**VSR Administrative Support Application**

Please complete this form with the visiting student researcher and submit it, along with supporting documents and a free-format VSR participation confirmation letter from the student’s home university supervisor, by email. If everything is in order, the ISSS team will provide further instructions regarding visa and dormitory arrangements.

1. **VSR Eligibility Checklist**
	1. **Research Security Checklist**

Please review the checklist below and indicate Y(Yes) or N(No) for each.
Submit the documents listed in the table as supporting documents.

|  |  |  |  |
| --- | --- | --- | --- |
| Lab | Research project is in the National Core Technology List \* Inquiries (Ext. 2445)\*[고시 | 산업통상자원부 홈페이지 (motie.go.kr)](https://motie.go.kr/kor/article/ATCL0c554f816?mno=&pageIndex=1&rowPageC=0&schClear=on&startDtD=&endDtD=&searchCondition=1&searchKeyword=%EA%B5%AD%EA%B0%80%ED%95%B5%EC%8B%AC%EA%B8%B0%EC%88%A0)\*After self-assessment, if it is applicable/uncertain, the specialized determination process must be initiated | Y/N |  |
| Student | Currently enrolled at an overseas university and able to certify enrollment until the end of the VSR period | Y/N | Enrollment Certificate |
| The student is from High-Risk Export Control Countries \* Inquiries (Ext. 2445)\*[KOSTI 국가별 제재현황](https://sanction.kosti.or.kr/home/nationHomeIndex.do) (UN and Domestic restricted countries) | Y/N | Student’s Passport |
| The student is from FATF Non-cooperative or poor cooperative Countries. \* Inquiries (Ext. 2483)\*["Black and grey" lists (fatf-gafi.org)](https://www.fatf-gafi.org/en/countries/black-and-grey-lists.html)If so, opening Korean bank account may be restricted, requiring confirmation of the student’s intention to proceed with the program | Y/N |

* 1. **Student Qualification Checklist**

The hosting lab should select students based on the following criteria.
If the hosting professor approves a specific eligibility waiver, please indicate 'N/A,' and omit the submission of supporting documents. Specify whether each criterion is applicable by marking Y or N/A.

|  |  |  |  |
| --- | --- | --- | --- |
| Student | Undergraduate: Completed at least 2 semestersGraduate: Completed at least 1 semester | Y/N | Transcript |
| English: TOEIC 720, TOEFL 83, IELTS 6.0, CEFR B2 or being a native English speaker | Y/N | Test Result or Passport |
| GPA: 3.0 or above on a 4.3 scale | Y/N | Transcript |

1. **Required Information for VSR Application**
	1. **Student**

|  |  |  |
| --- | --- | --- |
| Name | (Last Name) | (First Name) |
| Program Duration | (Start)YYYY-MM-DD | (End)YYYY-MM-DD |
| Nationality |  |
| Gender | M/F |
| Contact | (Phone) | (Email) |
| Home University |  |
| Department at Home University |  |
| Current Program | BS/Ms/Ph.D. |
| Date of Birth | YYYY-MM-DD |
| Home Address |  |

* 1. **Hosting Lab**

|  |  |
| --- | --- |
| Name of Department/Lab |  |
| Name of Professor |  |
| Professor’s Contact Info. | (Phone) | (Email) |
| Lab Manager’s Name | Specify a person who will receive emails about online registration and guidance; leave blank if none |
| Lab Manger’s Contact | (Phone) | (Email) |

* 1. **Hosting Department**

|  |  |
| --- | --- |
| Name of Department |  |
| Administrative Staff Name in Hosting Department |  |
| Contact Info. for Administrative Staff in Hosting Department | (Phone) | (Email) |

* 1. **Justification for On-Campus Research Necessity**

|  |
| --- |
| \*To be completed by the hosting lab/professorProvide a detailed explanation of why the prospective student’s presence on campus is essential for the research project, including any unique skills or expertise they bring. Additionally, describe how their physical presence will facilitate collaboration and contribute to achieving key research milestones that cannot be accomplished remotely. |

1. **Student’s Pledge**

**To President of KAIST,**

**I swear that**

1. *I will not disclose any confidential information that comes into my knowledge regarding the research project both during and after the completion of the project, and also after my departure from KAIST.*

방문연구학생 프로그램 진행 중이거나 완료 후에도 KAIST 연구과제와 관련된 기밀 정보를 노출하지 않겠습니다.

1. *I will only access facilities or areas for which my entrance has been authorized beforehand.*

출입이 사전에 승인된 시설이나 지역에만 접근하겠습니다.

1. *I will not take any assets or data out of its premise without permission from relevant authorities.*

관련 기관의 허가 없이 자산이나 데이터를 가져가지 않겠습니다.

1. *I will strictly follow the guidelines and rules set by the KAIST Regulations. If any problems occur due to my violation of the rules, I will take full responsibility.*

KAIST 규정에서 정한 지침과 규칙을 엄격히 따르겠습니다. 규칙을 어길 경우 발생하는 모든 문제에 대해 전적으로 책임지겠습니다.

*By signing this pledge, I agree to the terms and conditions stated above. I am fully aware that any breach of this commitment will result in severe consequences, in accordance with applicable laws and regulations.*

이 서약에 서명함으로써 위의 조건과 규정에 동의합니다. 이 서약을 어기면 관련 법과 규정에 따라 엄중한 처벌을 받을 것을 충분히 인지하고 있습니다.

Date : YYYY/MM/DD

Student's Name: Signature:

1. **Advisor’s Pledge**

**To President of KAIST,**

**I swear that**

1. *As the advisor for the aforementioned student, I will ensure the student abides to the above statements.*

상기 학생의 지도 교수로서, 학생이 위에서 언급한 성명을 준수하도록 하겠습니다.

1. *I will assist in providing a safe and efficient research environment by abiding by KAIST regulations related to the Visiting Student Researcher program*

KAIST의 방문연구학생 프로그램과 관련된 규정을 준수하여 안전하고 효율적인 연구 환경을 제공하겠습니다.

1. *In the event of any breach of the student’s sworn statement, I accept full responsibility and will support appropriate actions as per KAIST regulations.*

만약 학생이 서약을 어기는 경우, 전적으로 책임을 지며 KAIST의 규정에 따라 적절한 조치를 취하겠습니다.

*By signing this pledge, I agree to the terms and conditions stated above. I am fully aware that any breach of this commitment will result in severe consequences, in accordance with applicable laws and regulations.*

이 서약에 서명함으로써 위의 조건과 규정에 동의합니다. 이 서약을 어기면 관련 법과 규정에 따라 엄중한 처벌을 받을 것을 충분히 인지하고 있습니다.

Date : YYYY/MM/DD

Professor’s Name: Signature: