: creative.adm@kaist.ac.kr Web: http://admission.kaist.ac.kr , www.kaist.edu
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Background Information

How long and in what capacity have you known the applicant?

How well do you know the applicant?: very well well moderately do not know well

What are the three adjectives that come to your mind to describe the applicant? :

1) _____, 2) _____, 3) _____

Applicant's cumulative GPA: _____ on a _____ scale

Applicant's rank among all students in the same year: _____ out of _____ students

(If you do not rank, please give us an estimate)

Evaluation

1. Please give your opinion on the applicant's potential to become a scientist or engineer who would contribute to the betterment of society.

Please use concrete examples to tell us about his/her character, leadership skills, heart for community service, interpersonal relationships, reputation among teachers, etc. (200 words or less)

2. In addition to what has been mentioned above, please provide other useful information that would help us better understand the applicant (e.g. the applicant's family situation, educational environment, or ways of coping with adversity, etc.). Please also tell us about the applicant's strengths and weaknesses. (200 words or less)

3. Please rate the applicant in the table below, in comparison with all the students you have taught:

	Best throughout teaching career	Exceptional (top 3%)	Excellent (top 10%)	Good (top 25%)	Average	Below Average	No Basis for Judgment
Overall academic achievement							
Academic potential							
Academic passion							
Interpersonal relationship							
Communication skill							
Leadership and Impact							
Community service							
Integrity							
Ability to Cope with Hardship							
Reading / Writing Ability in English							
Listening / Speaking Ability in English							

I recommend this student	enthusiastically	strongly	Fairly strongly	With reservation

4. Please summarize your overall opinion on the applicant. (100 words or less)

[ATTACHMENT 2]

FROM : APPLICATION FOR ADMISSIONS for Fall Semester 2014 International Enrollment

Intended Degree : Bachelors

Name :

Address :

**TO: KAIST
OFFICE OF ADMISSIONS**

**Creative Learning Bldg.(E11) 5F Rm. 508
291 Daehak-ro, Yuseong-gu
Daejeon 305-701, Republic of Korea
Tel: +82 42 350 2352 Fax: +82 42 350 2930**

[Online Application]

Q. Where can I apply to KAIST?

A. You can access <http://apply.kaist.ac.kr> and apply during the online application period only. Please read instructions carefully before you begin your application.

Q. I can't modify my online application. What should I do?

A. After paying the application fee, neither will you be allowed to modify your application form and nor get the fee refunded. But in case the online application is not completed or needs to be modified after the payment, please send us email (kaistintl@kaist.ac.kr) then we will change your payment status from "paid" to "not paid" so that you can modify your application. When you finish modifying your application form, send us email again to change your status from "not paid" to "paid". You can't modify your application on "paid" status and please check your payment status at <http://apply.kaist.ac.kr>. Do not pay the application fee twice.

[Academic Scores]

Q. What is the KAIST code for SAT/SAT II?

A. Institutional code is 4433.

Q. What subjects should I take in SAT II?

A. We recommend applicants to take Math L2, Physics, and Chemistry.

Q. Can I submit IGCSE and AS Level Exams as Standardized Official Test Scores?

A. No, IGCSE and AS Level Exams are not recognized as Standardized Official Test Scores. Please submit GCE A-Level Exams.

[Recommendation Letter]

Q. Can my teacher/professor send a recommendation letter directly to KAIST?

A. Yes, of course. But please note that recommendation letters should be received to Admissions Office by the deadline upon arrival.

Q. Can my teacher/professor send a recommendation letter via email?

A. Sorry, we do not accept recommendation letters via email. Letters should be signed and sealed across the back of an envelope by a recommender.

Q. I cannot get a recommendation letter from high school teacher because I graduated long time ago. What should I do?

A. You can get recommendation letters from supervisors or professors, if you are employed or studying in university. Supervisors are not required to use the letter form provided by KAIST.

