

# 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, IELTS 6.5, TOEIC 720 or B2 or its equivalent in other English language proficiency test

\* It would be waived for the students from English medium institutions.

**Nomination  
Deadline**



Fall Semester  
**April 1st**

Spring Semester  
**October 1st**

## Nomination by Email

- Please send a nomination to [incomingexchange@kaist.ac.kr](mailto: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. 2020 Fall (1 semester), or 2020 Fall – 2021 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 6.5)
- 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

Fall Semester

March 1<sup>st</sup> - April 15<sup>th</sup>

Spring Semester

September 1<sup>st</sup> - October 15<sup>th</sup>

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  
(valid e-mail address/not institution's e-mail/gmail is fine)
  - 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](http://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
Fall	15th April	Apr-May
Spring	15th October	Oct-Nov

Semester	E-mail Notification of Acceptance	Welcome Packages sent
Fall	Early June	Early June
Spring	Early Dec	Early Dec

※ 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 :** [cais.kaist.ac.kr/totalOpeningCourse](http://cais.kaist.ac.kr/totalOpeningCourse)
- **Syllabuses of courses can be downloaded through online once enrolled by KAIST.**
- **It is possible for the exchange students to take courses from different departments up to 50 % of courses to take.** (Graduate School of Medical Science and Engineering is not open for exchange students)
- **Course Registration :** Course registration will be open 2 months before a semester starts and procedures will be informed after students' applications are finalized and officially accepted by KAIST.

## Academic Information

**Academic Calendar** Fall Semester: September 1st – December 15th  
Spring Semester: March 1st – June 15th  
\* For more details, visit <http://www.kaist.edu>

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

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**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

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**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.

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

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

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## Contact Us

Ms. Minjeong Park (Non Europe) / Ms. Miran An (Europe)

**Coordinator** Tel (82)42-350-2443/2444  
Email [incomingexchange@kaist.ac.kr](mailto:incomingexchange@kaist.ac.kr)

