KAIST
KOREA ADVANCED INSTITUTE OF SCIENCE AND TECHNOLOGY
WORLD CLASS S&T UNIVERSITY
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CONTACT POINTS

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- Major/Department Contact Information
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01. CONTACT POINTS

Office/Emergency Contact Information

International Scholar & Student Services (ISSS)  
(W2-1, 1st Floor, #104)  
Korean Immigration Affairs, Advising and Support for International Scholars, Exchange Students, and Regular Degree-seeking International Students  
E-mail isss@kaist.ac.kr  
Phone (042) 350-2481~3  
Homepage http://isss.kaist.ac.kr

International Relations Team (W2-1, 1st Floor #102)  
International Partnerships & Collaboration, Student Exchange Programs, Visits to KAIST  
E-mail irt@kaist.ac.kr  
Phone (042) 350-2441~4  
Homepage http://irt.kaist.ac.kr

Academic Registrar’s Team (E11, 1st Floor #111)  
Course Registration, GPA, Academic Certificates  
Phone (042) 350-2365  
E-mail registrar@kaist.ac.kr

Student Welfare Services Team (E11, 1st 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, 1st Floor #112)  
Scholarships, National Health Insurance Refund for Undergraduate KAIST Scholarship Beneficiaries  
Phone (042) 350-2163

Freshman Administrative Team (E11, 2nd Floor #213)  
General Support for Undergraduate Freshmen

Graduate & International Admissions Team  
(E11, 5th Floor #507)  
Information on Admission  
E-mail creative.adm@kaist.ac.kr (Undergraduate) / advanced.adm@kaist.ac.kr (Graduate)  
Phone (042) 350-2352 (Undergraduate) / (042) 350-2355 (Graduate)  
Homepage http://admission.kaist.ac.kr/web/intl

Leadership Center (E11, 5th Floor #504)  
Humanity/Leadership AU, Internship  
E-mail leadership@kaist.ac.kr  
Phone (042) 350-2461~2  
Homepage http://leadership.kaist.ac.kr

Information & Communication Team  
(N2, 3rd Floor #305)  
Internet & Network  
Phone (042) 350-5683  
Homepage 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  
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## Major/Department Contact Information

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<th>Department / Division</th>
<th>Phone * Ext. (Prefix 350)</th>
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<tr>
<td>College of Natural Science</td>
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<td>Mathematical Sciences</td>
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<td><a href="http://mathsci.kaist.ac.kr">http://mathsci.kaist.ac.kr</a></td>
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<td></td>
<td>Chemistry</td>
<td>2802-4</td>
<td><a href="http://chem.kaist.ac.kr/main">http://chem.kaist.ac.kr/main</a></td>
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<td></td>
<td>Graduate School of Nano Science &amp; Technology</td>
<td>1102-4</td>
<td><a href="http://gsnt.kaist.ac.kr">http://gsnt.kaist.ac.kr</a></td>
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<tr>
<td>College of Life Science and Bio Engineering</td>
<td>Biological Sciences</td>
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<td><a href="http://bio.kaist.ac.kr">http://bio.kaist.ac.kr</a></td>
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<td>Bio &amp; Brain Engineering</td>
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<td><a href="http://bioeng.kaist.ac.kr">http://bioeng.kaist.ac.kr</a></td>
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<td><a href="http://gsmse.kaist.ac.kr">http://gsmse.kaist.ac.kr</a></td>
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<tr>
<td>College of Engineering</td>
<td>Mechanical Engineering</td>
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<td></td>
<td>Aerospace Engineering</td>
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<td><a href="http://ae.kaist.ac.kr">http://ae.kaist.ac.kr</a></td>
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<td></td>
<td>Ocean Systems Engineering</td>
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<td>Civil &amp; Environmental Engineering</td>
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<td><a href="http://civil.kaist.ac.kr/eng/index.html">http://civil.kaist.ac.kr/eng/index.html</a></td>
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<td>Chemical &amp; Biomolecular Engineering</td>
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<td><a href="http://cbe.kaist.ac.kr">http://cbe.kaist.ac.kr</a></td>
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<tr>
<td></td>
<td>Materials Science &amp; Engineering</td>
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<td></td>
<td>Nuclear &amp; Quantum Engineering</td>
<td>3802-4</td>
<td><a href="http://nuclear.kaist.ac.kr">http://nuclear.kaist.ac.kr</a></td>
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<tr>
<td></td>
<td>Graduate School of EEWS</td>
<td>1702-6</td>
<td><a href="http://eewseng.kaist.ac.kr">http://eewseng.kaist.ac.kr</a></td>
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<tr>
<td></td>
<td>Cho Chun Shik Graduate School for Green Transportation</td>
<td>1252-3</td>
<td><a href="http://gt.kaist.ac.kr">http://gt.kaist.ac.kr</a></td>
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<tr>
<td>College of Liberal Arts and Convergence Science</td>
<td>Graduate School of Culture Technology</td>
<td>2902-5</td>
<td><a href="http://ct.kaist.ac.kr">http://ct.kaist.ac.kr</a></td>
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<td>Department of Humanities &amp; Social Sciences</td>
<td>2371</td>
<td><a href="http://hss.kaist.ac.kr">http://hss.kaist.ac.kr</a></td>
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<td>Department of Business and Technology Management</td>
<td>6301-3</td>
<td><a href="http://ms.kaist.ac.kr">http://ms.kaist.ac.kr</a></td>
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<td></td>
<td>Graduate Program for Innovation and Technology Management</td>
<td>4902-4</td>
<td><a href="http://itm.kaist.ac.kr">http://itm.kaist.ac.kr</a></td>
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<tr>
<td></td>
<td>Global Information &amp; Telecommunication Technology Program</td>
<td>6858</td>
<td><a href="http://ittp.kaist.ac.kr">http://ittp.kaist.ac.kr</a></td>
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<td>Graduate Program for Future Strategy</td>
<td>4022</td>
<td><a href="http://futures.kaist.ac.kr">http://futures.kaist.ac.kr</a></td>
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<td>Intellectual Property Minor Program</td>
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<td><a href="http://ip-minor.kaist.ac.kr/zcontents">http://ip-minor.kaist.ac.kr/zcontents</a></td>
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<td>Master of Science Journalism</td>
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<td><a href="http://sj.kaist.ac.kr">http://sj.kaist.ac.kr</a></td>
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<td></td>
<td>Graduate School of Science and Technology Policy</td>
<td>4842–4843</td>
<td><a href="http://stp.kaist.ac.kr">http://stp.kaist.ac.kr</a></td>
</tr>
<tr>
<td>College</td>
<td>Department / Division</td>
<td>Phone * Ext. (Prefix 350)</td>
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<td>College of Information Science &amp; Technology</td>
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<td>Computer Science</td>
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<td>Information &amp; Communications Engineering</td>
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<td>Industrial &amp; Systems Engineering</td>
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<td>Knowledge Service Engineering</td>
<td>1602</td>
<td><a href="http://kse.kaist.ac.kr">http://kse.kaist.ac.kr</a></td>
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<td>Industrial Design</td>
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<td>Web Science &amp; Technology</td>
<td>4862–4</td>
<td><a href="http://webst.kaist.ac.kr">http://webst.kaist.ac.kr</a></td>
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<td></td>
<td>Graduate School of Information Security</td>
<td>8391,8393</td>
<td><a href="http://gsis.kaist.ac.kr">http://gsis.kaist.ac.kr</a></td>
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<td>(Interdisciplinary &amp; Education Program)</td>
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<td>Robotics Program</td>
<td>8356</td>
<td><a href="http://kchannel.kaist.ac.kr/CH500-017">http://kchannel.kaist.ac.kr/CH500-017</a></td>
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<td>Education Program for Samsung Semiconductor</td>
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<td>Software Graduate Program</td>
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<td><a href="http://software.kaist.ac.kr">http://software.kaist.ac.kr</a></td>
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<td>Cooperative Telecommunication Education Program</td>
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<td>Division of Future Vehicle</td>
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<td>Mobile Software Program</td>
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<td><a href="http://mplatform.kaist.ac.kr">http://mplatform.kaist.ac.kr</a></td>
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<tr>
<td>College of Business</td>
<td>Graduate School of Management</td>
<td>02-958-3241–2</td>
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<td></td>
<td>Graduate School of Finance</td>
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<td>Graduate School of Information &amp; Media Management</td>
<td>02-958-3661</td>
<td><a href="http://www.business.kaist.ac.kr/ksim">http://www.business.kaist.ac.kr/ksim</a></td>
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<td>Management Engineering</td>
<td>02-958-3603</td>
<td><a href="http://www.business.kaist.ac.kr/me">http://www.business.kaist.ac.kr/me</a></td>
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<td>Executive Education</td>
<td>02-958-3989 /3992</td>
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<td>Graduate School of Green Growth</td>
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<td><a href="http://www.business.kaist.ac.kr/gsgg/">http://www.business.kaist.ac.kr/gsgg/</a></td>
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KOREA AT A GLANCE

