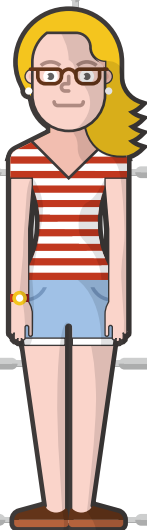


International Student's HANDBOOK



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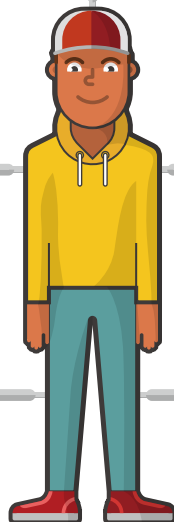
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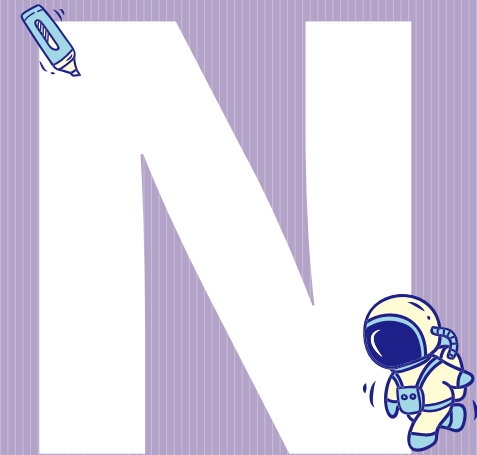
International Student's HANDBOOK



CONTENTS

01. New Student's Checklist	04
02. Office/Emergency Contact Information for New Students	12
03. Buildings You May Need to Know	16
04. Korea at a Glance	19
05. Getting Started	24
06. Accommodation	36
07. Campus Life	43
08. KAIST Intranet	59
09. Academic	64
10. Off-Campus	77
11. Immigration	85
FAQ	93
Appendix	99

01



NEW STUDENT'S CHECKLIST

For Degree-Seeking Students
For Exchange Students
For Interns/ Visiting Students
Student ID Card
Orientation Program

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)
- ☐ 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
- 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*





For Exchange Students

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

Checklist



- ☐ 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 (50,000 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 Clearing 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 Clearing 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 Clearing Form).



For Interns/ Visiting Students

Use this checklist to make sure everything is in order.

Checklist



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. Bedding (pillow, blanket, mattress cover, etc.) is not provided.
- ☐ 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 to 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
- ☐ 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
- Deposit (100,000 won)
- 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 Clearing 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 Clearing 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 Clearing 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

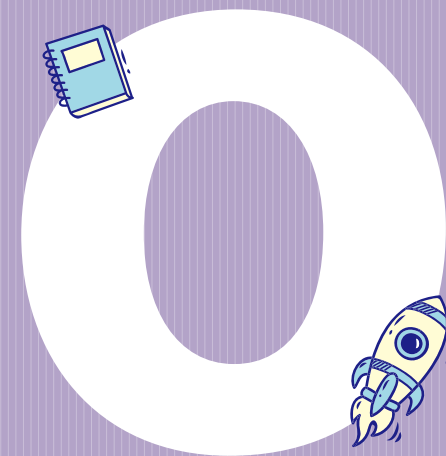
ISSS provides various orientation activities so that new students can settle in quickly. The orientation program provides valuable information and on-campus activities. You will also be able to meet other international students.

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)

02



OFFICE/EMERGENCY
CONTACT INFORMATION
FOR NEW STUDENTS

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**

	Undergraduate Admissions Team	Graduate Admissions Team
Location	E16-1, 1 st floor, #108	E16-1, 1 st floor, #110
Phone	042-350-4803	042-350-2354
Email	creative.adm@kaist.ac.kr	advanced.adm@kaist.ac.kr
Website	http://admission.kaist.ac.kr/web/intl	

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

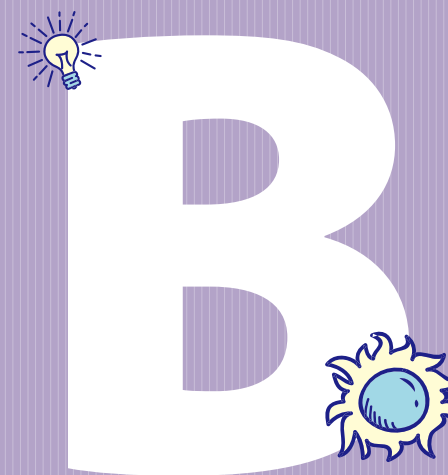
- Phone 042-350-2461~2
- Email leadership@kaist.ac.kr
- Website <http://leadership.kaist.ac.kr>

Campus Emergency Contact		National Emergency Contact
Campus Police	042-350-4200	Criminal Acts and Traffic Accidents 112
Fire/Emergencies	042-350-4000/0119	Fire & Emergencies (Ambulance) 119
Lost & Found	042-350-4300	Emergency Medical Information Center 1339
		Foreign Language Interpretation 1330



