| About KAIST College of Business |

KAIST College of Business (KCB) is the 1st business school to be established in Korea, housing four graduate schools: Graduate School of Management, Graduate School of Finance, Graduate School of Information & Media Management, and Graduate School of Green Growth.

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 Korea 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. KAIST College of Business students have numerous opportunities to meet and interact with prominent business leaders.

| International Reputation |

**Accreditation**
- AACSB International
- EFMD
- EQUIS

**Membership**
- Project Pabulum
- Net Impact
- GMAT Preferred
- The Global Covenant

**International Ranking**

Executive Education, ranked 1st in Asia, 20th in the world
Global MBA, ranked 99th in the world
**Contact Information**

<table>
<thead>
<tr>
<th>Program Coordinator (In/Out)</th>
<th>Address</th>
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<tbody>
<tr>
<td>(Ms.) Ji Eun Lee</td>
<td>KAIST College of Business</td>
</tr>
<tr>
<td>Tel: 82-2-958-3244</td>
<td>External Affairs Center</td>
</tr>
<tr>
<td>Email: <a href="mailto:jelee@kaist.ac.kr">jelee@kaist.ac.kr</a></td>
<td>Room 450, SUPEX Building</td>
</tr>
<tr>
<td></td>
<td>85 Hoegiro, Dongdaemun-gu</td>
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<td></td>
<td>ZIP: 02455</td>
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Homepage: [http://business.kaist.edu](http://business.kaist.edu)

Student Exchange Program: [http://www.business.kaist.edu/global/0403](http://www.business.kaist.edu/global/0403)

**Nomination**

**Nomination Deadline**
- Fall semester: March 30th
- Spring semester: Oct. 30th

**Nomination Requirements**
- Official nomination from home university
- In graduate level to follow MBA courses
- Minimum grade point average (GPA) of 3.0 in a scale of 4.3 (69% out of 100%)
- English proficient

**Application**

**Application Deadline**
- Fall semester: April 30th
- Spring semester: Nov. 30th

**Application Documents**
- Application form & Study Plan (form available on homepage)
- Letter of recommendation (only one required)
- Curriculum vitae
- Transcript of previous semesters (only master’s program)
- Proof of English proficiency (one of below)
  1) Official English score (TOEIC / TOEFL / IELTS / CP)
  2) Confirmation letter by program coordinator
- Passport Scan

**Academic Information**

**Academic Calendar**
- Fall semester: Sept. 2 - Dec. 20
- Dormitory Check-in: Aug. 26 - 29
- Orientation for International Students: Aug. 30
- Spring semester: March 2 - June 19
- Dormitory Check-in: Feb. 24 - 26 (tentative)
- Orientation for International Students: Feb. 28 (tentative)

**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 1-16), and 1.5 courses run for 8 weeks (Week 1-8, Week 9-16).
Course offerings are available 1.5 month prior to the beginning of the semester.
Language of instruction is Korean or English. Exchange students are guided to register for English-taught courses.

**Grades**
Exams are given on a class-by-class basis.
Grades are based on examinations, class participation, quizzes, individual and group projects/reports, presentations and attendance.
Official transcript will be sent to your home school 1.5 month after your semester is over.

**Letter Grades**
- A+=4.3, A0=4.0, A-=3.7
- B+=3.3, B0=3.0, B-=2.7
- C+=2.3, C0=2.0, C-=1.7
- D+=1.3, D0=1.0, D-=0.7
- F=0, W=Withdrawn (no count)
| School Facilities |

**Classrooms**
- Amphitheater-type classrooms with modern audiovisual and multimedia equipment
- Laptop port for each seat

**Network Computing**
- Entire campus on broadband & WIFI
- Shared PCs available throughout campus

**Lab System**
- All students are assigned to a study lab for academic cooperation and networking.
- Each lab accommodates approximately 10 students.
- Lab runs 24 hours (digital door-lock entry)

**Cafeteria**
- Student Cafeteria: lunch & dinner
- Faculty Restaurant: lunch
- Atrium: breakfast, lunch, dinner & coffee, dessert

**Sport Facilities**
- Indoor gym
- Indoor golf range
- Tennis court
- Basketball court

**Location**
- North-central Seoul
- Subway & bus stop within walking distance

| Housing |

**On-campus Dormitory**
- Double occupancy (personal bed/desk/closet provided)
- Shared restroom & shower room on each floor
- Dorm fee: KRW 160,000 (≈ USD 150) per month
  - Must pay 4-month payment (KRW 640,000) in total upon arrival
- Exchange students are automatically assigned on-campus housing unless requested otherwise.
- Off-campus rentals are much more expensive and are not recommended.

| Expenses |

<table>
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<tr>
<th>Approximate Total</th>
<th>US $4200</th>
<th>Banking</th>
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<tbody>
<tr>
<td>Dormitory expense</td>
<td>US $600 (US $150 * 4months)</td>
<td>. Bank session is included during orientation. There are no charges to open/close an account.</td>
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<tr>
<td>Meals and food</td>
<td>US $1800 (US $450 * 4 months)</td>
<td>. Many European credit cards work fine in Seoul with little or no fee.</td>
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<tr>
<td>Personal allowances</td>
<td>US $1800 (US $450 * 4 months)</td>
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| To do - Before Departure |

**Apply for Visa**
- Students will receive Certificate of Admission for visa application 1~2 months prior to semester starting date.
- Students must apply for exchange student visa (D2-6) in your home country at the local Korean Embassy.

**Prepare**
- Inform the program coordinator your arrival date and time. Transportation information will be provided.
- Bring 1 passport-sized photo for Alien Registration Card.
- Pack appropriate clothing for your semester. Korea has four distinct seasons: (Below is the average afternoon temperature.)
  - Spring: March ~ Mid-June (15C/59F)
  - Summer: Mid-July ~ Mid-September (25C/77F *Aug. 30C/86F)
  - Autumn: Mid-September ~ November (13C/55F)
  - Winter: December ~ February (5C/41F)
- Free PCs are available for use, but students are recommended to bring their own laptop.
- Electricity: 220V/60A

| To do - Upon Arrival |

- Dormitory: Check-in to assigned dormitory room at the dorm entrance 1st floor. Room key will be available from dorm guard 24 hours.
- Confirm your arrival to the program coordinator in Room 450, SUPEX Building 4th floor.
- You are free to contact or meet your assigned “mentor” prior to Orientation.
- Attending orientation is mandatory (date and time will be provided via email).
- Course registration is done online during the first week of the semester.