• Weather & Climate
• Language
• Food
• National Holidays of Korea
• Useful Websites on Korea
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 5,000-year period.

The Korean peninsula is currently divided slightly north of the 38th parallel line. The 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, the 2018 Winter Olympics will be held in PyeongChang, Korea. The contemporary pop culture of Korea is becoming increasingly popular. In particular, Korean TV shows, movies, and music are attracting global audiences.

<table>
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<th>General Information on Korea</th>
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<tr>
<td><strong>Country Name</strong></td>
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<td><strong>Capital City</strong></td>
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<td><strong>Territory</strong></td>
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<td><strong>National Flag</strong></td>
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<td><strong>National Flower</strong></td>
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<tr>
<td><strong>Language</strong></td>
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<tr>
<td><strong>Population</strong></td>
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<tr>
<td>*Foreign Residents (including short-term sojourners): 1.2 million</td>
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<tr>
<td><strong>Political System</strong></td>
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<td><strong>Currency</strong></td>
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<td><strong>Time Zone</strong></td>
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<tr>
<td><strong>Climate</strong></td>
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</table>
Weather & Climate

Korea has four distinct seasons, with a monsoon/summer season 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. 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.

Language

All Koreans speak and write the same language, Korean. This is one of the reasons that the Korean people have a strong national identity. The “standard” Korean language is mainly spoken by the residents of Seoul. There are 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

<table>
<thead>
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<th>Consonant</th>
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<tr>
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Vowels

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

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 and shared in small dishes at the center of the table.
### National Holidays in Korea

#### Solar Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>New Year’s Day</td>
</tr>
<tr>
<td>March 1</td>
<td>Independence Day</td>
</tr>
<tr>
<td>May 5</td>
<td>Children’s Day</td>
</tr>
<tr>
<td>June 6</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>August 15</td>
<td>Liberation Day</td>
</tr>
<tr>
<td>October 3</td>
<td>National Foundation Day</td>
</tr>
<tr>
<td>October 9</td>
<td>Hangeul Day</td>
</tr>
<tr>
<td>December 25</td>
<td>Christmas Day</td>
</tr>
</tbody>
</table>

#### Lunar Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1</td>
<td>Seollal or Lunar New Year (January 30-February 1, 2014)</td>
</tr>
<tr>
<td>April 8</td>
<td>Buddha’s Birthday (May 6, 2014)</td>
</tr>
<tr>
<td>August 15</td>
<td>Chuseok or Korean Thanksgiving Day (September 7-10, 2014)</td>
</tr>
</tbody>
</table>

### Useful Websites on Korea

<table>
<thead>
<tr>
<th>Category</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td><a href="http://www.korea.net">http://www.korea.net</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.koreafocus.or.kr">http://www.koreafocus.or.kr</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://english.whatsonkorea.com">http://english.whatsonkorea.com</a></td>
</tr>
<tr>
<td>Government</td>
<td><a href="http://www.hikorea.go.kr">http://www.hikorea.go.kr</a></td>
</tr>
<tr>
<td>Immigration</td>
<td><a href="http://www.mofa.go.kr">http://www.mofa.go.kr</a></td>
</tr>
<tr>
<td>Ministry of Foreign Affairs</td>
<td><a href="http://mcst.go.kr">http://mcst.go.kr</a></td>
</tr>
<tr>
<td>The Ministry of Culture, Sports and Tourism</td>
<td><a href="http://www.daejeon.go.kr">http://www.daejeon.go.kr</a></td>
</tr>
<tr>
<td>Daejeon Metropolitan City</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td><a href="http://www.visitkorea.or.kr/intro.html">http://www.visitkorea.or.kr/intro.html</a></td>
</tr>
<tr>
<td>Korea</td>
<td><a href="http://www.visitseoul.net">http://www.visitseoul.net</a></td>
</tr>
<tr>
<td>Seoul</td>
<td><a href="http://english.jeju.go.kr">http://english.jeju.go.kr</a></td>
</tr>
<tr>
<td>Jeju Island</td>
<td></td>
</tr>
<tr>
<td>Online Korean Language Learning</td>
<td><a href="http://www.korean-edu.com/">http://www.korean-edu.com/</a></td>
</tr>
<tr>
<td>Cyber Korean School</td>
<td><a href="http://korea.prkorea.com/wordpress/english/">http://korea.prkorea.com/wordpress/english/</a></td>
</tr>
</tbody>
</table>
ARRIVAL AND DEPARTURE PROCEDURES

• For Degree-seeking Students
• For Exchange Students
03. ARRIVAL AND DEPARTURE PROCEDURES

For Degree-seeking Students

When a Degree-seeking Student Arrives at KAIST

Checklist

- Find out the name of your dorm building and room number before your Arrival
- Find out your Student ID No. and Temporary Registration No. before your Arrival
- Check into your dormitory upon arrival
- Set up an internet connection in your dorm room
- Visit ISSS
- Take part in the orientation programs
- Open a bank account at Woori Bank located on the 1st floor of the Student Building (W2)
- Pay the dormitory fee to Woori Bank and submit the receipt to ISSS
- Register for an Alien Registration Card
- Register for a Portal ID (https://iam.kaist.ac.kr)
- Register for courses

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

Visit the International Scholar & Student Services (ISSS) on the 1st floor of the International Center (W2-1), room #104.

ISSS 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 course registration, as well as campus matters and cultural opportunities. You will also be able to meet other international students through events hosted by ISSS.

