



KAIST Handbook for International Students

KAIST

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KAIST

KAIST Handbook for International Students



International Center(W2-1)



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1. Contact Points

Office/Emergency Contact Information

Office of Advising & Support for International Students (OASIS) (W2-1, 1 st Floor, #104)	Korean Immigration Affairs, Advising and Support for Regular Degree Seeking International Students E-mail: oasis@kaist.ac.kr Phone: (042) 350-2481~2 Homepage: http://oasis.kaist.ac.kr
International Relations Team (W2-1, 1 st Floor #102)	General Affairs for International Exchange Students E-mail: irt@kaist.ac.kr Phone: (042) 350-2441~4 Homepage: http://irt.kaist.ac.kr
Academic Registrar's Team (E11, 1 st Floor #111)	Course Registration, GPA, Academic Certificates Phone: (042) 350-2362 E-mail: registrar@kaist.ac.kr
Student Welfare Services Team (E11, 1 st Floor #113)	Dormitory, KAIST Student Health Insurance Association Phone: (042) 350-4711~2 E-mail: dormitory@kaist.ac.kr Homepage: http://kds.kaist.ac.kr
Student Affairs Team (E11, 1 st Floor #112)	Scholarships, National Health Insurance refund for undergraduate KAIST Scholarship beneficiaries Phone: (042) 350-2163
Freshmen Support Team (E11, 2 nd Floor #213)	General Support for Undergraduate Freshmen Phone: (042) 350-1241~3 Homepage: http://freshman.kaist.ac.kr

Admissions Planning and Research Team (E11, 5 th Floor #507)	Information on Admission E-mail: kaistintl@kaist.ac.kr Phone: (042) 350-2352(Undergraduate)/ (042) 350-2355(Graduate) Home Page: http://admission.kaist.ac.kr/web/intl
Leadership Center (E11, 5 th Floor #504)	Humanity/Leadership AU, Internship E-mail: leadership@kaist.ac.kr Phone: (042) 350-2461~2 Homepage: http://leadership.kaist.ac.kr
Information & Communications Team (N2, 3 rd Floor)	Internet & Network (N2, 3rd Floor #305) Phone: (042) 350-5683 Home Page: http://ict.kaist.ac.kr
Emergency Contact Points	Campus Police: (042) 350-4200 Fire, Emergencies (On Campus): (042) 350-4000 Night Duty Office: (042) 350-3000 Lost & Found: (042) 350-4300 Criminal Acts and Traffic Accidents: 112 Fire and Emergencies (ambulance): 119 Emergency Medical Information Center: 1339 Foreign Language Interpretation: 1330 Immigration Call Center: 1345

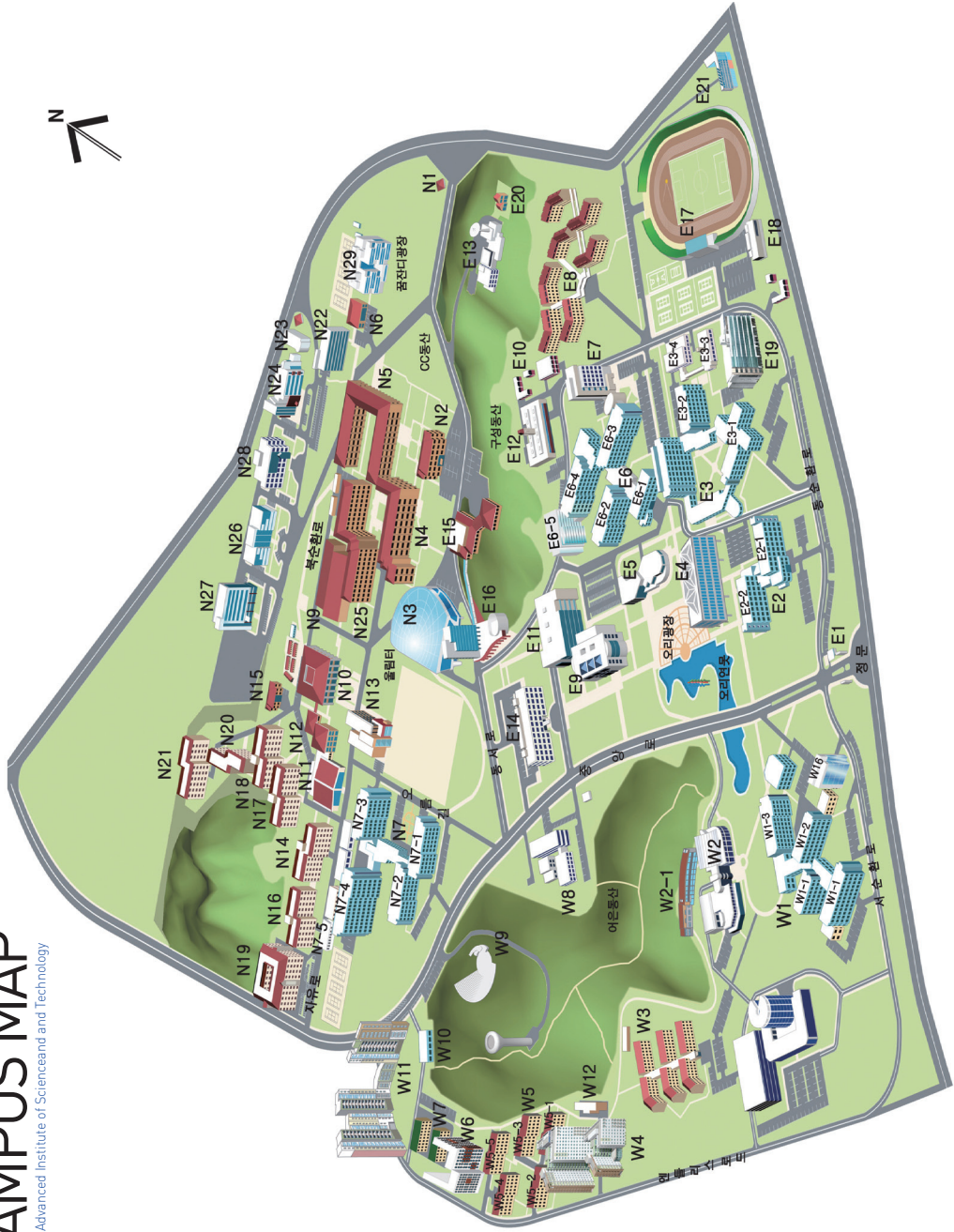
Major/Department Contact Information

College	Department / Division	Phone* Ext. (Prefix 350)	Web Address
College of Natural Science	Physics	2502-4	http://physics.kaist.ac.kr/xe
	Mathematical Sciences	2702-4	http://mathsci.kaist.ac.kr
	Chemistry	2802-4	http://chem.kaist.ac.kr/main
	Graduate School of Nano science & Technology	1102-4	http://gsnt.kaist.ac.kr
College of Life Science and Bio Engineering	Biological Sciences	2602	http://bio.kaist.ac.kr
	Bio & Brain Engineering	4302	http://bioeng.kaist.ac.kr
	Graduate School of Medical Science & Engineering	4232	http://gsmse.kaist.ac.kr
College of Engineering	Mechanical Engineering	3002-6	http://me.kaist.ac.kr
	Aerospace Engineering	3702-4	http://ae.kaist.ac.kr
	Ocean Systems Engineering	1502-6	http://ocean.kaist.ac.kr
	Civil & Environmental Engineering	3602-4	http://civil.kaist.ac.kr/eng/index.html
	Chemical & Biomolecular Engineering	3902-4	http://cbe.kaist.ac.kr
	Materials Science & Engineering	3302-5	http://mse.kaist.ac.kr
	Nuclear & Quantum Engineering	3802-4	http://nuclear.kaist.ac.kr
	Graduate School of EEWS	1702-6	http://eewseng.kaist.ac.kr
	Cho Chun Shik Graduate School for Green Transportation	1299	http://gt.kaist.ac.kr
College of Cultural Science	Graduate School of Culture Technology	2902-4	http://ct.kaist.ac.kr
	Department of Humanities & Social Sciences	2371~1, 4602	http://hss.kaist.ac.kr
	Graduate School of Science and Technology Policy	4842	http://stp.kaist.ac.kr
	Master of Science Journalism	4202	http://sj.kaist.ac.kr

College	Department / Division	Phone* Ext. (Prefix 350)	Web Address
College of Information Science & Technology	Electrical Engineering	3402-6	http://ee.kaist.ac.kr
	Computer Science	3502-5	http://cs.kaist.ac.kr
	Information & Communications Engineering	6101-7	-
	Industrial & Systems Engineering	3102-4	http://ie.kaist.ac.kr/isyse
	Knowledge Service Engineering	1602	http://kse.kaist.ac.kr
	Industrial Design	4502-3	http://id.kaist.ac.kr
	Web Science & Technology	4862-4	http://webst.kaist.ac.kr
	Graduate School of Information Security	8391,8393	http://csrc.kaist.ac.kr
College of Information Science & Technology (Interdisciplinary & Education Program)	Robotics Program	8356	http://kchannel.kaist.ac.kr/CH500-017
	Education Program for Samsung Semiconductor	8584	http://epss.kaist.ac.kr
	Software Graduate Program	7575	http://software.kaist.ac.kr
	Cooperative Telecommunication Education Program	8541	http://kchannel.kaist.ac.kr/CH500-012
	Division of Future Vehicle	8461	http://p3digicar.kaist.ac.kr
College of Innovation	Management Science	6301	http://ms.kaist.ac.kr
	Graduate School of Innovation & Technology Management	4902	http://itm.kaist.ac.kr
	Master of Intellectual Property	4222	http://ip.kaist.ac.kr
	Global IT Technology Program	6845	http://ittp.kaist.ac.kr
College of Business	Graduate School of Management	02-958-3601	http://www.business.kaist.ac.kr/kgsm
	Graduate School of Finance	02-958-3121	http://www.business.kaist.ac.kr/kgfs
	Graduate School of Information & Media Management	02-958-3661	http://www.business.kaist.ac.kr/ksim
	Management Engineering	02-958-3603	http://www.business.kaist.ac.kr/me

CAMPUS MAP

Korea Advanced Institute of Science and Technology



N NORTH

- N1 East Gate
- N2 Branch Administration B/D
- N3 Sports Complex
- N4 School of Humanities & Social Science B/D
 - Language Center
- N5 Basic Experiment & Research B/D
- N6 Faculty Club
- N7 Mechanical Engineering B/D
 - 1 – Dept. of Nuclear & Quantum Engineering
 - 2 – Division of Aerospace Engineering
 - 3, 4 – Division of Mechanical Engineering
 - 5 – Automobile Technology Laboratory B/D
- N9 Practice B/D
- N10 KAIST Branch Library
- N11 Cafeteria
- N12 Student Center-2
- N13 Tae Wul Gwan
- N14 Sarang Hall
- N15 Bachelors Housing-2
- N16 Somang Hall
- N17 Seongsil Hall
- N18 Jitji Hall
- N19 Areum Hall
- N20 Slobee Hall
- N21 Jhye Hall
- N22 Alumni Venture Hall
- N23 IMRI Center
- N24 LG Semicon Hall
- N25 Dept. of Industrial Design B/D
- N26 Center for High - Performance Integrated Systems
- N27 Eureka Hall
- N28 Energy & Environment Research Center
- N29 Kom Byeong Ho IT Convergence Center

W WEST

- W1 Applied Engineering B/D
 - 1 – Dept. of Materials Science & Engineering
 - 2 – Dept. of Civil & Environmental Engineering
 - 3 – Dept. of Chemical & Biomolecular Engineering
- W2 Student Center-1
 - 1 – International Center
- W3 Gallieri Hall
- W4 Heemang Hall, Dasom Hall
- W5 1, 2, 3 – Married Students Housing
 - 4 – International Village A
 - 5 – International Village B
- W6 Mir Hall, Narae Hall
- W7 Nanum Hall
- W8 Educational Support B/D
- W9 Outdoor Theater
- W10 Wind Tunnel Laboratory
- W11 International Faculty Apartment
- W12 West Energy Plant
- W16 Geotechnical Centrifuge Testing Center

E EAST

- E1 Main Gate
- E2 Industrial Engineering & Management B/D
 - 1 – Dept. of Knowledge Service Engineering
 - Dept. of Mathematical Sciences
- 2 – Dept. of Industrial & Systems Engineering
- E3 Information & Electronics B/D
 - 1 – Dept. of Computer Science
 - 2 – Dept. of Electrical Engineering
 - 3 – Image Processing B/D
 - 4 – Semiconductor B/D
- E4 KAIST Institutes B/D(KI)
 - 4 – KAIST Institutes B/D(KI)
- E5 Faculty Hall
- E6 Natural Science B/D
 - 1 – Dept. of Mathematical Sciences
 - 2 – Dept. of Physics
 - 3 – Dept. of Biological Sciences
 - 4 – Dept. of Chemistry
 - 5 – GeongNi Laboratory Building
- E7 Biomedical Research Center
- E8 Sejong Hall
- E9 KAIST Library
- E10 Storehouse
- E11 Creative Learning B/D
 - Office of Student Affairs
 - Office of Admissions
- E12 Energy Plant
- E13 Satellite Technology Research Center
- E14 Main Administration B/D
 - Office of Academic Affairs
 - Office of Research Affairs
 - Office of Management and Planning
 - Office of Academic Planning
 - Office of Administration
 - Office of Special Projects And Institutional Relations
- E15 Auditorium
- E16 ChungMoonSoul B/D
- E17 Stadium
- E18 Bio Model System Park
- E19 National Nano Fab Center
- E20 Kyeryong Hall
- E21 Medical Center(KAIST Clinic)

2. Korea at a Glance



The Korean peninsula is located on the far eastern edge of Asia. About 70% of its landmass is covered with mountains, making Korea one of the most mountainous regions in the world. It is also famous for its picturesque landscapes of scenic hills and valleys. Korea is opulent in culture, particularly history and art, and this cultural richness has been accumulated over a 5000-year period.

The Korean peninsula is currently divided slightly north of the 38th parallel line. The Democratic Republic of Korea is situated in the south, whereas the Democratic People's Republic of Korea, communist Korea, is situated in the north. South Korea, officially the Republic of Korea, is a free market and developed country with membership in the Organization for Economic Co-operation and Development (OECD) and the Group of 20 (also known as G20). Hereinafter, South Korea is referred to as Korea.

Nowadays, Korea is considered a sports powerhouse, having hosted the 1988 Seoul Olympics and the 2002 Korea-Japan FIFA World Cup. In addition, 2018 Winter Olympics will be held in PyeongChang, Korea.

The contemporary pop culture of Korea is becoming more and more popular. In particular, Korean TV shows, movies, and music are attracting many audiences among Asian countries.



Weather & Climate

Korea has four distinct seasons, with a wet monsoon/summer in the middle of the year and a cold winter from November to March. It can get pretty hot in the summer, with temperatures rising to 36°C during the day. During autumn, there's generally a big temperature difference between day and night hours. Winter can be very cold or mild, depending on where you're from; temperatures can go as low as -13°C. Temperature differences won't be a problem indoors (dormitories are furnished with ample heating and air conditioning), but you may want to be prepared for hot summers and cold winters. In September, the weather is generally hot in the day and cool at night.



General Information on Korea

Country Name

Republic of Korea (South Korea)

Capital City

Seoul

Territory

100,460km²

National Flag

Taegeukgi

National Flower

Mugunghwa (Rose of Sharon)

Language

Korean (Writing system: Hangeul)

Population

About 50 million

* Foreign Residents (including short-term sojourners) : 1.2 million

Political System

Democratic Republic, Presidential System (single 5-year term)

Currency

won

Time Zone

GMT +9hours

Climate

Continental climate with four distinct seasons

Language

All Koreans speak and write the same language, Korean. This is one of reasons that Korean people have strong national identity. The “standard” Korean language is mainly spoken by the residents of Seoul. There’re several regional dialects but all Koreans are able to easily communicate regardless of the differences.

Hangeul is Korea’s official alphabet and was invented in 1443 under the patronage of “King Sejong the Great” with the goal of promoting literacy among the “common” people.

It is composed of 24 simple letters: 10 vowels and 14 consonants. Words are created by combining the letters into syllable blocks. Hangeul is simple, yet systematic and comprehensive, and is arguably one of the most scientific writing systems in the world.

The table below shows the 24 Hangeul characters together with their Romanized equivalents.

Consonants					
ㄱ	[g], [k]	ㄴ	[n]	ㄷ	[d], [t]
ㄷ	[r], [l]	ㅁ	[m]	ㅂ	[b], [p]
ㄴ	[s]	ㅇ	[silent], [ng]	ㅅ	[j]
ㄷ	[ch]	ㅋ	[k]	ㅌ	[t]
ㅍ	[p]	ㅎ	[h]		
Vowels					
ㅏ	[a]	ㅑ	[ya]	ㅓ	[eo]
ㅕ	[yeo]	ㅗ	[o]	ㅛ	[yo]
ㅜ	[oo], [yu]	ㅠ	[yoo], [yu]	ㅡ	[eu]
ㅣ	[i]				

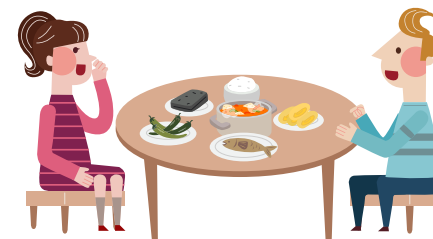
Thanks to Hangeul, Korea has achieved nearly a 100% literacy rate.

Food

Generally, Korean food is not served in separate courses like it is in most Western countries. All the dishes are placed on the table all at once.

A Korean meal almost always consists of rice, soup, and various side dishes, mostly seasoned vegetables, and meat.

A Korean meal is never complete without kimchi, a side dish of hot and spicy Korean cabbage. Rice and soup are served in individual bowls, but side dishes are served in small dishes at the center of the table to be shared.





3. Arrival and Departure Procedures

For Degree-Seeking Students

When a Degree-Seeking Student Arrives at KAIST

Checklist

There are numerous tasks you will need to complete in your first week at KAIST. Follow this checklist to stay on track

- ☐ Be notified of the name of your dorm building and room number before your departure
- ☐ Be notified of your Student ID No. and Temporary Registration No. before your departure
- ☐ Check into your dormitory upon arrival
- ☐ Set up an internet connection in your dorm room
- ☐ Visit OASIS
- ☐ Take part in the orientation programs
- ☐ Open a bank account at Woori Bank located on the 1st floor of the Student Center (W2)
- ☐ Pay dormitory fee to Woori Bank and submit the receipt to the Student Welfare's Team (E11, 1F)
- ☐ Register for an Alien Registration Card
- ☐ Register for a Portal ID (<http://portal.kaist.ac.kr>)
- ☐ Register for courses

Orientation Programs

Visit the Office of Advising & Support for International Students (OASIS) on the 1st floor of the International Center (W2-1), room 104.

OASIS provides various orientation programs so that new students can settle in quickly. By attending orientation programs you'll be able to learn detailed procedures for school registration and academic, as well as campus matters and cultural opportunities. You will also be able to meet other international students and through events hosted by OASIS.

Required documents for school registration

- KAIST Registration Form for Non-Korean Students
- Form of Sworn Statement
- Form of Contact Points of Schools
- Application for Joining Membership in the Student Medical Insurance Plan
- Application for Admission to University Housing
- Certificate of Health Check-up
- Copy of Passport
- Two Passport-size Photos
- Copy of Student Card
- Copy of Bankbook
- Application for Alien Registration Card

Note: For more information about the Alien Registration Card, please refer to the Immigration Guide Section in this booklet, or visit <http://oasis.kaist.ac.kr> or <http://hikorea.go.kr>

Student ID Card

Student ID card serves as an ID card as well as a key card into your dormitory and buildings on campus after 6 PM. You'll be able to receive the card from OASIS about a week before the commencement of the upcoming semester.

For Exchange Students

a. When an Exchange Student Arrives at KAIST

Checklist

Your first week at KAIST will be extremely busy. Use this checklist to make sure everything is in order.

- ☐ Be notified of the name of your dorm building and room number before your departure
- ☐ Be notified of your Student ID No. and Temporary Registration No. before your departure
- ☐ Check into your dormitory upon arrival
- ☐ Set up an internet connection in your dorm room
- ☐ Attend the orientation programs
- ☐ Open a bank account at Woori Bank located on the 1st floor of the Student Center (W2)
- ☐ Pay dormitory fee to Woori Bank and submit the receipt to the Student Welfare's Team (E11, 1st floor)
- ☐ Receive health checkup at KAIST Clinic and submit results to the International Relations Team
- ☐ Register for Alien Registration Card
- ☐ Register for Portal ID (<http://portal.kaist.ac.kr>)
- ☐ Register for courses

Orientation Programs & Registration

It is strongly recommended that exchange students attend the orientation programs at the designated venue and time. The International Relations Team (IRT) will provide all details related to campus life at orientation.

Visit the International Relations Team (IRT) on the 1st floor of the International Center (W2-1), room 102, to submit required documents, make necessary deposits, and meet with a coordinator who will check to see if everything is in place.

Required documents

- KAIST registration form for exchange students
- 1 copy of passport
- 1 copy of health insurance certificate
- 1 copy of Alien Registration Card (once it has been issued)
- Deposit



Note: For more information about the Alien Registration Card, please refer to the Immigration Guide Section of this booklet, or visit <http://oasis.kaist.ac.kr> or <http://hikorea.go.kr>

Student ID Card

This serves as an ID card as well as a key card into buildings on campus after 6 PM. You will be able to receive the card from the IRT during the orientation session.

4. Campus Life



b. Extending or Shortening of the Studying Period at KAIST

If you want to study at KAIST as an exchange student beyond the originally designated semesters or leave KAIST before the end of the period, you must follow the process below:

Extension

- Get permission from your home university and inform KAIST
- Get permission from your advisor and department at KAIST
- Inform the IRT of the result at least three weeks before the end of each semester
- After getting permission from both your home university and KAIST, apply for an extension of stay (D-2 visa). Please refer to the Immigration Guide section in this booklet.

Shorten

- Get permission from your home university
- Both your advisor at KAIST and IRT must be informed before your departure

c. When an Exchange Student Leaves KAIST

Checklist

Use this checklist to make sure everything is in order before you leave KAIST

- ☐ Submit your Clearing Form to the IRT
- ☐ Return the following to the relevant departments
 - Books checked out from the library
 - ID Card to Security Team
 - Blanket & key to your dormitory
- ☐ Get your deposit back from the IRT (refunds are possible only after the submission and processing of the Clearing Form).

Get Connected

Telephone

On-campus laboratories, department offices, and dormitories are connected with a four-digit extension. From the outside, they can be called with the area code of 042 and prefix 350. You can receive domestic and international calls with any telephones on campus, but sometimes they are locked and only outgoing calls can be made. To make calls from dormitories, it is necessary to purchase pre-paid phone cards.

Korea's prefix for international call is +82 and Daejeon's area code is 042. Your family can reach you by dialing +82-42-350-XXXX.

Telephone cards may be bought at in campus shops and outside convenience stores. The telephone cards are available at four prices: 2,000, 3,000, 5,000 and 10,000 Won. There are three types of payphones: coin-operated phones, card phones, and coin & card phones.

To make an international call from a pay phone, dial 001, 002, 0052, or 00700 + country code + area code + local number.

It is possible to make international calls using certain credit cards. Phones offering this service are installed at hotels and major public facilities and have English instructions for their use.



Mobile Phone

There are three mobile phone operators in Korea: SKT, KT, and LGT. The procedures for mobile phone subscription may be a little complicated for foreign residents; therefore, you are recommended to be accompanied by a Korean colleague when you visit a mobile phone shop to subscribe for post-paid or pre-paid service.

Inside KAIST campus, there is one KT shop on the 2nd floor of Tae Wul Gwan (N13). N-Zone service is provided, enabling free phone calls for KTF subscribers within KAIST's Daejeon campus.

Postal Service

Mail is delivered first to the KAIST mail room and then distributed to each office and dormitory twice a day. To send mail, visit the Post Office located on the 1st floor of the Student Center (N12). Specify "express" or "registered" on the envelope if you need such services, and pay accordingly.

Electricity

The standard voltage is 220V. Two-pin plugs are standard on most electrical equipment. You can buy it at the convenience store on campus (N13 or W2) or discount malls such as Homeplus, E-mart, etc.



Finance

Banking

The KAIST branch of Woori Bank is located in the Student Center (W2) and issues drafts, traveler's checks, and exchanges currency for you. It is recommended that you open a bank account as soon as possible (there is no charge for this service).

To open an account, you need to bring your passport or alien registration card as identification. When you withdraw cash by using your VISA or Master Card, please go to the bank with your passport.

The bank is open from 9:30 a.m. to 4:00 p.m. (Monday-Friday). There are several ATMs on campus and most of them operate until late at night. Outside of campus you can find ATMs at convenience stores and many street corners.



Credit Cards

In Korea, shopping with credit cards is very convenient. It is recommended that you open a BC debit card at Woori Bank (W2). It is widely accepted at restaurants, supermarkets, and almost every commercial establishment in Korea.

Currency Information

South Korea's official currency is the Won. The ISO 4217 code is KRW (₩).

The approximate exchange rate, as of July 2012, is as follows:

1 USD	1135.80 KRW
100 JPY	1422.24 KRW
1 EUR	1403.16 KRW
1 CNY	178.79 KRW
1 AUD	1165.22 KRW

Transportation (Campus)

Taxi Stop

Next to building N13, you'll find a line of taxis. Many KAIST students use this taxi stand to get off-campus.



Bicycle Shop

Almost anywhere on campus, you'll spot a fellow student riding a bicycle. If you dislike walking long distances, we recommend that you purchase a bicycle. The KAIST Bicycle Shop is located behind the Undergraduate Library, N10, and sells both new and used bicycles.

Business hours: 9:00~19:00

Fact: Basic maintenance is free for the first six months

U Bike

U-Bikes, also known as Tashu, are an unmanned bicycle rental system operated by Daejeon Metropolitan City. Residents can easily rent and return a bike after receiving authorization via the Hankkeumi Card or cell phone. You can rent a bike for 500 Won for the first 60 minutes. You will then be charged additionally after the first 60 minutes. There are numerous rental stations throughout Daejeon, and there are three U-Bike rental centers on campus too, specifically in front of N11, E11, and E2.



KAIST Shuttle Bus

There are three bus stops on campus respectively located in front of E15 (Auditorium), W8 (Information Center), and the Duck Pond. Destinations include Wolpyeong subway station, Munji campus, and Hwa-am dormitory. Please find a detailed schedule below under "Quick Tips."

IT Services

Internet Connection

All facilities at KAIST, including laboratories, offices, dormitories, libraries, and even lecture rooms, are provided with an internet connection. In your dormitory, you can find a memo that states the IP address you will need in order to access the internet in your dorm room. If you need to obtain an IP address for your computer from a location other than your dormitory, please contact the ICT team (<http://ict.kaist.ac.kr>).

Wireless internet is available in all buildings. You will be asked to fill out an online form (<http://ict.kaist.ac.kr>) with your KAIST Portal ID and password if it is your first time logging in. The SSID for the wireless connection is usually "Welcome_KAIST." If you have any problems setting up a wireless connection, please contact the ICT team.

There are several places on campus where you can use public computers with internet connection for free:

- KAIST Global Lounge on the 2nd floor of the International Center (W2-1), 24 hours
- Woori Cafe on the 1st floor of the Undergraduate Library (N10), 9am-5pm weekdays
- 1st & 2nd floor of the Undergraduate Library (N10), 24 hours
- 1st floor of the Bio & Brain Engineering Division Building (E16), 24 hours
- Book Cafe in the Science Library (E9), when Book Cafe is open
- 1st, 2nd, 3rd, and 4th floor of the Science Library (E9), when Science Library is open
- EVE-room in the Computer Science Division Building (E3-1), 9AM-6PM for non-CS students

Please be aware that most of the public PCs are installed with Korean Language Windows XP, except those in Woori Cafe (N10).

How to get licensed software (KFTP)

KAIST provides licensed software for students, like Microsoft Office or Hancorn Office, for free. You can download most software on campus through the KAIST Software Hub (<http://kftp.kaist.ac.kr>). Some software, like Windows XP, is available through each department office. Instead of using illegal copies through the internet, used licensed software provided by KAIST.

Food

You can find a variety of dishes that suit your taste. Be aware of the opening and closing hours for each cafeteria.

On-Campus Cafeteria

The three cafeterias (North, East, and West) and CJ Freshway offer a variety of food from Korean to International cuisines. The North Cafeteria, also known as Kaimaru, is the largest on-campus cafeteria and is comprised of MJ Food, Dongwon Home Food, Onigiri & Gyudong, and Café, offering a variety of different meal options.

- **Kaimaru (N11)**

Business hours: Everyday

Breakfast: 8:00~9:30

Lunch: 11:30~13:30

Dinner: 17:30~19:30

	Monday ~ Friday		Saturday		Sunday, one-day holiday		Holidays
	From	To	From	To	From	To	
MJ Food (Korean Food)	10:00	21:30	10:00	14:00	Closed		closed
Dongwon Home Food (Korean Food)	10:00	19:30	10:00	14:00	Closed		closed
Onigiri & Gyudong (Japanese Food)	8:00	21:00	9:00	21:00	9:00	21:00	closed
Café	8:30	20:30	11:00	20:00	11:00	20:00	closed
Hyundai Green Food (Chinese Food)	It will be open in early October of 2012						
SAY Food (Fruit)	It will be open in early October of 2012						

- **East Cafeteria (E-5 1st floor)**

	Dish type	Opening days	Business hours
Breakfast	set menu	Everyday	8:00~10:00
Lunch	cafeteria	Mon ~ Fri	11:30~14:00
	food court	Mon ~ Fri	
	set menu	Weekends	
Dinner	set menu	Everyday	17:30~19:30

- **West Cafeteria (W-2 1st floor)**

	Dish type	Opening days	Business hours
Breakfast	set menu	Everyday	8:00~10:00
Lunch	food court	Mon ~ Fri	11:30~2:00
	set menu	Sat ~ Sun	
Dinner	food court	Mon ~ Fri	17:30~19:30
	set menu	Sat ~ Sun	

- **CJ Freshway (N13 2nd floor)**

	Dish type	Opening days	Business hours
Breakfast	Small Buffet	Everyday	9:00~10:00
Lunch & Dinner	15~20 menu		10:00~2:00

*CJ Freshway is closed every 2nd and 4th Sunday.

- **Canteen**

Canteens are spread over campus at seven different locations.

Location	Weekday	Saturday	Sunday
Student Center-1(W2)	9:00~19:00	9:00~13:00	Closed
Student Center-2(N12)	8:40~2:00	8:40~17:00	12:00~2:00
Faculty Hall E5	9:00~19:00	9:00~13:00	Closed
East Dormitory E8	19:00~2:00	Closed	18:00~2:00
West Dormitory W3	19:00~2:00	18:00~2:00	Closed
Student Dormitory W4	19:00~2:00	Closed	18:00~2:00
Student Dormitory W6	19:00~2:00	Closed	18:00~2:00



- **Lotteria**
Location: N12 1st floor
Menu: Burgers, Chicken, Dessert, Drinks
Business hours: Everyday 24 hours
- **DDD N Pizza**
Location: W2 1st floor
Menu: Supreme, Veggie, Pepperoni, Mexican, etc.
Business hours: Everyday 9:00~ 20:00 (closed on Sundays)
- **Grazioso**
Location: W2 2nd floor
Menu: Pizza, Pasta, Steak, Salad, Rice, Tapas, Hamburg, Dessert
Business hours: Everyday 11:00~ 22:00
- **Coffee Bean**
Location: W2-1 1st floor
Business hours: Everyday 9:00~22:00
- **Café Bene**
Location: E4 1st floor
Business hours: Mon~Fri 8:30~20:30, Sat~Sun 11:00~20:00
- **Dunkin Donuts**
Location: E3-2 1st floor
Business hours: Everyday 7:00~23:00
- **Book Cafe**
If you are looking for both a cup of coffee and a good book, visit the Digital Science Library (E9). You'll find a coffee shop next to the bookstore.

On-Campus Shopping

The General Store, inside Taewulgwang (N13), supplies KAISTians with everyday utensils, from toiletries and writing instruments to eyewear, sportswear and daily necessities.

The BRAND SHOP, located on the first floor of W2, provides souvenirs and KAIST apparel.

- **General Store**
Location: Taewulgwang (N13)
Business hours: Mon ~ Fri 9:00~19:00, Sat 9:00~15:00
- **BRAND Shop**
Location: W2 1st floor
Business hours: Mon ~ Fri 10:00~19:00, Sat 10:00~14:00



Health

Health Check

International degree-seeking students need to submit their official health check test results from their home country to KAIST when they apply for residency in the dormitory for their first semester. If you have already completed the health check before coming to KAIST, you can submit the test results to KAIST (the test must include a blood test and X-ray results). If you're an international exchange student, you're asked to get your health check-up during orientation week at KAIST Clinic.