INTERNATIONAL STUDENT'S HANDBOOK

03



BUILDINGS YOU MAY NEED TO KNOW

Buildings You May Need to Know
Cafeterias & Restaurants

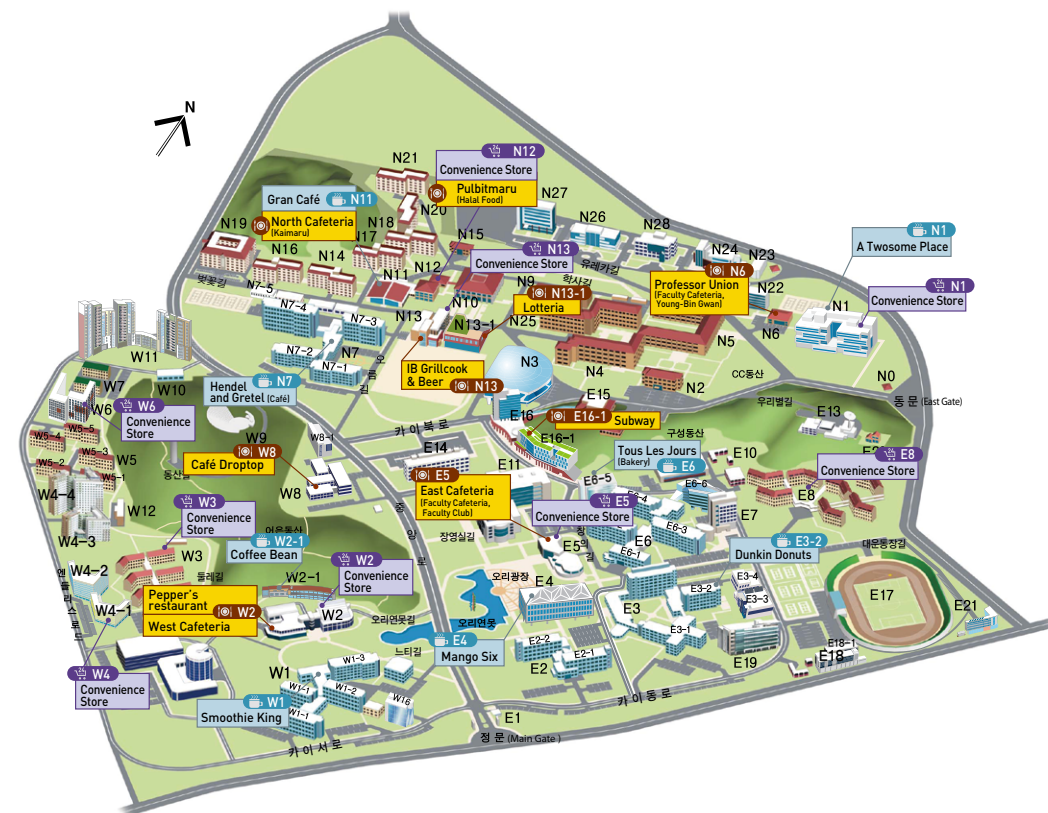
Buildings You May Need to Know

EAST		
E4	KAIST Institute (KI) B/D	<ul style="list-style-type: none"> • Fusion Hall (Auditorium), 1F • Seminar rooms • Mango Six (Café), 1F
E9	Main Library	<ul style="list-style-type: none"> • Main Library, Bookstore, Book Cafe
E11	Creative Learning B/D (창의학습관)	<ul style="list-style-type: none"> • Terman Hall (터만홀), 1F • Academic Registrar's Team, 1F • Student Affairs Team, 1F • Scholarship & Welfare, 2F • Student Life Team, 1F
E14	Main Administration B/D	<ul style="list-style-type: none"> • Administrative teams • KAIST President's/VP's Offices (카이스트 총장실/부총장실)
E15	Auditorium (대강당)	<ul style="list-style-type: none"> • Indoor swimming pool, gym
E16	Chung Moon Soul B/D (정문솔 빌딩)	<ul style="list-style-type: none"> • Auditorium, 1F
E16-1	Yang Bun Soon B/D (양분순 빌딩)	<ul style="list-style-type: none"> • Undergraduate Admissions Team, 1F • Graduate Admissions Team, 1F • Subway, 1F
E21	KAIST Clinic (카이스트 클리닉) / Pharmacy	<ul style="list-style-type: none"> • Clinic(including medical checkup), Pharmacy
WEST		
W2	Student Center (학생회관)	<ul style="list-style-type: none"> • Woori Bank • DDDN Pizza • Computer Repair Shop • West Cafeteria • Pepper's restaurant, 2F • Travel Agency
W2-1	International Center (국제교류센터)	<ul style="list-style-type: none"> • ISSS Office, 1F, #104 • International Relations Team, 1F, #102 • Multipurpose Hall, 1F, #101 • The Coffee Bean & Tea Leaf (Café)
W8	Educational Support B/D (교육지원동)	<ul style="list-style-type: none"> • Safety & Security Team, 1F • Café Droptop, 1F • Startup KAIST, 3F
NORTH		
N1	Kim Byung-Ho & Kim Sam-Youl ITC Building (융합빌딩)	<ul style="list-style-type: none"> • Education 3.0 classrooms • A Twosome Place Café, 1F
N3	Sports Complex	<ul style="list-style-type: none"> • Gym, running track
N5	Basic Experiment & Research B/D	<ul style="list-style-type: none"> • KAIST International House (KI House, 2F, #2233)
N11	Cafeteria (북측식당/카йма루)	<ul style="list-style-type: none"> • Kaimaru (North Cafeteria) • Other restaurants
N12	Student Center (학생회관)	<ul style="list-style-type: none"> • Postal agency, barbershop, billiard hall



Cafeterias & Restaurants

Refer to the KAIST map below and the "Food" section.



Restaurants

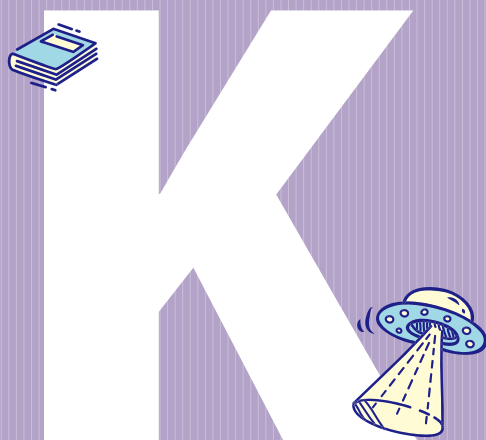
E5	East Cafeteria (Faculty Cafeteria, Faculty Club)
E16-1	Subway
W2	West Cafeteria DDD Pizza, Pepper's restaurant
N6	Professor Union (Faculty Cafeteria) Young-Bin Gwan
N11	Kaimaru, North Cafeteria
N12	Pulbitmaru (Halal Food)
N13	IB Grillcook & Beer
N13-1	Lotteria

Cafés

E3-2	Dunkin Donuts
E4	Mango Six
E6	Tous Les Jours (Bakery)
W1	Smoothie King
W2-1	The Coffee Bean and Tea Leaf
W8	Café Droptop
N1	A Twosome Place
N7	Hendel and Gretel (Café)
N11	Gran Café

Convenience Stores

E5	Faculty and Staff Store
E8	East-side Store
W2	Student Center
W3	West-side Store
W4	Dasom Hall Store
W6	Narae Hall Store
N1	ITC Building
N12	North Student Center
N13	General Store



KOREA AT A GLANCE

About Korea
Weather and Climate
Food
Language
National Holidays
Useful Websites



About Korea

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 and the 2002 Korea-Japan FIFA World Cup. Korea also won the bid to host the 2018 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.

Consonants					
ㄱ	[g], [k]	ㄴ	[n]	ㄷ	[d], [t]
ㄹ	[r], [l]	ㅁ	[m]	ㅂ	[b], [p]
ㅅ	[s]	ㅇ	[silent], [ng]	ㅈ	[j]
ㅊ	[ch]	ㅋ	[k]	ㅌ	[t]
ㅍ	[p]	ㅎ	[h]		

Vowels					
ㅏ	[a]	ㅑ	[ya]	ㅓ	[eo]
ㅕ	[yeo]	ㅗ	[o]	ㅛ	[yo]
ㅜ	[oo]	ㅠ	[yoo], [yu]	ㅡ	[eu]
ㅣ	[i]				

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

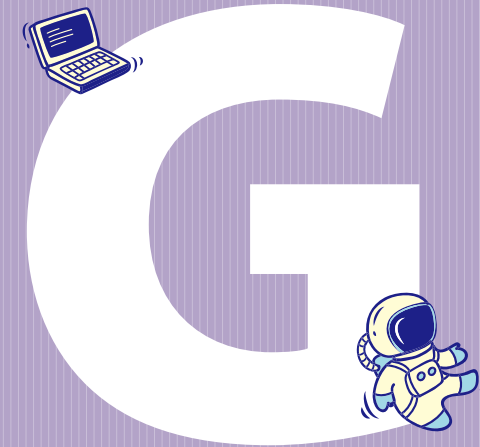
*Since these holidays follow the lunar calendar, their dates on the solar calendar will change slightly every year.