Required documents for registration

- KAIST Registration Form for Non-Korean Students
- Form of Sworn Statement
- Form of Contact Points of Schools
- Application for Membership for the Student Health Insurance Association
- 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://isss.kaist.ac.kr or http://hikorea.go.kr

Student ID Card

Your Student ID card serves as an ID card as well as a key card into your dormitory and buildings on campus after 6 PM. In case you lose your student ID card, you will need to apply for reissuance. You will need to go to Woori Bank to fill the form and pay the reissuance fee of 10,000 won. Then take the receipt of your payment to the Safety and Security Team (W8) in order to receive the new card.
For Exchange Students

A. When an Exchange Student Arrives at KAIST

Checklist

- Find out the name of your dorm building and room number before your Arrival
- Find out your Student ID No. and Temporary Registration No. before your Arrival
- Check into your dormitory upon arrival
- Set up internet connection in your dorm room
- Take part in the orientation programs
- Open a bank account at Woori Bank located on the 1st floor of the Student Building (W2)
- Pay the dormitory fee to Woori Bank and submit the receipt to the ISSS
- Submit the required documents listed on the next page to the ISSS
- Register for a Portal ID (https://iam.kaist.ac.kr)
- Register for an Alien Registration Card
- Register for courses

Your first week at KAIST will be extremely busy. Use this checklist to make sure everything is in order.
Orientation Programs & Registration
Exchange students are strongly recommended to attend the orientation programs at the designated venue and time. The ISSS will provide all details related to campus life at this orientation program. Visit the ISSS on the 1st floor of the International Center (W2-1), room #104, 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
- Certificate of Health Form for KAIST Dormitory
- Deposit

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 ISSS during the orientation session.
B. Extending or Shortening One’s Study 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:

Extending

- Get permission from your home university and inform KAIST
- Get permission from your advisor and department at KAIST
- Inform the IRT & ISSS of the results 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.
- Turn in a completed campus clearing form before departure from KAIST

Shortening

- Get permission from your home university
- Both your advisor at KAIST, IRT, and ISSS must be informed before your departure
- Turn in a completed campus clearing form before departure from KAIST

C. When an Exchange Student Leaves KAIST

Checklist

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

☐ Submit the Campus Clearing Form to the ISSS

☐ Return the following to the relevant departments
  - Books checked out from the library
  - Blanket & key to your dormitory

☐ Get your deposit back from the ISSS (refunds are possible only after the submission and processing of the Clearing Form).
CAMPUS LIFE

- Get connected
- Finance
- Transportation (Campus)
- IT Services
- Cafeterias & Restaurants
- Health
- Student Support
- Facilities
- Landmarks
04. CAMPUS LIFE

Get connected

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

There are also public phone booths at KAIST that can be used to make local phone calls. These public phone booths are located at the International Student Center (W2) and near N12. Korea’s prefix for international dialing is +82 and Daejeon’s area code is 042. Your family may reach you by dialing +82-42-350-XXXX.

Telephone cards may be bought at on-campus shops and off-campus 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.

Mobile Phone
There are three mobile phone operators in Korea: SKT, KTF, and LGT. The procedures for mobile phone subscriptions 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. Note that as of July 1, 2013 foreigners holding a D-2 visa (student visa) cannot apply for pre-paid phone installments.

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

It is also possible to go off-campus and purchase your phone. Many international students have been purchasing their phones from a phone shop located in the Hanbit Plaza, first floor, in Eoeun-dong, the neighborhood just outside of the west gate of the campus. The staff at Hanbit Plaza can speak English.

Postal Service
Mail is initially delivered to the KAIST mailroom and is 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 adapters at the convenience store on campus (N13 or W2) or at 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. 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 take 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 9:00 a.m. to 4:00 p.m. (Monday-Friday). There are several ATMs on campus – W1, W2, W4, W8, E2, E3, E4, E6, E11, E14, E16, E19, N1, N7, N13, N22, N25 – and most of them operate from 07:00-23:00. Among the ATMs located on campus, only the ATMs on the first floor of the Student Center (W2) provide services in English for foreign card users. It is possible to withdraw using different forms of foreign cards (Visa, Master Card, etc.) from these ATMs as well as the ones on the first floor of the Creative Learning Building (E11). ATMs are prevalent all throughout Korea, including most 24-hour convenience stores and street corners. The ATMs in the 24-hour convenience stores demand an additional charge which is relatively higher than at the ATMs of your bank account and even other bank ATMs.

Credit Cards
In Korea, it is convenient to shop with credit cards. They are 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 January 2014, is as follows:

<table>
<thead>
<tr>
<th>Currency</th>
<th>Exchange Rate (KRW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 USD</td>
<td>1063.50</td>
</tr>
<tr>
<td>100 JPY</td>
<td>1015.27</td>
</tr>
<tr>
<td>1 EUR</td>
<td>1446.36</td>
</tr>
<tr>
<td>1 CNY</td>
<td>175.62</td>
</tr>
<tr>
<td>1 AUD</td>
<td>933.86</td>
</tr>
</tbody>
</table>
Transportation(Campus)

**Taxi Stops**
Next to building N13, you’ll find a line of taxies. Many KAIST students use this taxi stand to get off campus. Also, in case there are no taxies, it is possible to get a call taxi by calling one of the below numbers. The dispatcher will probably not speak English, so it is best if you have a Korean friend with you.

- Yangban Call Taxi  042-586-8000
- Hanbat S Call Taxi  042-242-8800
- Hanbit Call Taxi  042-525-0000
- Chanyang Call Taxi  042-624-9333

**Cycling**
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.

**Bicycle Shop**
- Location  Behind N10
- Business hours  09:00 ~ 19:00
- Fact  Basic maintenance is free for the first six months and used bicycle prices range from 60,000-100,000 KRW.

**U Bike**
U-Bike, also known as Tashu, is an automated bicycle rental system operated by the Daejeon Metropolitan City. Residents can easily rent and return a bike after receiving authorization via a Hankkeumi Card or cell phone. You can rent a bike for 500 Won for one day which will be paid via mobile micropayment or deducted from your Hankkeumi Card. You will then be charged additionally after according to the U-Bike guidelines. Longer membership registrations are also available. For more details, please refer to their website: www.tashu.or.kr.
There are numerous rental stations throughout Daejeon, and there are several U-Bike rental centers on campus too, specifically in front of N11, E8, E11, W4, main gate, and west gate.

**KAIST Shuttle Bus**
There are three bus stops on campus 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 under “Quick Tips” (Chapter 10).

**KAIST OLEV Shuttle Bus**
The On-Line Electric Vehicle (OLEV) developed by KAIST is an environmentally-friendly vehicle that has been put into service for convenient transportation around the KAIST campus. The stops and the timetable are as follows:

**OLEV bus stops**

| North Cafeteria (N11) | Sports Complex (N3) | Creative Learning B/D (E11) | Biomedical Research Center (E7) | KAIST Clinic (E21) | Main Gate (E1) | Duck Pond - Main Administration B/D (E14) | Sports Complex (N3) |

**Timetable**

- 08:30 ~ 17:30 (Except 12:00 ~ 13:00)
- OLEV departs from the Cafeteria (N11) every fifteen minutes after the hour during operation.
- It usually arrives at the KAIST Clinic 05, 20, 35, 50 minutes past the hour during operation.
  (Time of arrival is subject to road conditions)
**IT Services**

**Internet Connection**
All facilities at KAIST, including laboratories, offices, dormitories, libraries, and even lecture rooms, have internet access. In your dormitory, you will 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; T.5683).