National Health Insurance (NHI)

In Korea, all people subscribe to the national medical insurance system, for which monthly fees are paid. When you receive treatment at a hospital, you pay 30% of the cost of treatment, and the rest is paid by the National Health Insurance Corporation (NHIC). Foreigners are also qualified to enjoy the benefits of the national health insurance.

If you're a degree-seeking student, you're strongly recommended to subscribe and obtain the national health insurance.

You are qualified to apply to NHIC at any time after you have registered as a foreign resident. Apply at the Yuseong branch of the National Health Insurance Corporation (10-minute ride by taxi from KAIST).

Address: Bongmyung Building, Bongmyung-dong, Yuseong-gu, Daejeon

Call Center (for English Consulting) 02-390-2000/ 042-820-8147

Homepage: <http://www.nhic.or.kr/english/index.html>

Initial registration should be made within 15 days of arriving in Korea or entering KAIST. The membership should be renewed every six months. Required documents: certificate of enrollment and a copy of the alien registration card. Fees: about 40,000 Won/month (amount is subject to change).

For undergraduate KAIST scholarship beneficiaries, 100% of the amount of National Health Insurance will be refunded by KAIST. For more information, please contact the KAIST Students Affairs Team.

Phone: 042-350-2163

E-mail: big919@kaist.ac.kr

When you extend your visa or change your visa status, make sure to contact NHI and report the changes in your visa status. Also, if you plan to leave Korea permanently or for a long time, make sure to inform NHI of your departure date.

KAIST Student Health Insurance Association (SHIA)

All regular degree-seeking KAIST students are strongly recommended to apply for the KAIST Students' Health Insurance Association (SHIA). The registration period in the Spring semester is from the final week of February until the first week of March. In the Fall semester, it is from the last week of August until the first week of September.

A regular health checkup is given once a year with advanced notification. The medical

aid covers 45~65% of the total treatment fees for injuries/diseases and also provides a free medical examination, medical consultation, and vaccinations.

In the case of injuries and accidents that occur on campus, 100% of all medical costs are provided by the SHIA. However, international exchange students coming to KAIST should arrange for health insurance from their respective home countries. Exchange students should submit a copy of their health insurance to the International Relations Team upon arrival.

Benefits: medical subsidies & free health check up

Fees: 30,000 Won/semester

Contact: Student Health Insurance Association

Phone: 042-350-2177

Email: sj5203@kaist.ac.kr

Student Support

Counseling

The Center offers counseling for students on academic and financial issues, human relations, and other issues. It is located in 3112 of Tae Wul Gwan.

Homepage: <http://kcc.kaist.ac.kr>

Phone: 042-350-7942

Contact: kcc@kaist.ac.kr

Student Clubs

There are around 72 clubs of various characters and orientations in the undergraduate community and 13 clubs in the graduate society. Club offices are mostly located in the Student Center (N12, W2) and Tae Wul Gwan (N13). For more information about clubs, contact the Student Club Association by e-mail (clubsunion.kaist@gmail.com) or phone (042) 350-2096.

International Student Clubs and Communities

- **KAIST International Students Association (KISA)**

KISA was established in April 2004 and is by international students. It supports all international students in administrative affairs, accommodation and financial issues, as well as challenges they face in everyday life. The association also organizes events such as sports competitions, field trips, etc.

Homepage: <http://kisa.kaist.ac.kr>

- **KAIST International Sports Club (KISC)**

Club moto: "Veni, Vidi, Vici."

The International Sports Club consists of people from different parts of the world brought together by a common interest – sports. By joining the club, international students will gain many memorable experiences, a comfortable social environment, and organizational experience. Club members value diversity and an open mind. You can join the International Sports Club to improve your health, make yourself fit, and find international friends. Currently, KISC consists of five subgroups: football, volleyball, cricket, basketball, and badminton.

Contact Info: kaist.internationals@gmail.com

- **International Student Organization (ISO)**

The International Students Organization (ISO) at KAIST provides great assistance to international students by interacting with and helping them adjust to campus life. It organizes various activities throughout the school semester including trips to famous tourist sites and parties on campus. The ISO consists of roughly 30 active members and is divided into the planning committee and public relations team, each with a president and two team leaders.

Contact Info: iso@kaist.ac.kr

- **MOSAIC**

MOSAIC (est. April 2011) is a student organization comprising of Korean students who enter KAIST in Fall semester after graduating from international schools all over the world. These students offer a unique perspective to the school community, having been exposed to innumerable different environments and experiences outside Korea. By integrating various student bodies in school, MOSAIC aims to make KAIST into an English-friendly campus and, hence, into a more globalized institution.

Contact Info: onlylord91@kaist.ac.kr

Homepage: <http://www.kaistmosaic.org>

Facilities

There are a number of libraries, sports centers, dry cleaners, and other facilities available.

Library

- **Undergraduate Branch Library (N10)**

Business hours: Everyday 24 hours

Website: <http://library.kaist.ac.kr>

- **Science Library (E9)**

Business hours: Mon ~ Fri: 9:00~24:00

Sat: 9:00~24:00 Sun: 13:00~24:00

Post Office (N12)

Business hours: Mon ~ Fri: 9:00~18:00

Sat: 9:00~13:00



Science Library [E9]



Post Office [N12]

Sports Centers

The campus is furnished with a variety of sports facilities. To utilize them, remember to make reservations first. For night reservations, you have to pay for the lights. For information related to making reservations look below under "Quick tips."

- Sports Complex (N3)

At the sports complex you can enjoy a variety of sporting activities such as basketball, badminton, volleyball, screen golf, weight training, table tennis, and dance.

You can lease sportswear and make reservations for all sports complexes at the Sports Administration Office.

Business hours: Mon ~ Fri 7:00~22:00, Sat 8:00~18:00

For reservations or inquiries contact the Sports Administration Office by phone (042-350-4833).



Sports Complex (N3)

- Undergraduate Field (in front of N13)

The undergraduate field is another turf field that is primarily used for playing soccer and baseball; however, no lighting is available.

- Futsal stadium (in front of N13)

The two futsal courts have lights available until 22:00. You'll need an ID card to enter.

- Swimming pool (E15 basement)

Students can use the swimming pool for a daily fee of 1,000 Won. It is open from Monday through Friday from 8:00 to 21:00 and Saturday from 8:00 to 18:00. Just remember to prepare your own swimwear and towel.

- Stadium (E17)

The stadium has a turf field for soccer, track lanes for running, and a stand for spectators. Many school-wide sporting events take place here. Keep in mind that the lights go off after 22:00.

- West Gym (W2 basement)

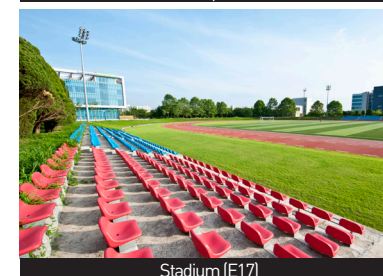
Gather your friends for a game of basketball, badminton, volleyball, or racquetball!! Reservations can be made until 2:00 in the morning



Undergraduate Field (in front of N13)



Swimming pool (E15)



Stadium (E17)



West Gym (W2 basement)

- Tennis courts (near N19, E17, and N6)

The three tennis courts are open 24/7; however, there are no lights. Also, please remember to prepare your own equipment.

- Billiard Hall (W2)

Students can use the billiard hall with 10 billiard tables from 11:00 to 24:00. Its fee is 700 Won per 10 minutes.

- Gym (N20, N19, E8, W3, W4, W6)

There are six on-campus gyms for weight-training. Try different gyms all around campus as they are free and operate 24/7.

Dry Cleaners

- Near Graduate Dormitory

Location: E-8 1st floor, W-3 1st floor

Business hours: Mon ~ Fri 9:00~19:00, Sat 9:00~12:00

- Near Undergraduate Dormitory

Location: N12, 2nd floor

Business hours: Mon ~ Fri 9:00~18:00, Sat 09:00~13:00

Barbershop

- Location: W2 2nd floor, N12 2nd floor

Business hours: Mon~Fri 09:00~18:00, Sat 09:00~14:00

Price: Cut KRW 4,000 (for students)

Travel Agency(Unicorn)

- Location: W2 1st floor

Business hours: Mon~Fri 09:00~18:00

Ext. 4727 or 4728

Landmarks

Duck pond (In front of E4)

Located near the main gate, O-ri-yeon-mot (Duck Pond) is home to KAIST's ducks and one of the most famous sites on campus. Watch ducks stroll on the grass and enjoy chips from visitors.

Out door(Noccheon) Theater (W9)

This is an outdoor(Noccheon) performance theater where you can watch concerts, drama productions, and other types of performances. Take the small pathway towards the mountain near N19 and W10 to get there.

KI building (E4)

The KI building prides itself for its excellent research facilities and boasts an amazing view of the campus. A cup of coffee from Café Bene (1st floor) and a view of the Duck Pond from the 2nd floor can make your afternoon a relaxing one.

Statue of Jang Yeong-sil

Located on the grass lawn next to the Science Library and Duck Pond, the statue honors one of Korea's most prolific inventors and mechanical scientists, Jang Yeong-sil. The rain gauge in front of the Jang Yeong-sil statue is one of his many inventions.





5. Academic Life

Academic Calendar

The Spring semester runs from the beginning of March to June, and the Fall semester runs from the beginning of September to December. A limited number of courses are offered during the Summer and Winter semesters.

For detailed schedules, please check the full academic calendar announced at the beginning of each academic year.

Spring Semester: Early March ~ Late June		Fall Semester: Early September ~ Late December	
Early March	Classes Begin	Early September	Classes Begin
Beginning of March	Add/Drop Period	Beginning of September	Add/Drop Period
Late April	Mid-term Exam Period	Late October	Mid-term Exam Period
Early May	KAIST Student Festival	Early December	KAIST Year-end Party
Late June	Final Exam Period	Late December	Final Exam Period
Late June	Classes End	Late December	Classes End
Summer Semester: Early July ~ Late August		*This is subject to change	

Course Application

Credit per Regular Semester

Undergraduate students are eligible to take a minimum of 12 and a maximum of 24 credits; students in master's or doctoral programs take a minimum of 9 credits and a maximum of 12 credits. This rule is also applied to exchange students.

Course Information

To check the list of open courses, class times, syllabi, and so on, please visit the CAIS course system (<http://cais.kaist.ac.kr/totalOpeningCourse#>).

Course Enrolment

New international students are requested to apply for classes during the add/drop period (the first two weeks of the Spring/Fall semesters). From the second semester, students can apply for the next semester's courses through the KAIST Portal during the designated period. The registration period is announced on the academic calendar. Initially, students can sign up for courses, and there is no prescribed number of students for any course. If the course you signed up for happens to have exceeded its enrollment ceiling, the automatic lottery system will select who can take the course. The result of this lottery will be announced on the KAIST Portal about a day later. During the second period of registration, students may sign up for the remaining courses on a first-come-first-serve basis.

If you miss this period, you need to apply for courses during the add/drop period.

Course Registration

For course registration, please sign up for the KAIST Portal (<http://portal.kaist.ac.kr/>). Sign up with your student number as your ID and temporary alien registration number as your password.

• What is KAIST Portal?

KAIST Portal is the most important website for all KAIST students. Academic and general notices are provided through this website. You're strongly advised to check this website on a regular basis.

• How do I register for courses?

Before each semester, you must register for the courses you'd like to take through KAIST Portal. After you log in to KAIST Portal, select "Academic System" under the "Hot Menu." Go to "Class Enrollment" → "Course Registration" to register for courses. Note that you should click "Confirm" ONLY IF you have finished course registration.

Add/Drop Courses

Procedure

- Decide to add/drop courses on the KAIST Portal system (<http://portal.kaist.ac.kr>). Under the "Hot Menu," go to "Academic System" → "Class Enrollment" → "Add/Drop"
- Complete Add/Drop process
- Print out the completed Add/Drop form
- Obtain signatures from the course professor and supervising professor
- Submit the form to your department office

Using the Add & Drop Form

Note that you can apply for a course with permission from the professor teaching the course or your advisor.

Procedure

- Download "Course Add/Drop Application" form at <http://form.kaist.ac.kr> (also available at the Academic Registrar's Team, 1st Floor, E11)
- Fill out course information
- Obtain signatures from the professor teaching the course and your advisor
- Submit the form to the Academic Registrar's Team

Withdrawal from Courses

Period

The withdrawal period for every semester is within two weeks after the end of the add/drop period.

Procedure

The procedure is same as the procedure of adding/dropping courses.

Note that the grade of a withdrawn course is not included in the grade point average; students will receive a "W" (withdrawal) on their transcripts instead.

Make-up Courses

Registration Procedure: (same as the regular registration procedure) Checking "Make-up Course" indicates if you are registering for a make-up course.

Students must retake the course and earn credits if the received course grade is an "F." However, students can retake up to three courses regardless of grades. The grade achieved in a make-up course replaces the original grade, but the new grade cannot exceed a B+.

Cost for make-up courses: 75,000 Won per credit. (e.g. 3 credits: 75,000 Won x 3 = 225,000 Won)

Academic Warning

• Undergraduate Program

An academic warning is given to a student who receives a GPA of lower than 2.0/4.3 and the warning is issued before the start of the next semester.

Students who receive a total of 3 warnings are subject to dismissal.

If re-admitted students (after the expulsion due to three academic warnings) happen to receive another warning, they are subject to dismissal.

• Master's/ Doctoral programs

An academic warning is given to students who fall under one of the following categories before the start of next semester.

1. Students whose accumulated GPA (up to the semester immediately before) is lower than 2.5 /4.3. However, this is not applicable to students who have completed less than 12 credits.
2. Students who have received U (unsatisfactory) for the thesis research course (completed in the semester immediately before)
3. Students who have received 2 warnings consecutively (3 times for part-time students) will be dismissed.
4. If re-admitted students (after the dismissal due to three academic warnings) happen to receive another warning, they will be dismissed.

Credit Recognition Exams

For some of the mandatory general and elective courses, you can take exams at the beginning of a semester to obtain credits for the class (instead of attending lectures).

There will be a short period at the beginning of each semester (about three days) during which you can sign up to take such credit recognition exams.

Credit System

Credit Information

One credit is normally earned by attending one hour of lecture per week for the entire semester. Research credits are normally earned by conducting thesis research and attending seminars and lab experiments. One research credit is equivalent to three hours of research work per week for the entire semester.

To complete the undergraduate course in four years, students generally take 12 to 24 credits every semester. Students have a maximum of six years to complete their undergraduate studies. Students working towards their master degree have a maximum of three years to complete their courses and thesis, and those working on their doctoral degrees have a maximum of five years. For more information regarding courses and credit hour designations, please contact the Academic Registrar's Team.

Credit Transfer

If you obtained credits in other higher education institutions, you can apply for credit transfer. The maximum number of transferable credits earned from other universities is 66.

Those credits will be recognized by KAIST departments (divisions) if they are equivalent to the courses offered within the program of study the student is currently undergoing at KAIST.

If an exchange student enters KAIST as a regular degree-seeking student, the student can apply for credit transfer. If the credits are accepted, the credits acquired as an exchange student can be recognized as credits for graduation, although the course chosen for credit transfer must be suitable for one's program.

Credit Requirements for the Degree Completion

• Undergraduate Courses

A minimum of 130 credits is required to graduate. At least 28 credits from general courses (English and Humanities & Social Sciences) are required, along with 8 AU (Activity Units) from Physical Education, Humanity/Leadership, and Happy & Exciting College Life. Twenty-three credits from the Mandatory Basic Courses are required, as well as 9 credits from Elective Basic Courses. Generally, at least 40 credits are required from major courses, but this can vary from major to major. Therefore, it is recommended to check the graduation requirements on the department websites for your proposed major.

• Graduate Courses

- Master: Students must earn at least 36 credits, of which 24 or more must be course credits.
- M.S.-Ph.D. joint program: Students must earn at least 72 credits, of which 42 or more must be course credits.
- Doctorate program: Students must earn at least 72 credits, of which 42 or more must be course credits and 30 or more must be research credits. Credits earned from a previous master's course at KAIST may be used to fulfill the Ph.D. course credit requirement.

Grading System

KAIST uses the "A-B-C-D-F" grading system. A⁺ is the highest achievable result.

Letter Grade	Explanation	Grade Point
A ⁺ , A ⁰ , A ⁺	Outstanding Performance	4.3, 4.0, 3.7
B ⁺ , B ⁰ , B ⁺	Superior Performance	3.3, 3.0, 2.7
C ⁺ , C ⁰ , C ⁺	Satisfactory Performance	2.3, 2.0, 1.7
D ⁺ , D ⁰ , D ⁺	Minimal Pass	1.3, 1.0, 0.7
F	Fail	-
W	Withdrawn	(not counted)

Note: A+ is equivalent to a 4.3 GPA while universities in some other countries have lower or higher maximum GPA's (4.0 or 4.5). Remember to check and convert your scores in formal documents.

Grade Check

Only students who finish course evaluations during the given period can check their grades before they are confirmed and reflected on their transcript.

- Course Evaluation Period: For two weeks before the final exam period
- Method: Log in to KAIST Portal System (<http://portal.kaist.ac.kr>)
Under 'Hot Menu', click 'Academic'. To preview grades of current semester, click 'Grades' → 'Preview grade'. To check grade of overall semesters, click 'Grades' → 'Grade Report'.

Certificates

There are various ways to issue academic certificates. The basic fee is 500 Won per copy. Course completion certificates for master and Ph.D. programs cost 1,000 Won per copy. Educational payment certificates are issued at no cost.

- From the Academic Registrar's Team
Certificate Types (Korean/English): official transcript, enrollment, graduation/degree conferment, expected graduation/degree conferment, course completion
- Via vending machine
Certificate Types (Korean/English): official transcript enrollment.
Location: 1st floor, Creative Learning Building (E11) (available 24 hours)
- Long distance/postal issuance
Contact the Academic Registrar's Team for special arrangement
- Postal Service for Exchange students
If you're an exchange student, the first hard copy for your Official Transcript will be sent to your home university for free. It will take 1-2 months to get the official transcript after the semester has ended.

KAIST Scholarship for International Students (Undergraduate Degree-seeking Students Only)

Tuition Fee Exemption for Undergraduate Students

Students with a GPA of 2.0 or higher in the previous semester will qualify for full tuition fee exemption. Students with a GPA below 2.0 will be charged the full tuition fee. This rule is applied from the sixth semester, based on the GPA in the fourth and fifth semesters. For detailed information, please contact the Academic Registrars Team.

Scholarship registration for undergraduate KAIST scholarship beneficiaries

To receive a scholarship from KAIST, you must submit a Personnel in Processing Record Form to the Student Affairs Team on the 1st floor of building E11. Scholarships will be given to you at the end of each month including the national health insurance refund.

Academic Support

Tutoring Services

- Eligible Students

Undergraduate students having trouble keeping pace with their undergraduate courses.

- Fees (KRW 25,000 per hour per class; a maximum of 32 hours per class during a semester)

Undergraduate freshmen can apply for up to two basic courses for free within the budget constraint for a maximum of two semesters. Non-freshmen can apply for this service, but they need to pay the tutoring fee by themselves.

- How to Apply

Application for the tutoring program is available at the Freshmen Support Team Homepage (<http://freshman.kaist.ac.kr/>) during the designated period (usually in the beginning of each semester, or a week or two before starting the semester). To learn more about the program, visit the website of the Freshmen Support Team at <http://freshman.kaist.ac.kr>.

Undergraduate Student Advisor

Each undergraduate student at KAIST is assigned to an undergraduate advisor, a professor who is to serve as a sort of guidance counselor. After registering for a major, a professor from that major will become your Undergraduate Advisor. Your Undergraduate Advisor will provide you with much help and advice, and you need his/her signature when altering your course schedule.

International Student Advisor

There is an advisor to international students at OASIS. International students are encouraged to make appointments with the advisor if they need some advice in their academic or daily lives. To schedule an appointment with the advisor, send an email to oasis@kaist.ac.kr.

Language Support

Korean Language Support

- Credit Courses

The School of Humanities and Social Sciences offers the following:

- Basic Korean I & II (for undergraduate students, 3 credits)
- Introduction to Korean I & II (for graduate students, 3 credits)

- Non Credit Courses

KAIST Language Center (<http://lang.kaist.ac.kr>) offers the following:

- Beginner Korean Level I
- Intermediate Korean Level I & II
- Advanced Korean

KAIST International House (<http://www.kaistih.com/>) provides free one-to-one or group tutoring.

Other Language Support Available

- KAIST Language Center

The KAIST Language Center provides language education programs in both Korean and English. Students and researchers can take advantage of these language courses, special programs, English proofreading services, and Korean-English translation services.

The Language Center sometimes offers free Korean classes for students. Family members of international students can take free Korean courses at different levels at the KAIST Language Center. For more information, visit <http://lang.kaist.ac.kr/english/>

- English Clinic

The English Clinic is offered by KAIST's School of Humanities and Social Sciences. You can take advantage of free tutorial sessions with English professors two or three times per week. It's really helpful to improve your English conversation and writing skills. For more information, please visit: <http://kefl.kaist.ac.kr/>

6. Accommodation



About Dormitories

KAIST has various types of dormitories for its students. All rooms are equipped with air conditioning, a desk, bed, chair, and closet for each student. The dorms are NOT coed, and students are prohibited to enter the dormitory of the opposite gender. Please visit kds.kaist.ac.kr and look under “Dormitory Overview” to see your dorm type.

Applying for Housing

In your first semester, you do not need to apply for housing by yourself. As a new student, you'll automatically be assigned a dormitory room with two or three single beds.

Starting from the second semester, students are able to apply for the dormitories by themselves. You can access the application form at kds.kaist.ac.kr. Be aware that the application process goes through a computerized balloting system and you may be assigned a different dorm from your choosing.

Residents in on-campus housing have to pay dormitory fees for each semester (6-month or 4-month period). There is also a certain period for payment; normally, the results of balloting are announced several days later. However, if you're a new student, you're asked to make the payment as soon as you arrive at KAIST. For new students, OASIS or IRT coordinators will notify the exact amount they need to pay.

Only undergraduate degree-seeking students are required to pay a one-time deposit fee of 100,000 KRW (Won) for maintaining the rooms' furniture. This fee will be refunded when students graduate from KAIST.

Residents in the Gung-dong apartments must pay the fees to Woori Bank on campus with their monthly-issued bills.

How to pay:

- For new students: Transfer money to Woori Bank, account number 025-310617-13-011, Recipient: 한국과학기술원
- From the second semester: Transfer money to the personal virtual account number given through online application., Recipient: 한국과학기술원
- Specify your name and student ID when making the transfer. If your student ID is “20111234” and name is “John Doe” type in “111234 Doe John”. If you have a longer name, just input as many letters as possible.



Dormitory Fees

Dormitories		Gender	Course	Dormitory fee (Per person)	Period of residence (in dormitory rooms)
Undergraduate dormitories (Sarang, Somang, Seongsil, Jilli, Silloe, Jihye)		Male	Undergraduates	344,000 Won /4 months	* Undergraduates -Undergraduate area, Sejong(F), Mir, Narae (Two-beds studio): August 23, 2012~ December 22, 2012 (4 months) *The residence period of the rest for undergraduate students - 6 months *Graduate students : August 23, 2012 ~February 22, 2013 (6 months)
Areum Hall		Female	Undergraduates	344,000 Won /4 months	
1~3 wings of Sejong Hall		Female	Undergraduates /Graduates	Undergraduates: 344,000 Won /4 months Graduates : 534,000 Won /6 months	
4~7 wings of Sejong Hall		Male	Graduates	534,000 Won /6 months	
Galilei Hall		Male	Graduates	534,000 Won /6 months	
On campus Apt.		Male /Female	Graduates	534,000 Won /6 months(3 people) 402,000 won /6 months(4 people)	
Nanum Hall		Male	Graduates	450,000 Won /6 months	
Heemang Hall Dasom Hall	one-bed studio	Male /Female	Undergraduates /Graduates	1,500,000 Won /6 months	
	two-bed Studio			816,000 Won /6 months	
	two-bed standard room	Male	Undergraduates /Graduates	660,000 Won /6 months	
	room for 3 people (lounge)			534,000 Won /6 months	
Mir Hall Narae Hall	one-bed studio	Male/ Female	Undergraduates /Graduates	1,680,000 Won /6 months	
	two-bed studio		Undergraduates	600,000 Won /4 months	
Moonji hall	two-bed Studio	Male /Female	Undergraduates /Graduates	360,000 Won /6 months	
Hwa-am hall	two-bed Studio	Male	Undergraduates /Graduates	240,000 Won /6 months	
Noori Hall	two-bed Studio	Male /Female	Undergraduates /Graduates	480,000 Won /6 months	

Moving in for the First Time

Dormitory rooms are fully furnished, so you only have to bring your personal belongings, such as books, bedding (pillow, blanket, mattress cover, etc.), toilet articles, clothes hangers, and other daily necessities. Only for exchange students, IRT offers rental bedding materials for the exchange period.

Refund Policies

When residents leave dormitories early for inevitable reasons, dormitory fees for the remaining period of stay will be refunded. In that case, residents must submit a check-out and refund form to the supervisor of each dorm.

Fees will be refunded when residents leave dormitories for such reasons as leave of absence, voluntary withdrawal, moving to other domestic or overseas universities under exchange programs, employment, marriage, or contagious disease. Fees will be refunded for residents who have stayed in the dormitories for less than 15 days, but only half of the monthly fee will be refunded.



7. Off-Campus Life

About Daejeon

KAIST is situated in the northwestern part of Daejeon. The city name comes from the Chinese characters 大 (dae) and 田 (jeon), which means "great field". Daejeon is the fifth largest city in Korea with a population of approximately 1.5 million people living in an area of 540 km² (the total area of the Korean peninsula is 222,154 km²). Located in the center of Korea, Daejeon serves as a hub of transportation. Major expressways and railways connecting the country from the north to south converge in Daejeon. With this wonderful transportation network, it is possible to travel anywhere in the country within half a day from Daejeon.

Transportation

Public transportation is the most convenient and economic method of traveling around Daejeon. It costs about 1,200 Won per ride. We recommend that you get a T-money card (transportation card) for discounts when transferring between public transportation options. The transfer discount only applies if you transfer within 30 minutes. For longer distances, look under "Quick Tips" for information on major train stations and express bus terminals.

Transportation Card (Hankkumi Card & T-money Card)

Using the Hankkumi Card and T-money Card is economical. Although the Hankkumi Card can be used only in Daejeon, the T-money Card can be used anywhere in Korea. Purchase, recharge, or reimburse your T-money Card at the nearest convenient shop or subway station.



Daejeon City Bus

Daejeon has 79 bus routes. In most cases, buses operate between 5:30 - 22:30. Three buses (5, 104, 121) stop near the main gate of KAIST, and one bus (604) stops near the east gate.

For more information about bus routes & bus stops, please visit traffic.daejeon.go.kr/

Subway

Daejeon city subway has one line only and operates at 10-minute intervals. The subway operates between 5:30 ~ 23:32. Fare for Section1: 1,100. The closest subway station to KAIST is Wolpyeong Station. Note that there's shuttle bus from KAIST to Wolpyeong Station. To see the bus schedule, refer to page 53.

Call Taxi

If you cannot find a taxi nearby, you can call a taxi for limousine service. After the call, the taxi company will send a text message about taxi number to you. You will get the service usually within five minutes after the call. Since you're expected to inform the call center of your current location or where you'd like to board the taxi in Korean, it's better to learn simple Korean from your Korean friends before making a call.

*There is an extra charge for both regular taxis and call taxis after midnight (00:00 – 4:00).

Hanbit Call Center : Tel. 042)540-8282

Yangban Call Center : Tel. 042)586-8000

Call Center on-campus : Ext. 8255

Inter-city Bus & Express Bus



Travelling to another city is relatively simple in Korea, as the inter-city bus system is very well developed. Tickets are purchased at the Daejeon Express Bus Terminal, where the bus departs for virtually every major city of Korea. There are two types of tickets (for standard and deluxe buses). Deluxe bus tickets are more expensive, but, of course, provide more comfort.

The terminal that is usually used by KAIST international students is Dunsan Intercity Bus Terminal (Daejeon Chungsa), as you can travel to Incheon Airport and East Seoul. You can take bus #104 from the main gate or bus #604 at the east gate to get to Daejeon Chungsa, or if you take a taxi, it will cost about 4,000 Won from KAIST.

For detailed information about the bus schedule, reservations, and locations of the terminals please visit <https://www.busterminal.or.kr/> (Incheon Airport).

Train

There are three types of trains in Korea. The KTX is a high-speed train with comfortable seats and is the most expensive option. Saemaeul-ho and Mugunghwa-ho are ordinary trains; thus, tickets are much cheaper.

In Daejeon, there are two train stations. One is Daejeon Train Station, and the other one is Seodaejeon Train Station. To get there, see the following directions.

Daejeon Train Station: Gyeongbu (Seoul - Busan) Line

- 1) Take KAIST-Wolpyeong Shuttle Bus → Take the subway at Wolpyeong Station (remember to check the direction) → Daejeon Station (after 10 stations) Estimated time: 38 min
Cost: 1,100 Won
- 2) Taxi
Estimated time: Approx. 31 min
Cost: Approx. 9000 Won

Seodaejeon Train Station: Honam (Seoul (Yongsan) - Mokpo) Line

- 1) Take KAIST-Wolpyeong Shuttle Bus → Take a subway at Wolpyeong Station (remember to check the direction) → Seodaejeon Station (after 7 stations) Estimated time: 30 min
Cost: 1,100 Won
- 2) Taxi
Estimated time: 24 min
Cost: Approx. 7,000 Won

For detailed information about the train schedule, reservations and train routes, please visit <http://www.korail.com/>.

Shopping

Need to shop for fruit or, perhaps, gifts? Visit Homeplus, E-Mart Traders, or Galleria! You can shop for anything from shiny apparel to tasty fruit and much more. The first two are similar to Walmart, the latter is the largest shopping mall in the Daejeon area, with 14 floors.

Homeplus



Business hours: Everyday
9:00 – 24:00
Address: 669 Bongmyung-dong, Yuseong-gu, Daejeon (Tel. 042-841-2080)

Directions

Take bus #5 or #104 at KAIST Main Gate → Get off at Yuseonggu Office → Walk to Homeplus.
Estimated time: 20 min
Cost: 950 Won - 1,200 Won

Taxi

Estimated time: 8 min
Cost: Approx. 3,000 Won

E-Mart Traders



Business hours: Everyday
9:00 – 22:00
Address: 510 Wolpyeong-dong, Seo-gu, Daejeon (Tel. 042-718-1234)

Directions

Take KAIST-Wolpyeong Shuttle Bus → Walk to E-mart Traders
Estimated time: 15 min
Cost: free

Taxi

Estimated time: 10 min
Cost: Approx. 3000 Won

E-Mart



Business hours: Everyday
8:00 – 24:00
Address: 959-2 Dunsan-dong, Seo-gu, Daejeon (Tel. 042-479-1234)

Directions

Take bus #604 at KAIST East Gate → Go 7 stations → Get off at E-mart
Estimated time: 15 min
Cost: 1,100 Won

Taxi

Estimated time: 12 min
Cost: Approx. 5,000 Won

Galleria Time World (Department Store)



Business hours: Everyday
10:30 – 20:00
Address: 1036 Dunsan 2-dong, Seo-gu, Daejeon (Tel. 042-480-5000)

Directions

Take bus #604 at KAIST East Gate → Go 8 stations → Get off at Galleria Time World
Estimated time: 30 min
Cost: 1,100 Won

Taxi

Estimated time: 13 min
Cost: Approx. 5,000 Won

Lotte Department Store



Business hours: Everyday
10:30 – 20:00
Address: 423-1 Goejeongdong, Seo-gu, Daejeon (Tel. 042-601-2500)

Directions

Take Bus #604 at KAIST East Gate → Get off at Lotte Department Store
Estimated time: 27 min
Cost: 1,100 Won

Taxi

Estimated time: 16 min
Cost: Approx. 7,000 Won

Say Department Store



Business hours: Everyday
10:30 – 20:00
Address: 1-16 Munhwadong, Jung-gu, Daejeon (Tel. 042-226-1234)

Directions

Take Bus #104 at KAIST Main Gate → Transfer to bus #315 at Nuri Apartment → Get off at Seodaejeon Neguri
Estimated time: 53 min
Cost: 1,100 Won

Taxi

Estimated time: 25 min
Cost: Approx. 11,000 Won

Subway

Estimated time: 20 min (from Wolpyeong station to Seodaejeon station)
Cost: 1,100 Won



Eunhang-dong Shopping street



Business hours: around 10 a.m. – 10 p.m.
(Underground shopping malls closed on the 1st and 3rd Tuesday of every month)
Address: 145 Eunhang-dong, Jung-gu, Daejeon

Directions

Take bus #604 at KAIST East Gate --> Get off at Jungang-ro station
Estimated time: 42min
Cost: 1,100 Won

Taxi

Estimated time: 26 min
Cost: Approx. 11,000 Won

Subway

Estimated time: 19 mins (from Wolpyeong station to Jungang-ro station)
Cost: 1,100 Won

Jungangsijang (Traditional Market)



Business hours:
Address: Won-dong, dong-gu, Daejeon (Tel. 042-253-1550)

Directions

Take bus #604 at KAIST East Gate --> Get off at Daeheong-dong Catholic Church --> Walk (10mins)

Estimated time: 57 min
Cost: 1,100 Won

Taxi

Estimated time: 25 min
Cost: Approx. 11,000 Won

Subway

Estimated time: 19 mins (from Wolpyeong station to Daejeon station)
Cost: 1,100 Won

Online Shopping

One of the most convenient ways to buy products at low prices is online shopping. It is recommended that you apply for internet banking at Woori Bank. Using international credit cards is quite complicated because you will need verification, and not all online shopping sites accept international credit cards. There are several famous Korean online shopping websites that you can sign up for as a foreigner. Most of the websites are written in Korean, so it is recommended that you get help from your Korean friends.

<http://www.gmarket.co.kr> (English site: <http://english.gmarket.co.kr>)

<http://www.auction.co.kr>

<http://www.gsemarket.co.kr>

<http://www.11st.co.kr>

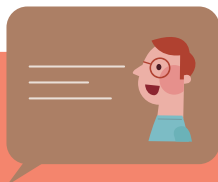
<http://www.interpark.com>

Restaurants

If you walk out the west gate and around the area nearby Hanbit Church and Gung-dong, you will be able to find many restaurants. Prices are reasonable and you can enjoy many traditional Korean foods and drinks there. You can also find various international restaurants in the Daejeon area. Listed below are popular restaurants among KAIST international students.

Name	Menu	Address	Telephone
Taco K	Mexican food	101-5 Eoeun-dong, Yuseong-gu	863-0505
Ganamji	South-east Asian food (Thailand, Vietnam, etc)	395-1 Doryong-dong, Yuseong-gu	861-7557
Ocheonnyeon	Chinese food	906-3 Jijok-dong, Seo-gu	825-8837
Ali-Baba's Treasure	Moroccan food	6-11 Gung-dong, Yuseong-gu	823-2722
New Taj Mahal	Indian food	6-34 Gung-dong, Yuseong-gu	825-3786
Chin Chin	Italian Restaurant	363 Mannyon-dong, Seo-gu	488-7776
Indi	Indian food	1370 Dunsan 2-dong, Seo-gu	471-7052
Hoabinh	Vietnamese food	241 Wolpyeong-dong, Seo-gu	488-0815
Ankara Baba Kebap	Turkish food	1036 Dunsan 2-dong, Seo-gu (Time World B2F)	485-8660

8. Immigration



Alien Registration

Any foreigner who wishes to stay in Korea for more than 90 days needs to obtain an alien registration card from the Daejeon Immigration Center. Students must visit the Daejeon Immigration Center by themselves to register their fingerprints. The Office of Advising & Supporting for International Students (OASIS) will assist you in obtaining the card.

Location: International Center (W2-1), 1st floor
Office hours: 9:00 - 18:00 (Lunch 12:00 - 13:00)

Daejeon Immigration Center Contacts

ARS (Automatic Response System): 1345

Website: www.hikorea.go.kr

How to get there:

By Bus: Take bus #106, #108, #511, or #514 and get off near Mok-dong Sun Hospital and walk for a few minutes to reach the Immigration Center.

It may be more convenient to take a taxi. This following note will help you communicate with a taxi driver if you cannot speak Korean.

Daejeon Immigration Center (대전출입국사무소)
Jungchon-dong 16-8, Jung-gu, Daejeon (대전 중구 중촌동 16-8)

Who is subject to alien registration?

Foreigners intending to stay in Korea for more than 90 days after entering

Registration Deadline

Foreigners intending to stay in Korea for more than 90 days after entry must register within 90 days of their entry. However, all international students at KAIST are strongly advised to apply for their alien registration card as soon as they arrive at KAIST.

Foreigners granted appropriate status or permission for a status change must immediately register after being notified of the new status.

Required Documents

- Application Form
- Passport
- 1 photo (3.5cmx4.5cm)
- Fee 10,000 Won
- Certificate of Enrollment

(You can obtain this certificate from an automated machine on the 1st floor of the creative learning building (E11))



Information Regarding the Registration of your fingerprints

To complete your alien registration, you must go to the Daejeon Immigration Center in person and get fingerprinted.

Alien Registration Card

When you're done with the application, you will receive a sheet of paper showing that your application is being processed (it reads, "Receipt"), go to OASIS and submit the paper. Stop by OASIS in two to three weeks to receive your alien registration card.

Extension of Stay

Application period for extension

A registered foreigner shall apply for an extension of stay before your visa expires. Prepare the required documents (listed below) and submit them to OASIS at least two weeks before the expiration date of your visa.

In the case of applying for an extension after the expiration date, the individual shall pay the penalty according to Article 25 of the Immigration Act.

Required documents For Study (D-2 Visa)

- Application Form (available at OASIS)
- Alien Registration Card
- Passport
- Transcript and Certificate of Enrollment (issuable from the automated machine on the 1st floor of the Creative Learning Building (E11))
- Certificate of Exchange studentship (issuable from IRT, exchange students only)
- Fee for three Revenue Stamps, each valued at 10,000 Won (stamps can be purchased at the on-campus post office (N12))

* Temporary Extension of Stay

short-term (under 30 days) extension of your stay for travel or other miscellaneous purposes after completing courses at KAIST.

- Application Form (available at OASIS)
- Alien Registration Card
- Passport
- Copy of flight ticket (E-ticket)

Activities Outside Authorized Purpose of Stay (Part-time work permission)

- Application Form (available at OASIS)
- Alien Registration Card
- Passport
- Recommendation for part-time work for foreign student (available at OASIS)
- Copy of Certificate for business registration (of the company you intend to work for)
- * D-2 holders must get this permission from the Immigration Office before starting work off campus

Obligation to Report Changes to the Details of your Foreigner Registration Card

If any of the following incidents should occur to a registered foreigner, it must be reported to Daejeon Immigration Center within 14 days from its occurrence. You can come to OASIS and send the Immigration Office notice of your changes.

Incidents to report

- Change of name, sex, date of birth, or nationality
- Change of passport number, issuance date, or its expiration date
- Change in place of residency

Required Documents

- Passport
- Foreigner Registration Card
- Application form (available at OASIS)
- Verifying documents for the changes
- ※ Items subject to change depending on individual circumstances.

For more information on immigration such as change of status of sojourn, or activities outside authorized purpose of stay, please visit OASIS (1st floor W2-1) or their website <http://oasis.kaist.ac.kr/>



9. Miscellaneous Information

Useful Websites on Korea

General Information	Korea net	http://www.korea.net
	Click Korea	http://www.clickkorea.org
	Whats on Korea	http://www.whatsonkorea.com
Government	Immigration	http://www.hikorea.go.kr
	Ministry of Foreign Affairs and Trade	http://www.mofat.go.kr
	The Ministry of Culture and Tourism	http://mct.go.kr
	Daejeon Metropolitan City	http://www.daejeon.go.kr
Travel	Korea	http://www.visitkorea.or.kr/intro.html
	Seoul	http://www.visitseoul.net
	Jeju Island	http://english.jeju.go.kr
Online Korean Language Learning	Cyber Korean School	http://www.korean-edu.com/
	Study Korean (Foundation for Overseas Koreans)	http://www.teenkorean.net
	Voluntary Agency Network of Korea (VANK)	http://www.prkorea.com/english/estart.html
	National Institute of the Korean Language	http://www.korean.go.kr/hangeul/cpron/main.htm

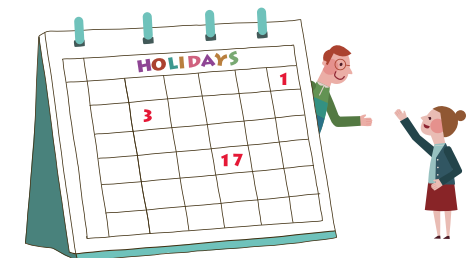
National Holidays in Korea

Solar Calendar

January 1: New Year's Day
March 1: Independence Day
May 5: Children's Day
June 6: Memorial Day
August 15: Liberation Day
October 3: National Foundation Day
December 25: Christmas Day

Lunar Calendar

January 1: Seollal (February 9~11, 2013)
April 8: Buddha's Birthday (May 17, 2013)
August 15: Chuseok (September 29~ October 1, 2012 / September 18~20, 2013)



10. Frequently Asked Questions



Living in Korea

Q I'm new here, and I know no one. What should I do?

A If you need administrative help, you can directly contact the staff of the Office of Advising and Support for International Students or International Relations Team. If you're an exchange student, you're advised to go to the International Relations Team first. Officers there are able to communicate in English and are willing to help you. Also, there are many foreign student organizations at KAIST. You can also find students from your own country and seek their help. The International Student Organization (ISO), KAIST International Students Association (KISA), and MOSAIC will also offer a great deal of help.

Q I don't know any Korean. Is that a big problem for me?

A Almost all courses at KAIST are now taught in English, so you don't have to worry about a language barrier inside the classroom. However, the language barrier may cause some trouble while getting around outside of KAIST because not every Korean is fluent in English. KAIST students are pretty good at English, and they are always willing to help you. Plus, there are many opportunities for you to study Korean while you are studying at KAIST. If you wish to learn Korean, look over the language support section in this book for more information.

Academic Life

Q My professor/TA keeps teaching in Korean. What can I do?

A You can go to the Academic Registrar's office and ask for help. They can talk to the professor/TA in question to resolve the situation, as it is a policy to teach most classes in English for undergraduate students.

Q Where can I learn Korean at KAIST?

A The KAIST Language Center provides excellent Korean language courses for international students. Moreover, KI-house, located on the 2nd floor of N5, offers free Korean language sessions as well.

Q I heard that studying at KAIST is really tough compared to other universities in Korea. Is it true?

A KAIST students are selected among the best high schools in Korea; thus, they excel in academics. Studying in this atmosphere requires you to work hard. However, it is that much more of a stimulating atmosphere for cultivating and expanding your academic horizons.

Q When and how can I check my grades after finishing the semester?

A You need to finish course evaluations within the given period to check your grades. The course evaluation period is during the two weeks before the final exam period. You have to log on to KAIST Portal (<http://portal.kaist.ac.kr>) and finish evaluations for all the courses you're taking. Unless you complete the course evaluations, you will not be able to see your grades online. The only way to check your grades would be to wait for your official transcript. It will take 1-2 months after the semester has ended. The hard copy of your transcript will be delivered to a coordinator at your home institution as soon as it is issued.

Q Can I have more than one exam a day?

A Yes, it is possible to have more than one exam a day, and this is dependent on your academic schedule. However, if a student has two exams at the same time, he or she can request special permission from the professor for a different test schedule.

Q Where can I find second hand books?

A There is no permanent shop for second hand books, but during the first few days of each semester, a group of students sells second hand books in the cafeteria (during lunch and dinner time) and in front of the post office. You can also check out the "Happy Prince" or "Buysell" board on ARA (<http://ara.kasit.ac.kr>). If you are lucky, you will find the necessary textbooks at an affordable price.

Health

Q Do I need a health check-up before going to KAIST?