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

05



GETTING STARTED

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			
Seoul	02	Gangwon Province	033
Busan	051	South Chungcheong Province	041
Daegu	053	North Chungcheong Province	043
Daejeon	042	North Gyeongsang Province	054
Gwangju	062	South Gyeongsang Province	055
Incheon	032	North Jeolla Province	063
Ulsan	052	South Jeolla Province	061
Gyeonggi Province	031	Jeju Island	064

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)**



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" ("우리통신") 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)

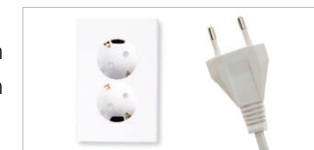
- Address: 99, Eoeun-dong, Yuseong-gu, Daejeon
- By Foot: The Hanbit Plaza is within walking distance from KAIST. The trip will take no longer than a couple of minutes from the West Gate. At the Hanbit Plaza you can find a mobile phone store, photo studio, and supermarket.



- 우리통신/The Prepaid (Mobile Phone Store, 1F, Tel: 1661-0896, www.theprepaid.co.kr)
- 한빛포토프라자/Hanbit Photo Plaza (Photography studio, 1F)
- 롯데마트/Lotte Mart (B1)

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 (한빛포토프라자) – Hanbit Plaza 1st floor (photo printing available)

Homeplus Photo (홈플러스포토) – Homeplus Yuseong Store, 3rd floor

Iphoto (아이이쁘또) – Homeplus Yuseong Store, 1st floor

IT Services

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

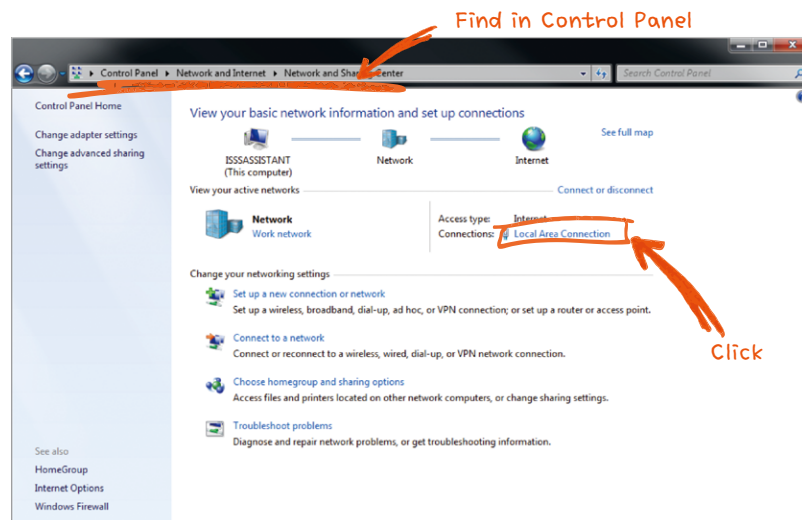
Wired Lan

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).

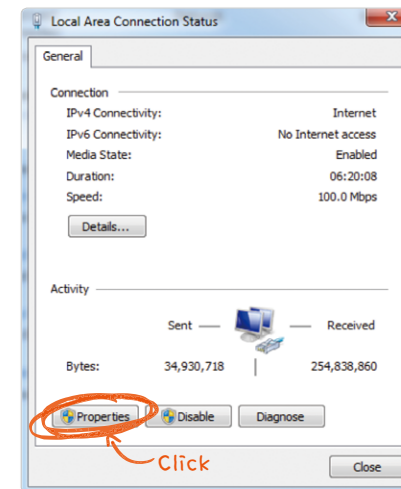
How to setup LAN (Windows)

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)

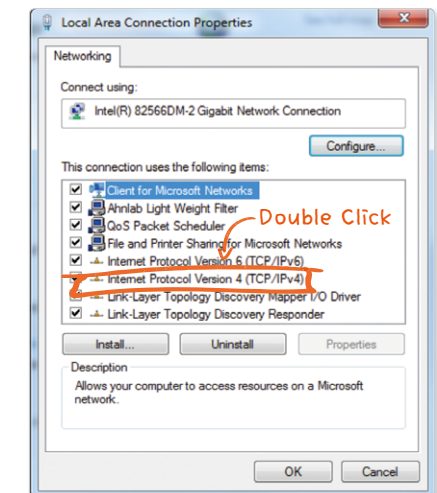
※ You can find the IP address and DNS server on a sticker in your dorm room. If it isn't there, you can search it up on ict.kaist.ac.kr. (https://ict.kaist.ac.kr/?sid=sub02_1_8&charmde=eng).



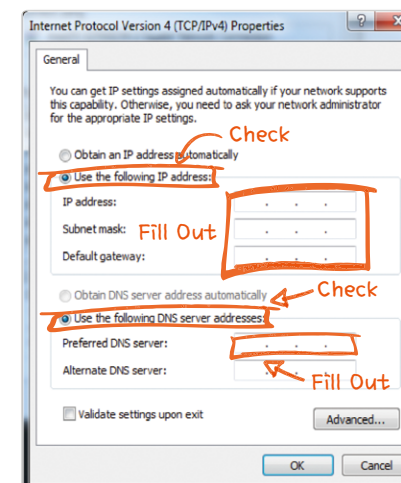
Network and Sharing Center



Local Area Connection Status



Local Area Connection Properties

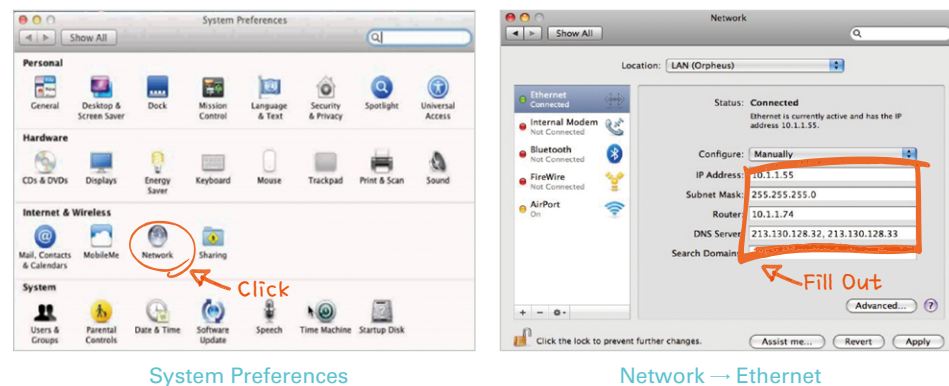


Internet Protocol Version 4



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)

Book Café (E9, Main Library, 1st floor, during Book Café business hours)

EVE-room (E3-1, Department of Computer Science, 09:00~18:00 for non-CS members)

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

Location	Operating Time
W1, W4, W8, E2, E3, E4, E6, E11*, E14, E16, E19, E21, N1, N7, N25	07:00-23:00
W2*, N13	24 hours(service maintenance 00:00~00:30)
Munji Campus Administration B/D, Munji Campus Cafeteria	08:00-22:00

* 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, the insurance covers 45~65% 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

※KAIST 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.

Name	Address	Contact	Language(s)
Eulji University Hospital	1306 Dunsan-dong, Seo-gu	042-611-3399	English
Sun Hospital, Yuseong	923 Jijok-dong, Yuseong-gu	042-609-1715	English, Japanese
Chungnam University Hospital	640 Daesa-dong, Jung-gu	042-280-8429	English, Japanese, Chinese
Daejeon Sungmo Hospital	520 Daeheung-dong, Jung-gu	042-220-9114	English
Gunyang University Hospital	685 Gasuwon-dong, Seo-gu	042-600-9028	English, Chinese
Sun Hospital	10-7 Mok-dong, Jung-gu	042-220-8049	English
Daejeon Korea Hospital	496-15 Seongnam-dong, Dong-gu	042-606-1890	English
Daejeon Bohun Hospital	220 Shintanjin-dong Daedeok-gu	042-939-0111	English
Daechong Hospital	1322 Gyebaek-ro, Seo-gu, Daejeon	042-1899-6075	English

06



ACCOMMODATION

Dormitory Overview
Dormitory Application
Living in Dormitories
Moving Out

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

- For new students: Transfer money to Woori Bank. Account Number: 025-310617-13-011, Recipient: 한국과학기술원
- 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

Dormitories			Gender	Course	Dormitory Fee(Per person) (U 4 months, G 6 months, unit: won)
Under-graduate	Sarang, Somang, Seongsil, Jilli, Silloe, Jihye		M	U	404,000
	Areum		F	U	404,000
Sejong Hall	Bldg. #1	(1-2F)	M	G	624,000
		(3-4F)	F	U	404,000
	Bldg. #2			G	624,000
			F	U	404,000
	Bldg. #3-7		M	G	624,000
	Galilei Hall		M	G	624,000
On-campus APT	For 3		M	G	624,000
	For 4		M	G	492,000
Nanum Hall		For 2	M	G	540,000
Heemang Hall	One Room	For 1	M	U/G	(6 months) 1,572,000
		For 2	M	U/G	U 604,000 / G 906,000
	General Room	For 2	M	U/G	U 500,000 / G 750,000
		For 3	M	U/G	U 416,000 / G 624,000
Dasom Hall	One Room	For 1	F	U/G	(6 months) 1,572,000
		For 2	F	U/G	U 604,000 / G 906,000
	General	For 2	F	U/G	U 500,000 / G 750,000
Mir Hall	One Room	For 1	M	U/G	(6 months) 1,752,000
		For 2	M	U	660,000
Narae Hall	One Room	For 1	F	U/G	(6 months) 1,752,000
		For 2	F	U/G	U 660,000 / G 990,000
Nadl Hall	General	For 2	M	G	852,000
Yeoul Hall	General	For 2	F	G	852,000
Nuri Hall			For 2	M/F	U/G (6 months) 630,000
Hwaam Campus	Munji Campus		M	U/G	(6 months) 468,000
	Bldg. #2 (Renovated)	For 1	M	U/G	(6 months) 1,140,000
		For 1	M	U/G	(6 months) 720,000
	Bldg. #1, Bldg. #3-7	For 2	M	U/G	(6 months) 390,000

※ There is no shuttle bus going to Nuri Hall.

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



Living in Dormitories

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 Student Life Team before moving in. ISSS will send out a notice regarding this matter.

Living in the Dormitories during Vacation

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 Rules

The following is a guideline to dormitory rules. For the full list, visit the dormitory website.

- Students are not allowed to relocate dormitories without permission from the Student Life Team.
- Students are prohibited from entering dormitories of the opposite gender.
- Students must keep their room and public facilities tidy.
- Cooking is prohibited in all dormitories and facilities, except in kitchens made specifically for such purposes.
- Do not make loud noises or disturb other students in the dormitories.
- Students must put recyclable materials in the appropriate trash cans in the dormitories.
- Students are not allowed to move furniture (closets, beds, desks, shelves etc.) around. Furniture should be kept in the original position as was found when students first entered the dormitory.
- Any damage must be reported immediately to the dormitory supervisor so that repairs can be made.
- Advertisements/posters are to be posted only on designated bulletin boards, and must have both a contact number and date of expiry.
- Smoking, gambling, and alcohol consumption is prohibited in all facilities.
- Students are not allowed to raise pets/animals within dormitories.
- Take note that supervisors will conduct inspections of dormitory rooms to ensure all rules are being kept, and penalties may be given out to violators.

Demerit Mark System for Dormitory Residents

The objective of the Demerit Mark System for Dormitory Residents (hereafter referred to as "this System") is to take disciplinary measures against residents violating the Rules for Life at Dormitory within the dormitories, based on the type of violation and pursuant to Article 10 of the Rules for Life at Dormitory, in order to promote a law-abiding spirit and a sense of community and thereby establish a healthy dormitory culture.

Residents violating the Rules within dormitories may face "warning" or "reprimanding" by the type of violation. "Reprimanding" is maintained for one (1) month on a cumulative basis; if a resident is "reprimanded" for three or more times, he/she shall be "warned." Any resident receiving three or more "warnings" may be expelled from the dormitory either permanently or on a one-time basis, provided that he/she may have an opportunity to make a statement. For more information on the Demerit Mark System for Dormitory Residents including types of violation, please visit the dormitory website.



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 (폐건전지함).

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 구성동 373-1 (Guseong-dong 373-1) instead of Daehak-ro 291.

Moving Out

Refund Policies

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 "Moving out (halfway)" 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.

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 KDS 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.

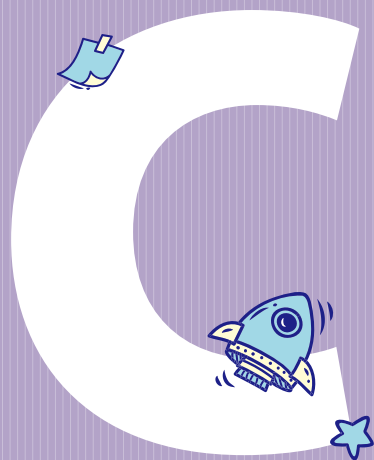
If you need boxes for the move, you can either borrow reusable green boxes from the supervisor by submitting your student ID card, or you can buy boxes from either the post office or from movers who are available during the moving out period. The movers are from moving companies who will collect boxes 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.