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 connections 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), 09:00 – 17:00 on weekdays
- 1st & 2nd floors 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 the Book Cafe is open
- 1st, 2nd, 3rd, and 4th floors of the Science Library (E9), when the Science Library is open
- EVE-room in the Computer Science Division Building (E3-1), 09:00 – 18:00 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, including Microsoft Office, Adobe Creative Suite, and Hancom Office, for free. You may download most software on campus through the KAIST Software Hub (http://kftp.kaist.ac.kr). Some software, like Windows XP, is available through the department office. For successful download, installation and certification, be advised to do so within the KAIST campus. Instead of using illegal copies downloaded through the internet, please use licensed software provided to you by KAIST.
Cafeterias & Restaurants

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 Sinsegae Food, MJ Food, Dongwon Home Food, Onigiri & Gyudong, Hyundai Green Food (Meilu), Say Food (Secret) and Café, offering a variety of different meal options.

Kaimaru (N11, North Cafeteria)

<table>
<thead>
<tr>
<th>Business hours</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Everyday (Except holidays)</td>
<td>11:30 – 13:30</td>
<td>17:30 – 19:30</td>
</tr>
<tr>
<td>Breakfast 08:00 – 09:30</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Restaurants in N11

<table>
<thead>
<tr>
<th>Name</th>
<th>Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ttukbaegi</td>
<td>Korean Food</td>
</tr>
<tr>
<td>Dongwon Home Food</td>
<td>Korean Food</td>
</tr>
<tr>
<td>Onigiri &amp; Gyudong</td>
<td>Japanese Food</td>
</tr>
<tr>
<td>Meilu</td>
<td>Chinese Food</td>
</tr>
<tr>
<td>Secret</td>
<td>Fruits</td>
</tr>
</tbody>
</table>

*Note: The business hours of the restaurants listed above are usually from 10:00 to 20:00, but for some restaurants, the hours might differ slightly.
### East Cafeteria (E-5 1st floor)

<table>
<thead>
<tr>
<th>Dish type</th>
<th>Opening days</th>
<th>Business hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Set menu</td>
<td>Everyday 08:00 – 10:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Cafeteria</td>
<td>Mon – Fri 11:30 – 14:00</td>
</tr>
<tr>
<td></td>
<td>Food court</td>
<td>Mon – Fri 11:30 – 14:00</td>
</tr>
<tr>
<td></td>
<td>Set menu</td>
<td>Weekends 11:30 – 14:00</td>
</tr>
<tr>
<td>Dinner</td>
<td>Set menu</td>
<td>Everyday 17:30 – 19:30</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dish type</th>
<th>Opening days</th>
<th>Business hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Set menu</td>
<td>Everyday 08:00 – 10:00</td>
</tr>
<tr>
<td>Lunch</td>
<td>Food court</td>
<td>Mon – Fri 11:30 – 14:00</td>
</tr>
<tr>
<td></td>
<td>Set menu</td>
<td>Sat – Sun 11:30 – 14:00</td>
</tr>
<tr>
<td>Dinner</td>
<td>Food court</td>
<td>Mon – Fri 11:30 – 14:00</td>
</tr>
<tr>
<td></td>
<td>Set menu</td>
<td>Sat – Sun 11:30 – 14:00</td>
</tr>
</tbody>
</table>

### The Place (N13 2nd floor)

<table>
<thead>
<tr>
<th>Dish type</th>
<th>Opening days</th>
<th>Business hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>Small Buffet</td>
<td>Everyday 09:00 – 10:00</td>
</tr>
<tr>
<td>Lunch &amp; Dinner</td>
<td>15 – 20 menu</td>
<td>10:00 – 02:00</td>
</tr>
</tbody>
</table>

*The Place is closed every 2nd and 4th Sunday, as well as on weekends during vacation*

### Convenience Store

Convenience stores are spread over campus at seven different locations.

<table>
<thead>
<tr>
<th>Location</th>
<th>Weekday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Center-1(W2)</td>
<td>09:00 – 19:00</td>
<td>09:00 – 13:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Student Center-2(N12)</td>
<td>08:40 – 02:00</td>
<td>08:40 – 17:00</td>
<td>12:00 – 02:00</td>
</tr>
<tr>
<td>Faculty Hall E5</td>
<td>09:00 – 19:00</td>
<td>09:00 – 13:00</td>
<td>Closed</td>
</tr>
<tr>
<td>East Dormitory E8</td>
<td>19:00 – 02:00</td>
<td>Closed</td>
<td>18:00 – 02:00</td>
</tr>
<tr>
<td>West Dormitory W3</td>
<td>19:00 – 02:00</td>
<td>18:00 – 02:00</td>
<td>Closed</td>
</tr>
<tr>
<td>Student Dormitory W4</td>
<td>19:00 – 02:00</td>
<td>Closed</td>
<td>18:00 – 02:00</td>
</tr>
<tr>
<td>Student Dormitory W6</td>
<td>19:00 – 02:00</td>
<td>Closed</td>
<td>18:00 – 02:00</td>
</tr>
</tbody>
</table>
Lotteria
- Location: N12 1st floor
- Menu: Burgers, Chicken, Dessert, Drinks
- Business hours: Everyday 8:30AM – 2:00 AM

DDDN Pizza
- Location: W2 1st floor
- Menu: Supreme, Veggie, Pepperoni, Mexican Pizzas, etc.
- Business hours: Everyday: 09:00 – 20:00 (closed on Sundays)

Grazioso
- Location: W2 2nd floor
- Menu: Pizza, Pasta, Steak, Salad, Rice, Tapas, Hamburger, Dessert
- Business hours: Everyday: 10:30 – 21:00

Coffee Bean
- Location: W2-1 1st floor
- Business hours: Everyday: 09:00 – 22:00

Caffe Bene
- Location: E4 1st floor
- Business hours: Mon – Fri: 08:30 – 20:30
- Sat – Sun: 11:00 – 20:00

Dunkin Donuts
- Location: E3-2 1st floor
- Business hours: Everyday: 07:00 – 23:00

Book Cafe
If you are looking for both a cup of coffee and a good book, visit the Science Library (E9). You’ll find a coffee shop next to the bookstore on the first floor.
- Location: E9
- Business hours: Mon – Fri: 09:00 – 21:00
- Sat: 09:00 – 17:00
Twosome Place (Café)
- Location: N1
- Business hours: Everyday: 07:00 – 23:00

Tous Les Jours (Bakery)
- Location: E6
- Business hours: Everyday: 07:00 – 24:00

Gran Cafe
- Location: N11 north cafeteria
- Business hours: Mon – Fri: 08:30 – 19:00
  Sat: 10:00 – 19:00

Handel and Gretel
- Location: N7 - 1st floor lobby
- Business hours: 08:00 – 24:00

On-Campus Shopping
The General Store, inside the Taewulgwan (N13), supplies KAISTians with everyday utensils, from toiletries and writing instruments to eyewear, sportswear, and daily necessities.
The KAIST Brand Shop, located on the first floor of W2, provides souvenirs and KAIST apparel.

General Store
- Location: Taewulgwan (N13)
- Business hours: Mon – Fri: 09:00 – 19:00
  Sat: 09:00 – 15:00

KAIST Brand Shop
- Location: W2 1st floor
- Business hours: Mon – Fri: 10:00 – 19:00
  Sat: 10:00 – 14:00
Health

Health Check
All international students need to submit their official health check test results from their home countries 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 chest X-ray, which are used to screen for tuberculosis).