A If you're an exchange student, you will be asked to get a health check-up at the medical center at KAIST, upon arrival, so you do not have to get a health check-up before coming to KAIST. This check-up is mandatory for you to live in on-campus dormitories. Students who have already had a physical examination at approved hospitals do not need to get a medical checkup in Korea.

If you're in the regular degree program, you have to get a health check-up and fill the KAIST Health form before coming to KAIST.

Q What does a physical examination offered by the Medical Center include?

- A**
- Measuring weight and height
 - Measuring Body Mass Index (BMI)
 - Blood test
(You should not eat anything 8 hours prior to the test in order to get accurate results.)
 - Urinary test + Electrocardiogram
 - Test of eyesight, dental condition, hearing
 - Radiograph (X-ray)

Dormitory

Q Can I choose my roommate?

A Because the room allocation procedure is done automatically in your first semester, you cannot choose your roommate. However, starting from the second semester, you are able to apply for the dormitories by yourself. You can try to apply for the same room that your friend is applying for; however, since the application process goes through a computerized balloting system, you may be assigned a different room.

Q Can I cook inside my room?

A No. It is forbidden for students to cook or use any cooking devices inside their rooms. This policy is to keep the room clean and prevent fire or explosions. Students can use the microwave oven in the student lounge and water cooler, which has a hot/cold function, on each floor.

Q Does KAIST provide kitchen facilities?

A KAIST provides kitchen facilities for the convenience of international students. It's located in Bachelors Building-1 (W7). By following some basic rules and regulations, any international students may use the kitchen. The kitchen is furnished with refrigerators, microwave ovens, burners, etc., which have been allocated to the different communities. Students must use their own utensils and keep the kitchen as clean as possible.

Q What period of the year are the air-conditioners in the dormitories turned on? Is it free to use the air-conditioner in my room?

A Generally air-conditioners are turned on from the end of the Spring semester till the end of the Summer semester. There is no extra charge for electricity.

Religious Life

Q Where are religious services held?

A There are lots of opportunities for Christian and Muslim students to practice their religion at KAIST.

- For Muslims

MSA (Muslim Students Association) is working for the welfare of Muslim students at KAIST. MSA is located on the 2nd floor of the W2 building, where Muslim students can pray. There is an Islamic Center in GoongDong for the Muslim community in Daejeon, where students can perform their Friday prayer. Students can also get Halal food (especially meat) from the Islamic Center. Website: <http://msa.kaist.ac.kr>

- For Christians

There are numerous churches around KAIST:

- KAIST Church

Sunday Worship Service

Time: 1:00 pm (Lunch 12:00 pm)

Place: W2 3rd floor (on campus)

- DD Hanbit Presbyterian Church

Sunday Worship Service for Foreigners

Time: 12:00pm

Place: In front of 'Buy the Way' convenience store, right next to KAIST west gate

Website: <http://www.ddhanbit.kr/>

- Saeronam Community Church

English Ministry: Sunday Worship Service

Time: 11:00 am

Place: Saeronam Church International Hall (4F of Manjong Restaurant)

- Chinese Ministry: Sunday Worship Service

Time: 2:30 pm

Place: Saeronam Church International Hall (4F of Manjong Restaurant)

Website: <http://www.saeronam.or.kr/>

Immigration

Q What is the procedure for reporting change of residence?

A You need to report any changes in alien registration within 14 days of its occurrence.

List of Changes	Required documents:
<ul style="list-style-type: none"> • Change of name, sex, date of birth, or nationality • Change of passport number, issuance date or its expiration date • Change in place of residency <p><i>To report the change of your residence, please stop by OASIS within 7 days after the change.</i></p>	<ul style="list-style-type: none"> • Passport • Foreign Registration Card • Application form <p><i>If the change happened more than 14 days ago, report to the Yuseong District Office instead. Yuseong District Office is within walking distance from KAIST main gate.</i></p>

Q What is the validity period of various certificates?

A Two months from issuance.

Q I'm going to Japan for several days and will come back to Korea. Do I need to apply for a re-entry permit?

A You don't need to apply for re-entry permit. Once you have received your alien registration card, you can freely depart and come back to Korea as long as your visa is valid. However, if you are going to leave Korea for more than one year, you must get a re-entry permit even though your visa is valid.

Q I applied for reissuing an alien registration card and was told that it takes about two weeks to get it. However, I need it as soon as possible. What should I do?

A You need to get a Foreigner Registration Certification (외국인등록 사실증명서) at Yuseong District Office or Immigration Office. The certification will be issued only to foreigners that have registered in compliance with the procedures under the Immigration Control Act. You need your passport and 1,000 Won for the service fee. You can also get this document on the website www.minwon.go.kr for free. However, this website can be quite challenging for first-time users. You might need some help from your fellow Korean students.

11. Quick Tips



Important Websites of KAIST

http://www.kaist.edu	Official KAIST Homepage
portal.kaist.ac.kr	KAIST Portal
mail.kaist.ac.kr	KAIST E-mail
oasis.kaist.ac.kr	OASIS Homepage
irt.kaist.ac.kr	International Relations Team
kds.kaist.ac.kr	Dormitory Registration System
webcais.kaist.ac.kr	Finances and Payments
library.kaist.ac.kr	Library and Licensed Journals
moodle.kaist.ac.kr	Courses & Electives
otl.kaist.ac.kr	Model Scheduling Service
form.kaist.ac.kr	Official Documents
ict.kaist.ac.kr	IT Team
kftp.kaist.ac.kr	KAIST Supported Software
lang.kaist.ac.kr	Language Center
herald.kaist.ac.kr	The Korea Herald and English newspaper
kisa.kaist.ac.kr	KAIST International Student Association
faq.kaist.ac.kr	KAIST FAQ System
vn.kaist.ac.kr	Vietnamese Students Association
msa.kaist.ac.kr	Muslim Students Association

Reservations for Study/Seminar Rooms

The reservation system for the Undergraduate Branch Library and Science Library can be found on the Portal site (portal.kaist.ac.kr) under "Hot Menu" → "Booking system". You can log in using your student ID and portal password. The system will give you a login ID. You can make a reservation for a group study session or seminar by selecting a room and time.

Reservation services for department-building seminar rooms are available on their respective homepages. Be aware that some seminar rooms might not allow access if you are from a different department.

Reservations for Sports Venues

Venue	Date	Time	Place	Notes
Stadium (E17)	1 st day of every month	9:40	Sports complex administrative office (basement of N3)	1 st come 1 st serve reservation method
West Gym(W2)	1 st day of every month	13:40	"	"
Futsal stadium (in front of N13)	Last day of every month	9:40	"	"
Undergraduate field (in front of N13)	2 nd day of every month	9:40	"	"
Sports Complex(N3)	Anytime	Working hours	"	"

If you can't make the reservation at a designated time, you can still go to use facilities during empty spots on the schedule.

Student ID Card

Stolen or Lost

If you've lost your ID card or if it has been stolen, you must immediately go to Woori Bank and fill out the "Woori Uni Check Card Application Form" and pay 10,000 Won for the reissuance fee. Once you have paid the 10,000 KRW reissuance fee, submit the application form and a copy of your Alien Registration Card to the Safety & Security Team, located in W8.

ID Card with a Check Card Function

To add the Woori Bank check card function, remember to visit Woori Bank first. The staff over at Woori Bank will guide you through this process.

Course Evaluation

Your course evaluation will provide anonymous feedback to your professors for better quality courses. In addition, you will be able to check your final grades online before the official transcript is issued, but only if you have completed the course evaluations before the given deadline.

Lounges

During the semester, feel free to use the lounges to chat with your friends and work on projects.

Student Lounge

The student lounge is on the 1st floor, Room 105, of the International Center (W2-1). It provides a suitable location for students to communicate freely. The lounge has comfortable chairs and tables for students to hold team project meetings, discussions, and group studies.

Global Lounge

Located on the 2nd floor of the International Center, it's equipped with satellite channels from all over the world and is open 24/7. Any member of KAIST is welcome to visit the global lounge and watch international television programs with his/her personal earphone in a comfortable and cozy atmosphere. Also, four PCs with internet access are available at all times.

Creative Learning Lounge

Located on the 1st floor of the Creative Learning Building, this lounge can accommodate approximately 20 people. Additionally, you can connect your laptop.

KAI Lounge

Visit the KAI Lounge between Somang Hall (N16) and Sarang Hall (N14) to play the digital piano or simply relax on comfy sofas and chairs.

Mechanical Engineering Building (N7) Lounge

Go to the 1st floor of the Mechanical Engineering Building to sit and chat with your friends. If you have a Frisbee, you can throw it around on the grass lawn just outside the lounge.

Undergraduate Branch Library lounge

Take a break after hours of intense studying by resting at the lounge located on the 2nd floor.

Print/Copy/Scan

To make a copy or copies of journals, essays, and class materials, visit the following locations:

Location:

- KAIST Library (E9) 3rd~4th floor
- KAIST Branch Library (N10) 1st floor
- Applied Engineering B/D (W1) 1st floor
- Natural Science B/D (E6) 2nd floor

Business hours:

- Mon ~ Fri: 9:00~24:00
- Sat: 9:00~17:00
- Sun: 13:00~20:00

Shuttle Bus Schedule for the Main Campus-Munji-Hwa-am Dormitory

The bus operates every day (including vacations and holidays)

Departure point: In front of Auditorium (E15) → In front of the information booth next to the Education Support Building (W8) → In front of Duck Pond (toward the main gate) → Munji Campus Bus stop → Hwa-am Dormitory

Bus Hours are subject to change according to the number of passengers. Please check for notices on the latest timetable on the KAIST Portal site.

- The bus operates from 13 (holidays) to 24 times (weekdays) a day.
- The interval between buses is 30 to 90 minutes.

Shuttle Bus Schedule for the Medical Center

Bus stop	Time	Note
E21 Medical Center	Every hour on 00min, 30min	First bus 09:00
N7-3 Division of Mechanical Engineering B/D	Every hour on 5min, 35min	
W4-2 Heemang Hall, Daom Hall	Every hour on 9min, 39min	
W3 Parking Lot	Every hour on 11min, 41min	Last bus 17:00
W1-1 Parking Lot	Every hour on 13min, 43min	
E6-1 Natural Science B/D	Every hour on 16min, 46min	
There are no buses during lunch hours (13:00 ~ 14:00)		

Shuttle Bus Schedule between KAIST-Wolpyeong (subway station)

The bus operates from Monday to Friday (excluding weekends and holidays). Hence, if you are traveling on weekends, remember to take a taxi.

KAIST → Wolpyeong (subway) station

Departure point: In front of Auditorium (E15) → In front of the information booth next to the Education Support Building (W8) → In front of Duck Pond (toward the main gate)

Bus hours: 9:40, 10:40, 11:40, 12:40, 13:40, 14:40, 15:40, 16:40, 18:00

Wolpyeong (subway) station → KAIST

Departure point: Wolpyeong (subway) station Exit #3 → 50m → Bus Stop

Bus hours: 8:28, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00

Names of Noteworthy Building in Korean

It will be useful for you to get familiar these transliterations as students use these buildings frequently.

N10 Gyo-yang-boon-gwan (교양분관)

N11 Kai-maru (카이마루)

N13 Tae-wul-gwan (태울관)

E11 Chang-eui-hak-seup-gwan (창의학습관)

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