

Visiting Student Researcher (VSR) Program Guideline

2024.4.30. | International Office

Visiting Student Researcher (VSR)

- For university students outside of Korea to apply directly to KAIST Labs, obtain the approval to conduct research from the supervising professor in KAIST lab, and engage in research without credit exchange or academic coursework.

※ VSR webpage : <https://io.kaist.ac.kr/vsr.do>

① Purpose



- With the increasing number of foreign students expressing interest in visiting research at KAIST labs, systematic management based on established procedures is essential.
※ Reporting and Registration are required for security and safety
- International Office supports the stay of visiting student researchers in Korea, including visa issuance, dormitory assignment, issuance of residence card, student ID, and guidance on utilizing school facilities.

② Eligibility

- Who are currently enrolled in universities overseas and wish to conduct individual research under the supervision of a KAIST professor in KAIST campus for an approved period (up to 1 year).
- Depending on the lab, the following criteria for selecting exchange students may be required from the student.

(Exchange Student Selection Criteria)

- ※ Undergraduates: Minimum 1 year study in their home university
- ※ Graduates: Minimum 1 semester study in their home university
- ※ English Proficiency: iBT 80 or equivalent
- ※ GPA: 3.0 or above (on a 4.3 scale) or equivalent

③ Checkpoints

- Lab:

- 1) Not classified as National Core Technology

- Lab supervisor self-assesses whether the research project falls outside the national core technology list specified by the Ministry of Trade, Industry, and Energy
- If ambiguous or deemed applicable, follow the specialized determination process with the Ministry of Trade, Industry, and Energy (takes 6 months)

※ Link: [고시 | 산업통상자원부 홈페이지 \(motie.go.kr\)](http://motie.go.kr) Inquiries: Ext. 2445

- Student:

- 1) Enrolled in a University overseas (or on Leave)

- Lab verifies student status with an official certificate from the home university indicating enrollment or leave

- 2) Not from High-Risk Export Control Countries

- If students from countries like Iran, Pakistan, Syria (considered high-risk for exporting strategic items, such as material and technology), a pre-screening process and a specialized determination application are mandatory
- Lab checks student's nationality and, if applicable, the required documents for determination are needed (takes 2-3 weeks)

※ Link: [KOSTI 국가별 제재현황](#), Inquiries: Ext. 2445

- 3) Not from FATF Non-Cooperative or poor cooperative Countries

- For students from countries designated as non-cooperative or poor cooperative by the Financial Action Task Force (FATF), there may be restrictions on opening bank accounts and transactions in Korea
- Lab checks student's nationality and, if applicable, informs the student about potential limitations, confirming their willingness to proceed with the program

※ Link: ["Black and grey" lists \(fatf-gafi.org\)](http://fatf-gafi.org), Inquiries: Ext. 2483

④ Procedure

- Application Period : Mandatory to apply 3 months before on-site research begins
- Duration of the program : Max. 1 year
- Application procedure

※ International Relations Team (IRT), International Scholar and Student Services Team (ISSS)

