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
Tel: 82-2-958-3242
Email: choheesu7@kaist.ac.kr
Website: http://business.kaist.edu

**Program Manager (Agreement/Exchange Slot)**
(Ms.) Ji Eun Lee
Tel: 82-2-958-3244
Email: jelee@kaist.ac.kr

**Address**
KAIST College of Business
External Affairs Center, SUPEX 450
85 Hoegiro, Dongdaemun-gu,
Seoul, Korea 02455

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 1st 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.

<table>
<thead>
<tr>
<th>KAIST Grade Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ 4.3</td>
</tr>
<tr>
<td>B+ 3.3</td>
</tr>
<tr>
<td>C+ 2.3</td>
</tr>
<tr>
<td>D+ 1.3</td>
</tr>
<tr>
<td>F 0</td>
</tr>
<tr>
<td>A 4.0</td>
</tr>
<tr>
<td>B 3.0</td>
</tr>
<tr>
<td>C 2.0</td>
</tr>
<tr>
<td>D 1.0</td>
</tr>
<tr>
<td>W Withdraw</td>
</tr>
<tr>
<td>A- 3.7</td>
</tr>
<tr>
<td>B- 2.7</td>
</tr>
<tr>
<td>C- 1.7</td>
</tr>
<tr>
<td>D- 0.7</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Approximate Total for 1 Semester</th>
<th>US $4,800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory Fees</td>
<td>US $ 600 (US $150 X 4 months)</td>
</tr>
<tr>
<td>National Health Insurance(mandatory)</td>
<td>US $ 150 (US $50 X 3 months)</td>
</tr>
<tr>
<td>Meals and Food</td>
<td>US $2,000 (US $500 X 4 months)</td>
</tr>
<tr>
<td>Personal Allowance</td>
<td>US $2,000 (US $500 X 4 months)</td>
</tr>
</tbody>
</table>
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 4th 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).