National Health Insurance (NHI)
In Korea, everyone subscribes to the national medical insurance system, for which there is a monthly payment. When you receive treatment at a hospital, you pay only 30% of the cost, and the rest is paid by the National Health Insurance Corporation (NHIC). Foreigners also qualify 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 authorized to apply to the NHIC at any time after you have registered as a foreign resident. Apply at the Yuseong branch of the National Health Insurance Corporation (a 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. The membership should be renewed every six months. Required documents: certificate of enrollment and a copy of the alien registration card. Cost: about 40,000 Won/month (amount is subject to change).

For undergraduate KAIST scholarship beneficiaries, 100% of the National Health Insurance amount will be refunded by KAIST. You will need to fill out the reimbursement form at the Student Affairs Team (E11) and submit it to the Student Affairs Team along with the receipt of the payment attached. For more information, please contact the KAIST Students Affairs Team.
When you extend your visa or change your visa status, make sure to contact NHIC 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, you can register 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 still arrange for health insurance from their respective home countries. Exchange students should submit a copy of their health insurance from their home countries to the ISSS upon arrival at KAIST.

| Benefits | medical subsidies & free health checkup |
| Fees     | 30,000 Won/semester |
| Contact  | Student Health Insurance Association |

**Insurance for International Exchange Students**

KAIST does not provide any insurance for exchange students. Therefore, it is mandatory that all incoming exchange students purchase insurance for overseas study in their home countries. Although the limit of coverage is up to the discretion of each student, all incoming exchange students must acquire overseas health insurance that covers them during the full duration of their stay overseas.
Student Support

Counseling
The Counseling Center offers counseling for students on academic and financial matters, human relations, and other issues. The center is located on the 3rd floor of the Tae Wul Gwan (N13). On Wednesdays from 1 pm to 5 pm, there will be a counselor who can speak English.

- **Homepage**: http://kcc.kaist.ac.kr
- **Phone**: 042-350-7942
- **Contact**: kcc@kaist.ac.kr

At the KAIST Clinic, there is a stress clinic on Mondays and Thursdays from 9 am to 5:40 pm and on Wednesdays and Fridays from 9 am to 12:40 pm. Additionally, at ISSS the student advisor is ready to hear any of your issues or troubles.

Student Clubs
There are around 78 clubs of various interests for the undergraduate community and 14 clubs for graduate students. Club rooms are mostly located in the Student Centers (N12, W2) and Tae Wul Gwan (N13). For more information about clubs, contact the Undergraduate Student Club Association by e-mail (clubunion@kaist.ac.kr) and Graduate Student Club Association (gsca@gsa.kaist.ac.kr) or phone (042) 350-2096.


International Student Clubs and Communities

**KAIST International Students Association (KISA)**
The KAIST International Student Association (KISA) was established in 2004 to assist the international student community in all aspects of their KAIST life while serving as a bridge between them and school administration to ensure a smooth transition as well as a communicative relationship with the local Korean community. KISA has extended its goal to help students develop their aspirations for the future and serve as a platform for international students to aid them in reaching their potential in the high-quality academic environment of KAIST. In addition to its primary goal of helping students in their academics, KISA also considers the social aspects of student life at KAIST to be quite important and organizes many student activities throughout the school year.

The KISA room is found on the second floor of the Student Center (W2).

- **Website**: http://kisa.kaist.ac.kr
- **Contact info**: info@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

Kaori (가오리) (Stingray KAIST Swimming Team)

Kaori (가오리) or Stingray KAIST Swimming Team represents KAIST in major swimming competitions in Korea. Kaori organizes the KAIST swimming competition every fall semester. Every KAIST student is eligible to participate upon registration. Kaori recruits new members every spring semester. New members have to be available the whole year for almost daily swimming training. Training start in the KAIST swimming pool at 6 am on Monday, Tuesday, Thursday, and Friday. Training is suspended for two weeks before exam week. For students who are interested in taking swimming classes, Kaori members offer free swimming classes every weekday 6~7pm at the KAIST swimming pool.

- **Website** http://kaori.kaist.ac.kr

KAIST Orchestra (KAO)

Founded in 1992, KAIST Orchestra (KAO) is an autonomous community of KAIST that consists of about 120 team members including undergraduate/graduate students, researchers, and professors. KAO performs both chamber music and regular concerts twice a year at each semester and sometimes plays at various cultural events of KAIST. Members of KAO practice twice a week. On Tuesdays at 9 p.m., the whole orchestra practices with the conductor, and separate instrument groups practice once a week.

- **Website** http://orchestra.kaist.ac.kr

International Student Organization (ISO)

The International Student 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** isokaist13@gmail.com
MOSAIC

MOSAIC (est. April 2011) is a student organization that is comprised of Korean students who enter KAIST in the 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

Muslim Students Association (MSA)

The MSA (Muslim Students Association) is working for the welfare of Muslim students at KAIST. MSA’s club room is located on the 3rd floor of the W2 building (302), where it also can be used for Muslim students to pray. MSA holds many activities yearly to facilitate the needs of Muslim students at KAIST. There is also an Islamic Center of Daejeon in the GoongDong area for the Muslim community in Daejeon, where students can perform their Friday prayer, Tarawih, and Islamic celebrations. Students can also get various Halal ingredients (especially meat) from the Islamic Center.

- **Website** http://msa.kaist.ac.kr
- **Contact info** msa.kaist.1@gmail.com

KAIPlus

KAIPlus is a nonprofit voluntary organization comprised of the spouses of KAIST professors that seeks to help the members of KAIST family and promote better understanding and cooperation among its members through local community volunteering.

**Programs**
- **Wednesday Morning Coffee**: An event held every Wednesday from 10:00a.m. – 12:00p.m. at the Global Lounge of the International Center, we wish to promote better understanding of different cultures over some coffee.
- **Korean-in-Action**: We provide a one-to-one Korean learning buddy program. We match a KAIPlus Korean member to any foreign KAIST member who wishes to learn of Korean language or culture.
- **Language Classes**: We offer Japanese and French classes for beginners.
- **Story Time with Art & Craft**: This program is for children (K-2) who enjoy children’s books and art activities.

- **Website** http://cafe.daum.net/kaistplus
- **Contact info** kaiplus@kaist.ac.kr
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](http://library.kaist.ac.kr)

**Science Library (E9)**
- Business hours: Mon – Fri: 09:00 – 24:00
  Sat: 09:00 – 24:00, Sun: 13:00 – 24:00

**Munji Campus Library (Munji Campus)**
- Business hours: Mon – Fri: 9:00–24:00
  Sat: 13:00–17:00

In order to borrow, reserve or request a book as well as renewing the return date, you may go to the library website at: [www.library.kaist.ac.kr](http://www.library.kaist.ac.kr) and log in using your KAIST portal account ID and password. Also, at the Undergraduate Branch Library, there are only places to study, and no books.

**Post Office (N12)**
- Business hours: Mon – Fri: 09:00 – 18:00

**KAIST Clinic (E21)**

KAIST Clinic is supporting KAIST students, faculty, employees, and their families aiming their best works and studies by primary medical service, mental health programs, health screening programs, and vaccination service.
- Business hours: Mon – Fri: 09:00 – 12:40, 14:00 – 17:40
- Website: [https://clinic.kaist.ac.kr](https://clinic.kaist.ac.kr)
Health Care Center (#2104, N13)

The nursing staff provide international students with free medications and simple treatments for any health problem, including headache, stomachache, cold, fever and injuries. For serious illness, the campus clinic personnel will tell you the best hospitals and clinics where you can have high-quality medical treatments.