Process		Related office/person	Details	Documents
1	Student applying for research at a lab	Student ⇔ Lab	<p>Selecting visiting research students at the lab and confirming whether their research projects are not related to national core technology</p> <p>pre-screening by checking the student's nationality and research field to assess the relevance to strategic goods and if the student's from FATF cooperative country</p>	
2	Application for administrative support	Lab ⇒ IRT	<p>Completing application form and submitting the form, supporting documents, and VSR participation confirmation letter from the student's home univ. supervisor</p> <p>*Download the form at io.kaist.ac.kr</p>	<p>-Application for VSR Administrative Support</p> <p>-Supporting documents such as Passport, Enrollment Certificate, English test result (if applicable)</p> <p>-VSR participation confirmation letter (free format)</p>
3	Visa application	Student ⇔ Lab ⇔ ISSS	<p>Student should receive necessary documents from the lab and apply for a D-2-5 visa at the diplomatic mission in their country¹⁾ *takes 3-4 weeks</p>	<p>*Refer to Attachment 2 for detailed information on the visa application process</p> <p>*ISSS will provide additional guidance on visa application once your VSR registration process is complete.</p> <p>*IRT provides Acceptance Letter if needed.</p>
4	Online Registration and Payment	Student ⇒ IRT	<p>Completing the online registration and paying registration fee with a credit card</p> <p>* Acceptance to the VSR program will only be finalized after the payment is made</p>	<p>Upload:</p> <p>Copy of passport, photo (head shot), transcript, English test result, etc</p>
5	Health Check-up and Dormitory allocation	ISSS ⇒ Student	<p>- All students are required to submit the Health Check-up form</p> <p>- Applicants for dorm will receive room assignment results ²⁾</p> <p>- The dorm fee should be paid after entry to Korea</p>	<p>-Health Check-up form (KAIST form)</p>
6	Guidelines on arrival in Korea	ISSS ⇒ Student	<p>Students should subscribe traveler's insurance for the duration of their stay in Korea</p>	

			and ISSS can provide guidelines on entry to Korea	
7	Receiving related information and paying dormitory fee	ISSS ⇔Student	<ul style="list-style-type: none"> - ISSS can provide general information on campus life - Student should pay dormitory fee and bedding rental fee (13,000won/one time) (if applicable) *Costs are subject to change	Related information such as student ID card ³⁾ , campus map, student's Handbook, etc
8	Submission of Clearance Form before departure	Student ⇔ISSS	Before departure from KAIST, VSRs must submit the Clearance form to ISSS	Certificate of VSR (upon request)

⑤ Notes

- The laboratory is responsible for the safety, protection, and overall management of its Visiting Student Researchers.
- For the students with a D-2-5 visa, it is possible to provide a research allowance⁴⁾ under the name of living expenses⁵⁾.
 - ※ Due to the different funding requirements for each research project, the practical budget allocation items are determined through discussions and agreement between the research leader and the research institution.
- Those who want to take courses at KAIST should not apply as a Visiting Student Researcher but as an exchange student (eligibility: students enrolled in a partner institution), or as a class auditor.
- If a lab wishes to change or extend a VSR's visit period, it must first check the student's visa status. The lab should then send an official letter to the International Relations Team, stating the reasons for re-registering the VSR.

1) Depending on the nationality of the VSR or diplomatic mission, required documents may change. Applicants must check the fee and the list of the required documents before submission of visa application.

2) Depending on the time of application, a dorm room may not be available. In this case, the student will be informed in advance.

3) The access of the student ID card will be limited to affiliated laboratory and department buildings, assigned dormitory, library, International Center (W2-1), and other buildings with shared facilities.

4) The "Research Allowance" mentioned here is interpreted as the amount paid to a 'D-2-5' visa holder for participating in research projects, as per the Ministry of Justice's Immigration and Residency Management Guidelines. This term differs from the "Research Stipend" in national research development projects.

5) The living expenses should not exceed the approved scope of the immigration office, and the approved scope may vary according to the immigration policy (Inquiries: 2445)

⑤ Payments

Category	Fee (per person)	Details	How to pay	Remarks
Registration Fee	USD 350	For use of facilities and administrative support	VSR should pay with credit card when completing the online registration	In unavoidable circumstances, students are responsible for any transaction fees when transferring money abroad
Dormitory Fee	depends on dormitory	Dormitory use	Dormitory fee should be paid separately following ISSS instructions after arrival in Korea	Only for VSRs who apply for dormitory

⑥ Contact

Category	Responsibility	Contact	Ext.
Application	International Relations Team (IRT)	irt@kaist.ac.kr	2445
Campus Life Support	International Scholar and Student Services Team (ISSS)	iss@kaist.ac.kr	2483

<Forms>

1. Application for VSR Administrative Support
2. [Guidance on Visa Application For Visiting Student Researchers](#)