CAMPUS LIFE

Cafeterias & Restaurants
On-Campus Transportation
Facilities and Landmarks
Student Support
KAIST International Community



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 → 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)

Period	Menu	Open Days	Business Hours
Breakfast	Cafeteria	Mon~Fri	08:00~09:30
		Weekends	08:00~10:00
Lunch	Cafeteria + Set Menus	Everyday	11:30~13:30
	Cafeteria Only		
Dinner	Cafeteria + Set Menus	Everyday	17:30~19:30
	Cafeteria Only		

Other Restaurants in N11

Name	Menu	Open Days	Business Hours
Ttukbaegi (MJ Food)	Korean Food	Mon~Fri	10:00~19:30
		Sat	10:00~14:00
Hue Gimbap	Korean Food	Mon~Fri	10:00~19:30 (Break 15:00~16:00)
		Sat	09:00~14:30
Onigiri & Gyudong	Japanese Food	Mon~Fri	10:30~19:30 (Break 14:30~16:30)
		Sat	10:30~14:00
Meilu	Chinese Food	Mon~Sat	11:00~19:30 (Break 14:30~16:30)
		Sun	11:00~14:30 (biweekly)
Secret	Fruit and Salad	Mon~Fri	09:00~19:00 (Break 14:00~16:00)



East Cafeteria (E5, 1F)

Period	Menu	Open Days	Business Hours
Breakfast	Set menu	Everyday	08:00~10:00
Lunch	Cafeteria + Food court	Mon~Fri	11:30~14:00
	Set menu	Weekends	
	Ramen	Mon~Fri	14:00~16:00
Dinner	Set Menu	Mon~Fri	17:30~19:30
		Weekends	17:30~19:00

West Cafeteria (W2, 1F)

Period	Menu	Open Days	Business Hours
Breakfast	Set Menu	Everyday	08:00~10:00
Lunch	Set Menu	Everyday	11:30~14:00
Dinner	Set Menu	Mon~Fri	17:30~19:30
		Weekends	17:30~19:00

Taewoolguan Ttuk Bae Gi (N13, 2F)

Period	Menu	Open Days	Business Hours
Breakfast	Set Menu	Everyday	08:00~10:00
Lunch	Set Menu		11:30~13:30
Dinner	Set Menu		17:00~18:00
Chicken & Beer (Late Night)	Fried chicken, etc. & Beverages		19:00~02:00

Other On-Campus Restaurants/Cafes



Lotteria

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



DDDN Pizza

Pizza
W2, 1st floor
Mon~Fri 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



Mango Six

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



Handel and Gretel

N7, 1st floor Lobby
Mon~Fri 08:00~24:00
Weekends 08:00~22:00



Gran Café

N11 (Kaimaru)
Mon~Fri 08:30~20:00
Weekends 10:00~19:30



Smoothie King

W1, 1st floor
Everyday
07:00 ~ 23:00



Dunkin Donuts

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



Café Droptop

W8, 1st floor
Mon~Fri 08:00~22:00
Weekends 9:00~21:00



A Twosome Place

Cafe
N1, 1st floor
Everyday
07:00~23:00



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



Pulbitmaru

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

Convenience Stores

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

Location	Weekdays	Saturday	Sunday
West Student Center (W2)	09:00~19:00	09:00~13:00	Closed
North Student Center (N12)	08:00~03:00	09:00~19:00	09:00~02:00
East Cafeteria (E5)	09:00~19:00	09:00~13:00	Closed
Sejong Hall (E8)	19:00~02:00	Closed	18:30~02:00
Galilei Hall (W3)	19:00~02:00	18:30~02:00	Closed
Heemang/Dasom Hall (W4)	19:00~02:00	Closed	18:30~02:00
Mir/Narae (W6)	19:00~02:00	Closed	18:30~02:00
CSEE ITC Building (N1)	09:00~20:00	Closed	Closed

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.



General Store

N13 (Tae Wul Gwan)
Mon~Fri 09:00~19:00
Sat 09:00~15:00



KAIST Brand Shop

W2, 1st floor
Mon~Fri 10:00~19:00
Sat 10:00~14:00



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
- Chanyang Call Taxi +82-42-624-9333



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.

Main Library (E9) Mon~Sat 09:00~24:00 Sun 13:00~24:00	Undergraduate Branch Library (N10) Every day, 24 hours
Munji Campus Library (Munji Campus) Mon~Fri 9:00~24:00 Sat 13:00~17:00, Sun closed	Woori Media Café (N10) Mon~Fri 09:00~24:00 Closed on weekends

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 9:00~22:00, 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 B1 floor
Mon~Fri 09:00~18:00
Sat 09:00~13:00



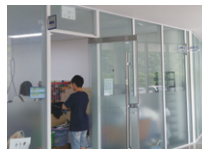
N11 (Barbershop)

N11, 1st floor
Mon~Fri 08:30~18:00
Sat 08:30~12:00



Sejong Hall

E8 1st floor
Mon~Fri 09:00~19:00
Sat 09:00~12:00



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).

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

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.

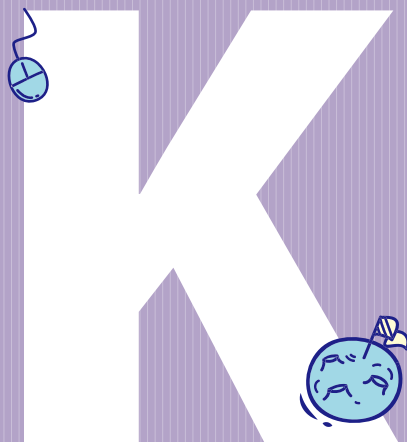


- Location W2, 2nd floor #204
- Website kisa.kaist.ac.kr
- Contact info kisa@kaist.ac.kr

KAIST International Community

Find them on facebook

Country	Name of facebook group
Bangladesh	KAISTIAN Bangladeshi Students and Alumni Association
China	KAIST 中国
ECOWAS	ECOWAS Scholar and Students In KAIST (ESSIK)
Ethiopia	Ethiopians in KAIST
India	KAIST Indian Students and Researchers Association (KISRA)
Indonesia	KAIST Indonesia
Kazakhstan	Kazakhs in KAIST
Latin America	KAIST Latin American Students and Researchers Association
Malaysia	KAIST Malaysians
Mongolia	KAIST-ын Монголчууд
North America	International Student Activities - North America
Pakistan	Kaistian-Pakistani
Tajikistan	KAIST Tajik Student Association
Thailand	Thai Students Association at KAIST (TSAK)
Turkmenistan	Turkmen Society at KAIST
Turkey	Turkish Students in KAIST
Vietnam	VN.KAIST



KAIST INTRANET

KAIST Official Website
KAIST Portal
KAIST Mail
KLMS
Unified Reservation Service
Other Useful Sites



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

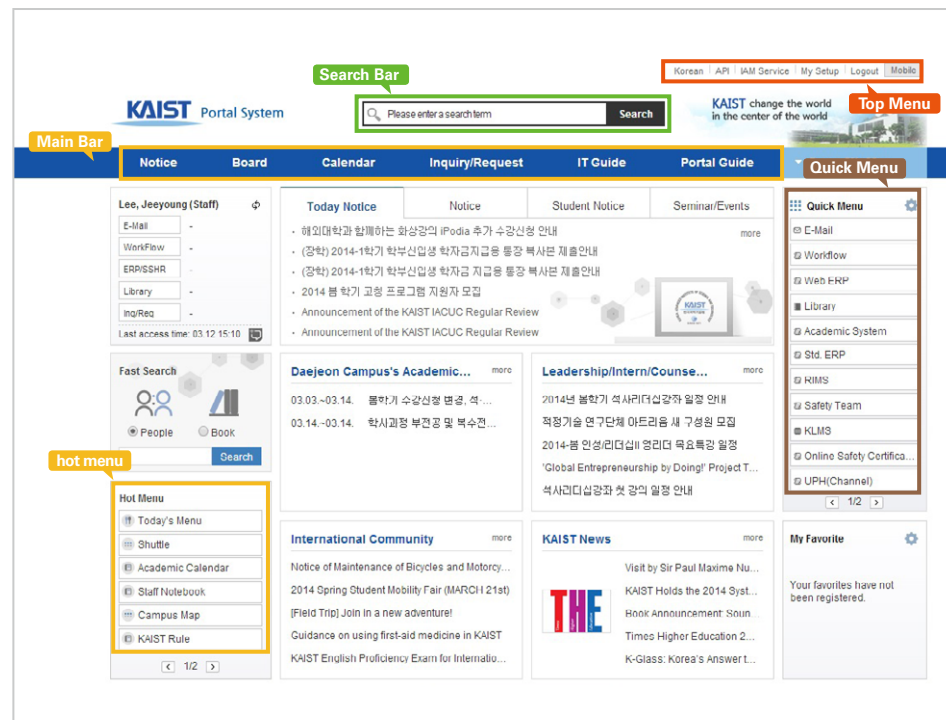
Go to iam.kaist.ac.kr (or go to the KAIST Portal) ▶ IAM service ▶ click "Create Your Account."

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.

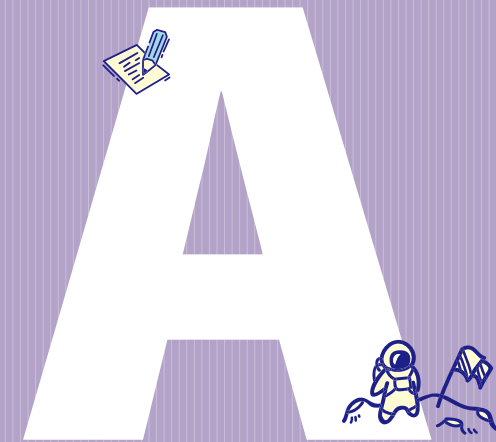
Software Download (kftp.kaist.ac.kr)

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.

Online Time-Planner with Lectures (otl.kaist.ac.kr)

This website, created by the student club SPARCS, can help you plan your timetable for upcoming semesters. By logging in with your Portal ID, you can search for courses and see what your semester schedule will look like before enrolling for courses. This website also counts the credits you are applying for and exam dates. Course information is updated near the course registration period.

09



ACADEMIC

Course Enrollment
Tuition Fee
Credit System
Grading System
Academic Certificates
KAIST Scholarship for International Students
Academic Support
Language Support

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 login 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.

※ If you did not get the courses you wanted, you can give them another try during the add/drop period.

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. Students must retake these courses and earn a passing grade. This type of course retake can be repeated as many times as needed.

Desired Course Retake

- 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.
- 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.
- 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 take 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.

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

Tuition Policy for Extended Study Period (as of 2017)

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

[Unit: KRW(1,000Won)/ Semester]

Credits Registered	Calculation*	Tuition	Total
0-3	1/9 of Standard	381	381
4-6	1/6 of Standard	572	572
7-9	1/3 of Standard	1,144	1,144
10 credits or more	1/2 of Standard	1,717	1,717

※ Notice for Tuition exempted(after 4years)

Classification	Contents	Remarks
Students on Minor or Double Major	- Minor: Tuition is exempted for 9th semester - Double Major : Tuition is exempted for 9th & 10th semester	In case a student cancels Minor or Double Major, tuition exempted needs to be reimbursed.
Students on Exchange program	- 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	
Benefits overlapped	- Students on taking Minor, Double Major, or completing Exchanging program are not under benefits overlapped.	- Students on Minor or Exchange program: Max 1 semester - Students on Double Major: Max 2 semesters

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

General Courses			Basic Courses			Major Courses		Research Courses	Total
Required	Elective (Humanities & Social Sciences)	Total	Required	Elective	Total	Required	Elective	Total	More than 136 credits and 9 AU
7 credits and 9 AU	More than 21 credits	More than 28 credits	23 Credits	More than 9 credits	More than 32 credits	More than 40 credits total (*differs for each department)		More than 3 credits	

※ Applicable to those who enter KAIST in 2016 and thereafter.

Undergraduate Courses (from the 2014 fall semester)

- **Mandatory General Courses:** 7 credits and 9 AU: English Presentation & Discussion (1 credit), Advanced English Listening (1 credit), Advanced English Reading (1 credit), Advanced English Writing (1 credit), Basic Korean I (3 credits), Physical Education (4 AU), Humanity/Leadership (2 AU), Ethics & Safety II (1 AU), Happy College Life (1 AU), Exciting College Life (1 AU)
- International students are required to take Basic Korean II (3 credits) which is counted as an Other Elective course.
- **Basic Required courses:** 23 credits: General Physics I (3 credits), General Physics II (3 credits), General Physics Lab. I (1 credit), General Biology (3 credits), Calculus I (3 credits), Calculus II (3 credits), General Chemistry I (3 credits), General Chemistry Experiment I (1 credit), Introduction to Programming (3 credits).
- Requirements for mandatory and elective major courses and research courses differ depending on your major.

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 of 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 within one year after admission.

If an exchange student enters KAIST as a regular degree-seeking student, the student can apply for credit transfer. If the credits 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

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

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 from three 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

Certificate Types (English/Korean): Official Transcript, Enrollment Certificate, Certificate of Graduation. 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 postal mail. 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 up to two basic courses for free within the budget constraint for a maximum of two semesters. Non-freshmen must pay to receive tutoring.