- **Business hours**  
  Weekdays (Mon – Fri) : 09:00 – 22:00 (Lunch 12:00 – 13:00)  
  Weekends (Sat – Sun) : 09:00 – 18:00 (Lunch 12:00 – 13:00)

- **Website**  
  [http://health.kaist.ac.kr](http://health.kaist.ac.kr)

 KAIST Pharmacy (E7)

- **Business hours**  
  Mon – Fri : 09:00 – 18:30

Sports Centers

The campus offers a variety of sports facilities. To utilize them, you may want to consider making a reservation first. For night reservations, you have to pay for the lights. For information related to making reservations, see “Quick Tips” (Chapter 10).

**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 rent sportswear and make reservations for all rooms and courts at the Sports Administration Office.
You may borrow sports equipment such as balls or rackets or make reservations for football fields in the office located near the entrance of the Sports Complex building. Note that you will need your student ID card when you want to reserve the or borrow equipment.

**Business hours**
- Mon – Fri: 07:00 – 22:00
- Sat: 08:00 – 18:00

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

**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)**
Futsal is a variant of association football that is played on a smaller pitch and mainly played indoors. The two futsal courts have lights available until 22:00. You’ll need an ID card and reservations are needed for team play.

**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 08:00 to 21:00 and Saturday from 08:00 to 18:00. Just remember to prepare your own swimwear, swimming cap (mandatory), 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 and the facilities are open until midnight.
Tennis courts (near N19, E17, and N6)
Three tennis courts are open 24/7; You must bring your own equipment.

Billiard Hall (W2)
Students can use the billiard hall with 10 billiard tables from 11:00 to 24:00. The fee is 700 Won per 10 minutes.

Gyms (N1, N20, N19, E8, W3, W4, W6)
There are six on-campus gyms for weight-training. Try different gyms all over 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 : 09:00~19:00, Sat : 09:00 – 12:00

Near Undergraduate Dormitory
• Location N12, 2nd floor
• Business hours Mon – Fri : 09:00 – 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 5,000 (for students)

Travel Agency
• 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 snacks from visitors.

**Outdoor (Nocheon) Theater (W9)**
This is an outdoor 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. It is also possible to set up BBQs in this outdoor area with prior reservation made to the Undergraduate Student Council. You may also rent BBQ equipment.

*Onestep, KAIST 27th Undergraduate Student Council*
- Email: onestepkaist@gmail.com
- Phone: 042-350-2072

**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 Caffe 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.
ACADEMIC LIFE

• Academic Calendar
• Course Application
• Credit System
• Certificates
• KAIST Scholarship for International Students (Undergraduate Degree-seeking Students Only)
• Academic Support
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05. 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.

<table>
<thead>
<tr>
<th>Spring Semester: Early March ~ Late June</th>
<th>Fall Semester: Early September ~ Late December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early March</td>
<td>Early September</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Beginning of March</td>
<td>Beginning of September</td>
</tr>
<tr>
<td>Add/Drop Period</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>Late April</td>
<td>Late October</td>
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<tr>
<td>Mid-term Exam Period</td>
<td>Mid-term Exam Period</td>
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<tr>
<td>Late May</td>
<td>Late November</td>
</tr>
<tr>
<td>KAIST Student Festival</td>
<td>Sports Festival</td>
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<tr>
<td>Late June</td>
<td>Early December</td>
</tr>
<tr>
<td>Final Exam Period</td>
<td>KAIST Year-end Party</td>
</tr>
<tr>
<td>Late June</td>
<td>Late December</td>
</tr>
<tr>
<td>Classes End</td>
<td>Classes End</td>
</tr>
<tr>
<td>Summer Semester: Early July ~ Late August</td>
<td></td>
</tr>
</tbody>
</table>

*This is subject to change

Course Application

Credits 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 also applies 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#). In addition, you can try making a mock timetable at...
OTL (otl.kaist.ac.kr). On OTL, you can look at most of the information on the CAIS system as well as visualize what your schedule will look like with ease.

**Course Enrollment**

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 randomly selects students for 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**

**A. Registration Period: Refer to each year’s Academic Schedule**

- Spring Semester Course Registration: December of the previous year
- Fall Semester Course Registration: May of the current year

**B. Course Registration Details**

- The portal-academic system is set so that course registration/changes/cancellation is possible from 12:30pm of the first day of the registration period.
- On the first day of course registration, students are randomly selected for courses with a fixed student quota.
- Course changes are possible up to 2 weeks from the first day of the semester and course cancellations are possible up to 4 weeks from the first day of the semester. (However, students admitted in 2007 and 2008 and graduate school students admitted before 2009 are provided with a period of up to 1 week after midterms).
- Undergraduate students are to register for at least 12 credits; full-time graduate school students are to register for at least 9 credits and no more than 12 credits; and part-time graduate school students are to register for at least 3 credits and no more than 9 credits.
- Courses cancelled during the course cancellation period are marked with a “W” for Withdraw in the student’s transcript.

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 the KAIST Portal?**
The 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 the 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**
- Complete Add/Drop process
- Print out the completed Add/Drop form
- Obtain signatures from the course professor and advisor
- Submit the form to the Academic Registrar’s Team

**Using the Add & Drop Form**
*Note that you can apply for a course with permission from the course professor and 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 the course information
- Obtain signatures from the course professor 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.*

**Retaking Courses**

Undergraduate students can retake courses if the previous grade was C+ or lower. The grade achieved in a retaken course replaces the original grade, but the new grade cannot exceed an A-.

Students can retake 5 courses and cannot take the same course three times or more. However, this does not apply when a student receives an “F” on a required course. Students must retake any courses required for graduate and earn the credits if the received course grade is an “F” or “U”.

**Cost for make-up courses** 50,000 Won per credit.
(e.g. 3 credits: 50,000 Won x 3 = 150,000 Won)

Graduate students are not allowed to retake courses except when “F” is given for required courses.

If a graduate student receives an “F” on a required course and retake the course, the original grade will be replaced by the new grade. However, “R” will be marked front of the course name.

No fee is charged for graduate retake.

**Academic Warning**

**Undergraduate Program**

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

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

If re-admitted students (after expulsion due to three academic warnings) 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 two warnings consecutively (three times for part-time students) will be dismissed.

4. If re-admitted students (after dismissal due to three academic warnings) receive another warning, they will be dismissed.

**Credit Recognition Exams/Waiver 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.

| Cost for the examination | 20,000 won per course |

**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 at 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 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.

For more specific information regarding different majors, check the KAIST Bulletin, available as a PDF file on the ISSS website (isss.kaist.ac.kr).

