

# Student Exchange Program Fact Sheet 2023-2024



## KAIST College of Business

## Introduction to KAIST College of Business



KAIST College of Business (KCB) is the 1st business school to be established in Korea and has led business education in Korea since 1996, fostering a mindset that can merge management and technology. After its recent restructuring, KCB now houses two graduate schools: KAIST Graduate School of Business and Graduate School of Finance.

KCB is located on a forested slope in the northeastern part of Seoul, about 100 miles from the main campus of KAIST. Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korean base. In addition, our location in the heart of Korea's business and political capital fosters close relationship with a large number of companies and government organizations. KCB shares numerous opportunities to meet and interact with prominent business leaders in the city.



## Contact Information

### Program Manager (In/Out)

(Mr.) Heesu Cho

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Website: <http://business.kaist.edu>

### Address

KAIST College of Business

External Affairs Center, SUPEX 450

85 Hoegiro, Dongdaemun-gu,

Seoul, Korea 02455

### Program Manager (Agreement/Exchange Slot)

(Ms.) Ji Eun Lee

Tel: 82-2-958-3244

Email: jelee@kaist.ac.kr

## Nomination & Application

**[Nomination Deadline] Fall: Mar. 30, Spring: Oct. 30**

### [Nomination Requirements]

- Official nomination form from home university (excel file)
- Must be in graduate level to follow MBA courses
- Minimum GPA of 3.0 in a scale of 4.3 (69% out of 100%)
- English proficient

**[Application Deadline] Fall: Apr. 30, Spring: Nov. 30**

### [Application Documents]

- Application form (word file)
- Recommendation letter (only 1 required)
- Curriculum Vitae
- Transcript of previous semesters (only master's)
- Certificate of Enrollment (with **Apostille** or Korean consul confirmation)
- Proof of Financial Ability (Bank Balance of \$5,000)
- Proof of English proficiency: one of below
  - 1) Official English score: TOEFL 80 or equivalent
  - 2) Confirmation letter by program coordinator
- Passport scan (**only 1<sup>st</sup> page with passport number**)

## Academic Calendar

### Fall 2023

Semester Period: Aug. 28 – Dec. 15

Dormitory Check-in: Aug. 25 - 27

Orientation: Aug. 25

### Spring 2024

Semester Period: Feb. 26 – Jun. 14

Dormitory Check-in: Feb. 23-25

Orientation: Feb. 23

## Academic Information

All exchange students will join KAIST MBA and will be able to take courses from KAIST MBA, Impact MBA, Finance MBA programs.

### Courses

Courses at KAIST are either 3 credit courses or 1.5 credit courses.

(1 credit = 16 contact hours)

3 credit courses run for 16 weeks (Week 1 to 16), and 1.5 courses run for 8 weeks (Week 1 to 8, Week 9 to 16).

Course offerings are available 1.5 month prior to the beginning of the semester. As some courses are taught in Korean, exchange students are guided to register for English-taught courses.

### Grades

Exams are given on a class-by-class basis.

Grades are based on attendance, participation, individual and group projects, assignments, presentation, and exams.

Official transcript will be sent to home school 1.5 month after the end of semester.

#### KAIST Grade Scale

A+	4.3	B+	3.3	C+	2.3	D+	1.3	F	0
A	4.0	B	3.0	C	2.0	D	1.0	W	Withdraw
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

## Student Housing

Exchange students are automatically assigned to campus-housing(dormitory) unless requested otherwise. Students who wish to stay off-campus must search for local housing on their own.

### On-campus Dormitory

- Double occupancy (personal bed/desk/closet provided)
- Shared restroom & shared shower room on each floor
- Dorm Fee: KRW 160,000(≒EUR 120) per month
- Must pay 4-month payment (KRW 640,000) in total upon arrival



## Estimated Expenses

### Approximate Total for 1 Semester

Dormitory Fees	US \$ 600 (US \$150 X 4 months)
National Health Insurance(mandatory)	US \$ 150 (US \$50 X 3 months)
Meals and Food	US \$2,000 (US \$500 X 4 months)
Personal Allowance	US \$2,000 (US \$500 X 4 months)

### US \$4,800

## Campus Facilities



### Classroom

Amphitheater-type classrooms with modern audiovisual and multimedia equipment, laptop port for each seat available

### Sports Facilities

Indoor gym & exercise room  
Indoor table-tennis room & golf zone  
Outdoor basketball & tennis court



### Cafeteria

Student Cafeteria(2F): lunch & dinner  
Faculty Restaurant(4F): lunch  
Atrium: light snacks & coffee

### IT

WiFi & Eduroam on campus  
Shared PCs, scanners, copying machine available



### Student Labs

All students are assigned to a study lab for academic performance and networking.

- 8-10 students in one lab
- Personal desk for each student
- Lab runs 24 hrs (digital door-lock entry)

### Banking

Opening a bank account is free of charge.  
You may visit Wooribank on campus for details.  
European credit cards, VISA, and Master work fine in Seoul area with little or no fee.



### Bus Stop

Bus stop is located right outside the main gate of campus.  
(Blue bus #273 or #201)  
Subway station is also located within 15 minutes walk.  
(Hoegi Station, Line #1 or Korea Univ. Station, Line #6)

## Process After Application

### 1. Apply for Visa

- Receive Certificate of Admission 1.5 months prior to semester starting date
- Contact local Korean Embassy and apply for “exchange student visa (D2-6)”

### 2. Prepare to enter Korea

- Purchase flight ticket
- Purchase travel insurance to cover at least the first month of exchange (Remaining 3 months will be covered by mandatory Korean National Health Insurance)
- Prepare documents to submit to program manager
  - Health Certificate(form will be provided) filled out by doctor (necessary for everyone staying in KAIST dormitory)
  - 1 passport-sized photo (3.5cm \* 4.5cm)

### 3. Start packing

- Dorm room provides empty mattress, so you must **bring or buy your own** bedsheet, pillow, and blankets
- Dormitory heating system is run centrally and it can get very cold at night. Please be prepared!
  - Spring : March ~ Mid-June (15C/59F)
  - Summer: Mid-July ~ Mid-September (25C/77F \*Aug. 30C/86F)
  - Fall : Mid-September ~ November (13C/55F)
  - Winter : December ~ February (5C/41F)
- Students are highly recommended to bring their own laptop.
- Electricity: 220V/60A

## Upon Arrival

- Follow COVID-19 protocols and wear a facial mask in all buildings.
- Check-in to dormitory by visiting the guard’s office at the entrance of the building. Security guard will show you to your room.
- Confirm your arrival to the program manager in Room 450 located on the 4<sup>th</sup> floor of SUPEX Building.
- Attend mandatory orientation and apply for Alien Registration Card **as a group**. (date and time will be provided via email)
- Check your course registration (online registration begins one week before semester starts).