How to Apply

You can apply for the tutoring program at the Student Life Team 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 N5, 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

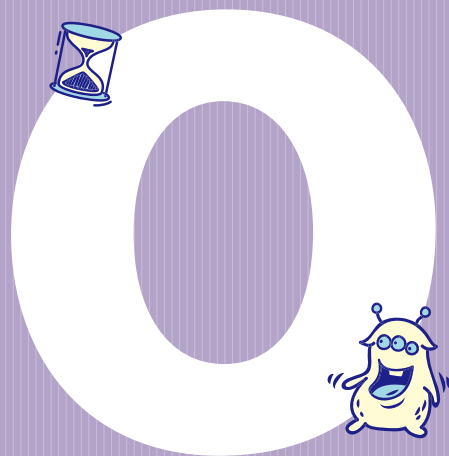
Language Classes at the KAIST Language Center

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

10



OFF-CAMPUS

About Daejeon
Transportation
Shopping
Restaurants

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)

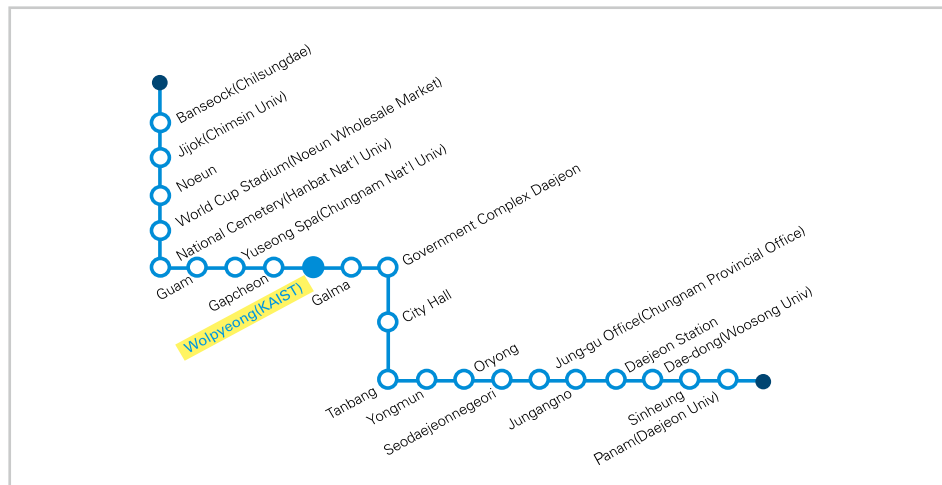
It is a good idea to buy a transportation card if you use public transportation often. You can purchase, recharge, or reimburse a transportation card at the nearest convenience store or subway station. Using a transportation card makes payment quick and easy, and you can also receive discounts when transferring 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 (Incheon Airport Bus)
www.bustago.or.kr (Dong-Seoul Bus Terminal)
- Express Bus: www.kobus.co.kr
- Train: www.letskorail.com



Seoul-Daejeon Route: by Train

Route	Available Trains	Website
Daejeon Station ↔ Seoul Station	KTX, ITX-Saemaeul-ho, Mugunghwa-ho	www.letskorail.com
Seodaejeon Station ↔ Yongsan Station (Seoul)	KTX, ITX-Saemaeul-ho, Mugunghwa-ho	www.letskorail.com

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.

Route	Departure	Destination	Website
Daejeon → Seoul	Daejeon Dunsan Terminal (대전청사)	Seoul Express Bus Terminal (서울경부)	www.kobus.co.kr
		Central City Bus Terminal (서울호남)	
	Kumho Express Bus Terminal (유성)	Central City Bus Terminal (서울호남)	www.kobus.co.kr
	Daejeon Terminal Complex (대전복합)	Seoul Express Bus Terminal (서울경부)	
	Daejeon Dunsan Terminal (대전청사)	Dong-Seoul Bus Terminal (동서울)	www.bustago.or.kr
Seoul → Daejeon	Seoul Express Bus Terminal (서울경부)	Daejeon Dunsan Terminal (대전청사)	www.kobus.co.kr
		Daejeon Terminal Complex (대전복합)	
	Central City Bus Terminal (센트럴(서울호남))	Daejeon Dunsan Terminal (대전청사)	www.kobus.co.kr
		Kumho Express Bus Terminal (유성)	
	Dong-Seoul Bus Terminal (동서울)	Daejeon Dunsan Terminal (대전청사)	www.bustago.or.kr

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 (closes 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 Estimated time: 42 min, Cost: 1,400 won
- 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 KAISTWolpyeong 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
(English site: global.gmarket.co.kr)
- www.auction.co.kr
- www.11st.co.kr
- www.interpark.com
- 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.

Name	Menu	Address	Telephone
New Taj Mahal	Indian food	6-34 Gung-dong, Yuseong-gu	042-825-3786
Indy	Indian food	1370 Dunsan 2-dong, Seo-gu	042-471-7052
Ali-Baba's Treasure	Moroccan food	6-11 Gung-dong, Yuseong-gu	042-823-2722
Very Sinjuku	Japanese food	113-16 Eoeun-dong, Yuseong-gu	042-863-7339
111-7 Meal	Japanese food & Western food	111-7 Eoeun-dong, Yuseong-gu	042-863-7111
Pho.ever	Vietnamese food	111-4 Eoeun-dong, Yuseong-gu	070-4106-8100
Hoabinh	Vietnamese food	241 Wolpyeong-dong, Seo-gu	042-488-0815
Ganamji	South-East Asian food	395-1 Doryong-dong, Yuseong-gu	042-861-7557
Eat My Thai	Thai food	77 Munhwawon-ro, Yuseong-gu	042-825-5466
The Bangkok 66 street	Thai food	66 Dunsan-dong, Seo-gu	042-472-3178
Panasia	Asian food	990 Dunsan-dong, Seo-gu	042-488-1035
Nuovo Napoli	Italian food	406-10, Gung-dong, Yuseong-gu	042-322-9582
Ocheonnyeon	Chinese food	906-3 Jijok-dong, Seo-gu	042-825-8837
Wangbisung	Chinese food	48, Eoeun-ro, Yuseong-gu	042-862-9292
Santa Clause	Pub	25 Nongdae-ro, Yuseong-gu	042-825-5500
The Ranch Pub	Pub	88, Gungdong-ro 18beon-gil, Yuseong-gu	042-825-4157



IMMIGRATION

Alien Registration
 Extension of Stay
 Reissuance of Alien Registration Card
 Part-time Work Permission
 Reporting Changes of Alien Registration
 Leave of Absence / No Leave of Absence



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(서구보건소) → get off at the Jungchondong Jumin Center bus stop (중촌동 주민센터) → walk 454m to the Daejeon Immigration Office.
- Take bus #604 (East Gate of KAIST) → get off at Jungchon Naegeori (중촌네거리) → 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 (대전출입국사무소)
 Jungchon-dong 16-8, Jung-gu, Daejeon (대전 중구 중촌동 16-8/ 대전선병원 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 18 countries* only)
 - *18 countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan
 - 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 (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)
- Certificate of Health Check-up (applies to students from 18 countries* only)
 - *18 countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan
 - 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 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 500,000 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 500,000 won per month to cover your expenses during your stay.

Required Documents for D-4-2 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)
- 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.)



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)

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
- Report of Loss Form (available at ISSS)
- 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.)

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.)

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(미휴학파견/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 iss@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



INTERNATIONAL
STUDENT'S
HANDBOOK



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/?p=work&s=bookmarket> 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: N13, 1st floor
- KAIST International Chapel (Sunday Worship Service)
Time: 11:00~13:00 Location: E5, 1st floor

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."