**Grading System**

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

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Explanation</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A0, A-</td>
<td>Outstanding Performance</td>
<td>4.3, 4.0, 3.7</td>
</tr>
<tr>
<td>B+, B0, B-</td>
<td>Superior Performance</td>
<td>3.3, 3.0, 2.7</td>
</tr>
<tr>
<td>C+, C0, C-</td>
<td>Satisfactory Performance</td>
<td>2.3, 2.0, 1.7</td>
</tr>
<tr>
<td>D+, D0, D-</td>
<td>Minimal Pass</td>
<td>1.3, 1.0, 0.7</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td>(not counted)</td>
</tr>
</tbody>
</table>
Note: A+ is equivalent to a 4.3 GPA while universities in some other countries have lower or higher maximum GPAs (4.0 or 4.5). Remember to check and convert your scores in formal documents. S Satisfactory (not counted) U Unsatisfactory (not counted)

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
  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 KAIST Alumni Association for special arrangements.

| KAIST Alumni Association | Phone    | 82-42-350-2091–2 | Email   | alumni@kaist.ac.kr |
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 will be offered KAIST scholarship equivalent to the tuition fee
- Students with a B average during the semester prior, excluding those under academic probation, are rewarded additional scholarship to other school dues.
- New students are rewarded full scholarship (tuition + other fees) for the whole year regardless of grades.

* Tuition/Scholarship depending on the academic grade of undergraduate

<table>
<thead>
<tr>
<th>Average grade</th>
<th>Scholarship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Above  3.0</td>
<td>Full scholarship (Exempted from tuition and other fees)</td>
</tr>
<tr>
<td>2.0–3.0</td>
<td>Partial scholarship (Exempted from tuition, but must pay other fees)</td>
</tr>
<tr>
<td>Below  2.0</td>
<td>Pay both tuition and fees</td>
</tr>
</tbody>
</table>

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 may apply for this service, but the tutoring fee must be covered by the student.

**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 at 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 guidance counselor. Freshmen are assigned advisors through their Happy/Exciting College Life classes. After registering for a major, a professor from that major will become your undergraduate advisor. Your undergraduate advisor will provide you with mentoring and advice, and you need his/her signature when altering your course schedule.

**International Student Advisor**
There is an advisor to international students at ISSS. 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 isss@kaist.ac.kr.
Language Support

Korean Language Support

Credit Courses
The School of Humanities and Social Sciences offer the following courses:

- Basic Korean I & II (for undergraduate students, 3 credits)
- Introduction to Korean I & II (for graduate students, 3 credits)
- Intermediate Korean I (for both undergraduate/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
The KAIST International House, known as KI house (http://www.kaistih.com/) provides free one-to-one or group tutoring. These Korean classes are held in KI house located in the N5 building room #2233 from Monday to Friday, 9:30 AM to 5:30 PM. The KI House provides cultural awareness programs such as “Korean Day,” “Korean Night.” Also KI House allows foreigners to experience Korean traditional holidays such as Chuseok and Seollal.

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 often 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 can help improve your English conversation and writing skills.

For more information, please visit: http://kefl.kaist.ac.kr/
ACCOMMODATION

• Dormitory Overview
• Applying for Housing
• Moving in for the First Time
• Refund Policies
• Storage
06. ACCOMMODATION

Dormitory Overview

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 dormitories 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 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 are required to pay dormitory fees for each semester (6-month or 4-month period). There is 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, ISSS 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 KAIST 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

<table>
<thead>
<tr>
<th>Dormitories</th>
<th>Gender</th>
<th>Course</th>
<th>Dormitory Fee (Per Person)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Undergraduate area</strong></td>
<td></td>
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</tr>
<tr>
<td>Sarang</td>
<td>M</td>
<td>Undergraduate</td>
<td>364,000 Won / 4 Months</td>
</tr>
<tr>
<td>Somang</td>
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<tr>
<td>Seongsil</td>
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<td>Jilli</td>
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<td>Siloe</td>
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<tr>
<td>Jihye</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Areum</td>
<td>F</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2 wing of Sejong</strong></td>
<td>F</td>
<td>Undergraduate</td>
<td>364,000 Won / 4 Months</td>
</tr>
<tr>
<td><strong>1 wing of Sejong</strong></td>
<td>F/M</td>
<td>Graduate</td>
<td>564,000 Won / 6 Months</td>
</tr>
<tr>
<td><strong>3 wing of Sejong</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4~7 wings of Sejong</strong></td>
<td>M</td>
<td>Graduate</td>
<td>564,000 Won / 6 Months</td>
</tr>
<tr>
<td><strong>Galilei</strong></td>
<td>M</td>
<td>Graduate</td>
<td>564,000 Won / 6 Months</td>
</tr>
<tr>
<td><strong>On campus Apt.</strong></td>
<td>M/F</td>
<td>Graduate</td>
<td>564,000 Won / 6 Months (3 People)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>432,000 Won / 6 Months (4 People)</td>
</tr>
<tr>
<td><strong>Nanum</strong></td>
<td>M</td>
<td>Graduate</td>
<td>480,000 Won / 6 Months</td>
</tr>
<tr>
<td><strong>Heemang</strong></td>
<td>M</td>
<td>Undergraduate / Graduate</td>
<td>1,530,000 Won / 6 Months</td>
</tr>
<tr>
<td>One-bed studio</td>
<td></td>
<td></td>
<td>846,000 Won / 6 Months</td>
</tr>
<tr>
<td>Two-beds studio</td>
<td></td>
<td></td>
<td>690,000 Won / 6 Months</td>
</tr>
<tr>
<td>Two-beds Standard room</td>
<td></td>
<td></td>
<td>564,000 Won / 6 Months</td>
</tr>
<tr>
<td>Room for 3 people (Lounge)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Dasom</strong></td>
<td>F</td>
<td>Undergraduate / Graduate</td>
<td>1,530,000 Won / 6 Months</td>
</tr>
<tr>
<td>One-bed studio</td>
<td></td>
<td></td>
<td>846,000 Won / 6 Months</td>
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<tr>
<td>Two-beds studio</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Two-beds Standard room</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mir</strong></td>
<td>M</td>
<td>Undergraduate / Graduate</td>
<td>1,710,000 Won / 6 Months</td>
</tr>
<tr>
<td>One-bed studio</td>
<td></td>
<td></td>
<td>620,000 Won / 4 Months</td>
</tr>
<tr>
<td>Two-beds studio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Narae</strong></td>
<td>F</td>
<td>Undergraduate / Graduate</td>
<td>1,710,000 Won / 6 Months</td>
</tr>
<tr>
<td>One-bed studio</td>
<td></td>
<td></td>
<td>620,000 Won / 4 Months</td>
</tr>
<tr>
<td>Two-beds studio</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*<em>Noori</em></td>
<td>M/F</td>
<td>Undergraduate / Graduate</td>
<td>540,000 Won / 6 Months</td>
</tr>
<tr>
<td>*<em>Moonji</em></td>
<td>M/F</td>
<td>Undergraduate / Graduate</td>
<td>390,000 Won / 6 Months</td>
</tr>
<tr>
<td>*<em>Hwaam</em></td>
<td>M</td>
<td>Undergraduate / Graduate</td>
<td>300,000 Won / 6 Months</td>
</tr>
</tbody>
</table>

*Off-Campus housing

For further information please refer to http://kds.kaist.ac.kr
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, ISSS offers rental bedding materials for the exchange period.

Refund Policies

When residents must move out of dormitories earlier than planned 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 their respective 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 diseases. 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.