Q. Should recommendation letters be typed or handwritten?

A. Both are okay but we prefer neatly typed letters.

[English Proficiency Test Report]

Q. I took TOEIC L&R but TOEIC Speaking and Writing tests are not conducted in my country. Can I submit TOEIC L&R score report without S&W?

A. TOEIC L&R scores without S&W or vice versa are considered invalid. If TOEIC S&W tests are not conducted in your country, please take TOEFL or IELTS instead.

Q. My TOEFL score has just expired, can I submit this report?

A. No, English proficiency tests should be taken two years prior to the online application deadline. If you submit the expired English test report, we consider it invalid.

Q. I got 77 scores for TOEFL internet-based, is it acceptable?

A. No, applicants must meet minimum score requirements: TOEFL 550 (210 for computer-based; 80 for internet-based), IELTS 5.5, TEPS 550, TOEIC Listening & Reading 750 + Speaking level 6 + Writing level 7 or higher.

Q. I took TOEFL this month and the result comes out after online application deadline. Can I submit TOEFL report a bit later?

A. If your TOEFL score is not announced by the online application deadline but by the

submission deadline, and then enter date of test and leave a score box blank on your online application. Only when we receive your TOEFL report within submission deadline, Admissions Office can help you to put the score in. If your score comes out after submission deadline, we cannot help you.

Q. Can I submit English proficiency test report after I accepted to KAIST?

A. No, you must submit EPT before the deadline of submission. Without EPT, your application will not be processed for review.

Q. What is KAIST reporting code for TOEFL?

Institutional code is 0915. ETS reporting takes more than three weeks so you should prepare for this in advance.

[Application Fee]

Q. Is there any possibility of waiving online application fee in certain cases?

A. No, you must pay the application fee and get an application number from Admissions Office. Or not, your application will not be processed for review even though you send your application package to Admissions Office.

Q. I paid application fee by credit card but it paid twice by mistake. Can I get a refund?

A. Please email us and inform us of your double payment then we will cancel one of the payments after checking your personal information.

[Others]

Q. I attached my CV. Can you tell me whether I am eligible for KAIST?

A. It is very difficult to predict outcomes without reviewing the completed application. In particular we cannot make a full assessment just from seeing your CV or transcript, etc.

Q. Do you admit transfer students?

A. No, we do not have transfer program for international students. You have to apply as a freshman student. We do have student exchange program, if you are interested, please contact International Relations Team. Website: <http://irt.kaist.ac.kr/>, Email: irt@kaist.ac.kr

Q. Are courses in KAIST taught in Korean or in English?

A. English is the medium of instruction in KAIST. Few specific courses are given in Korean but international students can substitute for others taught in English.

Q. I failed to KAIST admissions this time, when are you sending back my documents?

A. Sorry, submitted documents will NOT be returned in any case.

Q. My parents and I do not have a passport. What should I do?

A. You can submit a copy of national ID card instead of passport.

Q. I want to learn more about Korea and KAIST, is there any way?

A. You can get more information from Office of Advising & Support for International Students ([OASIS](#)) and from KAIST International Student Association ([KISA](#)) and make friends from Admissions [Facebook](#). If you are accepted to KAIST, OASIS will match you with a senior student who is from the same country or of a similar culture and background. You may get information from the senior about studying, things to bring, food, expenses, and living in KAIST and Korea.

Q. What is the minimum score for the TOPIK or KLPT?

A. There are no minimums for the TOPIK or KLPT. TOPIK or KLPT is recommended, but not required for entrance. However, you would need to achieve TOPIK Level 2 for graduation.

Q. When is your application for prospective undergraduate program?

A. We select international undergraduate students once a year through fall admissions. We do not offer rolling admissions.

Q. May I defer my admission?

A. Requests to defer admission will not be approved. You have to reapply and take an application process again.

If you have specific questions not covered here, please contact creative.adm@kaist.ac.kr.