

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 (BS, MS)
- 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

2019 Fall Semester	- April 1 st 2019
2020 Spring Semester	- October 1 st 2019
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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. 2019 Fall (1 semester), or 2019 Fall – 2020 Spring (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 will be sent out 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

2019 Fall Semester	March 1 st - April 15 th 2019
2020 Spring Semester	September 1 st - October 15 th 2019

- 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. (Front page, not cover) **Expired passport is not accepted!**
- ❖ 3cm x 4cm Official Photo (Not ID card)

- 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

Semester	Application Deadline	Screening Procedure	E-mail Notification of Acceptance	Welcome Packages sent
2019 Fall	15 th April 2019	Apr-May 2019	Late May 2019	Early June 2019
2020 Spring	15 th October 2019	Oct-Nov 2019	Late Nov 2019	Early Dec 2019

※ Welcome packages contain the Certificate of Admission (for visa application) and other necessary information.

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
- Syllabuses of courses can be downloaded through online only for accepted students later.

Academic Information

Academic Calendar **2019 Fall Semester:** September 2nd – December 20th, 2019
2020 Spring Semester: February 24th– June 12nd, 2020 (To be determined)
 *For more details, visit <http://www.kaist.edu>

Course Information <https://cais.kaist.ac.kr/totalOpeningCourse>

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 Website Approximately USD 550 ~ USD 900 per semester
<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.

KAIST ISSS Team will give more details regarding dormitory, visa, alien registration card, and anything related student life at KAIST in general once all the procedures are finalized.

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