Dormitory

Can I choose my roommate?

During your first semester, you cannot choose your roommate as the allocation procedure is done automatically before you enter the school. You can apply for dormitories yourself from the second semester onwards so you can try to apply for a dorm room with your friend. Take note that you may be assigned to different rooms because a computer ballot system is used to allocate rooms.

Can I cook inside my room?

It is forbidden for students to cook or use cooking devices of any kind inside their dorm rooms. This is to keep the rooms clean and prevent fire and explosion hazards. Microwave ovens and water dispensers are available in student lounges.

Does KAIST provide kitchen facilities?

KAIST provides kitchen facilities for the convenience of international students. The International Kitchens are located in Nanum Hall (W7), Hwaam Dormitory, and Munji Dormitory. Students must register as a member to use those kitchens. ISSS will send out notices in the first few weeks of the semester regarding registration. The International Kitchen is furnished with refrigerators, microwave ovens, rice cookers, gas stoves, etc. Students must use their own utensils and clean up after themselves. Detailed rules and regulations are posted in the International Kitchen.



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.





APPENDIX

INTERNATIONAL
STUDENT'S
HANDBOOK



Shuttle Bus Schedules

OLEV Electric Shuttle Bus Schedule

Operation Weekdays (excluding weekends and holidays)

Stops North Cafeteria (N11) → Sport Complex (N3) → Creative Learning B/D (E11) → Biomedical Research Center (E7) → KAIST Clinic (E21) → Duck Pond → Educational Support B/D (W8) → North Cafeteria (N11)

* 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)			
1.	9:05	5.	14:05
2.	10:05	6.	15:05
3.	11:05	7.	16:05
4.	13:05	8.	17:05



Reservation of Sports Venues

Venue	Reservation Details
Stadium (E17) Undergraduate Field (Beside N13) Futsal Stadium (In front of N13)	<p>First Reservation Period: 1st day of the month ~ Monday of the 2nd week (noon)</p> <p>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.</p> <p>Ballot results will be announced by e-mail to both successful and unsuccessful applicants.</p> <p>Second Reservation Period: end of first period ~ end of the month During the second period, reservations can be made for remaining time slots.</p>
Sports Complex Fitness Center Sports Complex Screen Golf	<p>Reservation Period: 1st day of the month ~ Monday of the 2nd week (noon)</p> <p>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.</p> <p>Ballot results will be announced by e-mail to both successful and unsuccessful applicants.</p> <p><i>Note: Both facilities require a fee.</i></p>
West Gym Basketball Courts (W2) W2 Table Tennis tables Sports Complex Courts (N3) Tennis Courts (Beside N7, E17)	Reservations for the current and following month can be made from the first day of the current month
Sports Complex Table Tennis tables W2 Squash Rooms	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 / 아니오	Nice to meet you 만나서 반갑습니다	Please take me to~ ~로 가주세요
Please give me~ ~주세요	How much is this? 이거 얼마예요?	Please give me a discount 값아 주세요
Fire! 불이야!	Where is the toilet? 화장실 어디에 있어요?	That's all right 괜찮아요
Help me 도와주세요	Please wait a minute 잠시만 기다려주세요	Left / Right 왼쪽 / 오른쪽

Important Locations in Korean and English

KAIST 카이스트	Hwaam Dormitory 화암 기숙사	KAIST Munji Campus 카이스트 문지 캠퍼스
Immigration Office 대전 출입국 사무소	National Health Insurance Corporation, Yuseong Branch 국민건강보험공단 유성지사	Emart 이마트
Home Plus 홈플러스	Galleria Department Store 둔산동 갤러리아 백화점	Lotte Cinema (Dunsan) 둔산 롯데시네마
City Hall 대전시청	Daejeon Terminal Complex 대전복합터미널 (용전동)	Daejeon Station 대전역
Subway Station 지하철역	Dunsan Bus Terminal 둔산시외버스 정류장	Yuseong Geumho Terminal 유성금호고속버스터미널



Major/Department Contact Information

Department/Division	Website	Ext. (Prefix 350)
College of Natural Sciences		
Physics	http://physics.kaist.ac.kr	2502~4
Mathematical Sciences	http://mathsci.kaist.ac.kr	2702~4
Chemistry	http://chem.kaist.ac.kr	2802~4
Graduate School of Nanoscience & Technology	http://gsnt.kaist.ac.kr	1102~4
College of Life Science and Bioengineering		
Biological Sciences	http://bio.kaist.ac.kr	2602~5
Graduate School of Medical Sciences & Engineering	http://gsmse.kaist.ac.kr	4232~4
College of Engineering		
Mechanical Engineering	http://me.kaist.ac.kr	3002~5
Aerospace Engineering	http://ae.kaist.ac.kr	3702~4
Nuclear & Quantum Engineering	http://nuclear.kaist.ac.kr	3802~5
Civil & Environmental Engineering	http://civil.kaist.ac.kr	3602, 3604
Chemical & Biomolecular Engineering	https://cbe.kaist.ac.kr	3902~4
Materials Science & Engineering	http://mse.kaist.ac.kr	3302~5
Graduate School of EEWS	http://eewseng.kaist.ac.kr	1703, 1706
Cho Chun Shik Graduate School for Green Transportation	http://gt.kaist.ac.kr	1252~4
Bio & Brain Engineering	http://bioeng.kaist.ac.kr	4302~4
Computer Science	https://cs.kaist.ac.kr	3502~3
Web Science & Technology	http://webst.kaist.ac.kr	3508
Graduate School of Information Security	http://gsis.kaist.ac.kr	8302~3
Electrical Engineering	https://www.ee.kaist.ac.kr	3402~4
Knowledge Service Engineering	http://kse.kaist.ac.kr	1602~3
Industrial Design	http://id.kaist.ac.kr	4502~3
Industrial & Systems Engineering	http://ie.kaist.ac.kr	3102~3

Department/Division	Website	Ext. (Prefix 350)
College of Liberal Arts and Convergence Science		
Graduate School of Culture Technology	http://ct.kaist.ac.kr	2902~5
Moon Soul Graduate School of Future Strategy	http://futures.kaist.ac.kr	4022~3
Graduate School of Science & Technology Policy	http://stp.kaist.ac.kr	4842~3
School of Humanities and Social Sciences	https://hss.kaist.ac.kr	4602
College of Business		
Graduate School of Management	http://www.business.kaist.ac.kr/kgsm	02-958-3241
Graduate School of Finance	http://www.business.kaist.ac.kr/kgsf	02-958-3123
Graduate School of Information & Media Management	http://www.business.kaist.ac.kr/ksim	02-958-3661
Management Engineering	http://www.business.kaist.ac.kr/me	02-958-3603
Executive Education	http://www.business.kaist.ac.kr/executive	02-958-3989
Graduate School of Green Growth	http://www.business.kaist.ac.kr/gsgg	02-958-3407~8

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