Storage

Students can leave belongings during the dormitory moving period. Please contact the Student Welfare Service Team during the designated period. When your application is approved, you can pack your belongings into a box and take it to the storage area. If you’re a male student, you can use the storage on the B1 floor of the Undergraduate Library (N10, access through the stairs beside the copy room). If you’re a female student, you can use the storage one the B1 floor of Areum Hall (N19).
OFF-CAMPUS LIFE

• About Daejeon
• Transportation
• Shopping
• Online Shopping
• Restaurants
07. 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 in under 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 (RFID wireless transportation payment 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” (Chapter 10) 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. Base fare: 1,100 won. The closest subway station to KAIST is Wolpyeong Station. Note that there are shuttle buses from KAIST to Wolpyeong Station. To see the bus schedule, refer to “Quick Tips” (Chapter 10).
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 with the 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. Please try to use the major KAIST landmarks when stating/explaining your preferred pick-up location by taxi.

*There is an extra charge for both regular taxis and call taxis after midnight (00:00 ~ 04:00).

- Hanbit Call Center  Tel. 042)540-8282
- Yangban Call Center  Tel. 042)586-8000
- Call Center on-campus  Ext. 8255

Inter-city & Express Buses
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, 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 5,000 Won from KAIST.

For detailed information about the bus schedules, reservations, and locations of the terminals please visit http://www.bustago.or.kr (Seoul) or 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 but the transit time is about twice as long as the KTX.

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

<table>
<thead>
<tr>
<th>Route</th>
<th>Origin</th>
<th>Destination</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daejeon → Seoul</td>
<td>Daejeon Dunsan Terminal (대전청사)</td>
<td>Seoul Express Bus Terminal (서울경부)</td>
<td>kobus.co.kr</td>
</tr>
<tr>
<td></td>
<td>Daejeon Terminal Complex (대전)</td>
<td>Central City Bus Terminal (서울호남)</td>
<td>kobus.co.kr</td>
</tr>
<tr>
<td></td>
<td>Kumho Express Bus Terminal (유성)</td>
<td>Central City Bus Terminal (서울호남)</td>
<td>kobus.co.kr</td>
</tr>
<tr>
<td>Seoul → Daejeon</td>
<td>Seoul Express Bus Terminal (서울경부)</td>
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<td>kobus.co.kr</td>
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<tr>
<td></td>
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<td>kobus.co.kr</td>
</tr>
<tr>
<td></td>
<td>Central City Bus Terminal (센터럴(서울호남))</td>
<td>Daejeon Dunsan Terminal (대전청사)</td>
<td><a href="http://www.hticket.co.kr">www.hticket.co.kr</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kumho Express Bus Terminal (유성)</td>
<td><a href="http://www.hticket.co.kr">www.hticket.co.kr</a></td>
</tr>
</tbody>
</table>

**Daejeon Train Station:**

**Gyeongbu (Seoul - Busan) Line**

1) Take the 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** 1,100Won

2) Taxi
   - **Estimated time** Approx. 30min
   - **Cost** Approx. 10,000 Won

**Seodaehjeon Train Station:**

**Honam (Seoul (Yongsan) - Mokpo) Line**

1) Take the KAIST-Wolpyeong Shuttle Bus
   - Take a subway at Wolpyeong Station (remember to check the direction) ➔ Seodaehjeon Station (after 7 stations)

   - **Estimated time** 30min
   - **Cost** 1,100 Won

2) Taxi
   - **Estimated time** 30min
   - **Cost** Approx. 10,000 Won

For detailed information about the train schedules, reservations and train routes, please visit [http://www.korail.com](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 apparel to foods and much more. The first two are similar to Walmart, the latter is the largest shopping mall in the Daejeon area, with 14 floors.

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**Homeplus**

**Business hours**
Everyday 09:00 – 24:00
Closed on the 2nd and 4th Sunday of every month.

**Address**
669 Bongmyung-dong, Yuseong-gu, Daejeon (Tel. 042-841-2080)

**Directions**
1) 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
2) Taxi
   - Estimated time: 8 min
   - Cost: Approx. 4,000 Won

---

**E-Mart Traders**

**Business hours**
Everyday 09:00 – 22:00
Closed on the 2nd and 4th Sunday of every month.

**Address**
510 Wolpyeong-dong, Seo-gu, Daejeon (Tel. 042-718-1234)

**Directions**
1) Take the KAIST-Wolpyeong Shuttle Bus ▶ Walk to E-mart Traders
   - Estimated time: 15 min
   - Cost: free
2) Taxi
   - Estimated time: 10 min
   - Cost: Approx. 4,000 Won

---

**E-Mart**

**Business hours**
Everyday 08:00 – 24:00

**Address**
959-2 Dunsan-dong, Seo-gu, Daejeon (Tel. 042-479-1234)

**Directions**
1) Take bus #604 at KAIST East Gate ▶ Go 7 stations ▶ Get off at E-mart
   - Estimated time: 15 min
   - Cost: 1,100 Won
2) Taxi
   - Estimated time: 12 min
   - Cost: Approx. 5,000 Won
Off-Campus Life

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
1) Take bus #604 at the KAIST East Gate ➤ Go 8 stations ➤ Get off at Galleria Time World
   Estimated time 30 min
   Cost 1,100 Won
2) Taxi
   Estimated time 13 min
   Cost Approx. 6,000 Won

Lotte Department Store

Business hours
Everyday 10:30 ~ 20:00

Address
423-1 Goejeongdong, Seo-gu, Daejeon (Tel. 042-601-2500)

Directions
1) Take Bus #604 at the KAIST East Gate ➤ Get off at the Lotte Department Store
   Estimated time 27 min
   Cost 1,100 Won
2) Taxi
   Estimated time 16 min
   Cost Approx. 8,000 Won
3) Subway
   Estimated time 20 min
   (from Wolpyeong station to Seodaejeon station)
   Cost 1,100 Won

Say Department Store

Business hours
Everyday 10:30 ~ 20:00

Address
1-16 Munhwadong, Jung-gu, Daejeon (Tel. 042-226-1234)

Directions
1) Take Bus #104 at the KAIST Main Gate ➤ Transfer to bus #315 at the Nuri Apartment bus stop ➤ Get off at Seodaejeon Neguri
   Estimated time 53 min
   Cost 1,100 Won
2) Taxi
   Estimated time 25 min
   Cost Approx. 12,000 Won
3) Subway
   Estimated time 20 min
   (from Wolpyeong station to Seodaejeon station)
   Cost 1,100 Won
Eunhang-dong is the downtown / main street shopping district of Daejeon where there are countless popular cafes, restaurants, clothing stores, and much more.

**Business hours**
around 10:00 – 22:00
(Underground shopping malls closed on the 1st and 3rd Tuesday of every month)

**Address**
145 Eunhang-dong, Jung-gu, Daejeon

**Directions**
1) Take bus #604 at the KAIST East Gate ▶ Get off at Jungang-ro station
   **Estimated time** 42 mins
   **Cost** 1,100 Won
2) Taxi
   **Estimated time** 26 min
   **Cost** Approx. 11,000 Won
3) Subway
   **Estimated time** 19 min
   (from Wolpyeong station to Daejeon station)
   **Cost** 1,100 Won

---

**Jungangsijang**
(Traditional Market)

**Address**
Won-dong, dong-gu, Daejeon
(Tel. 042-253-1550)

**Directions**
1) Take bus #604 at the KAIST East Gate ▶ Get off at Daeheong-dong Catholic Church ▶ Walk (10mins)
   **Estimated time** 57 min
   **Cost** 1,100 Won
2) Taxi
   **Estimated time** 25 min
   **Cost** Approx. 11,000 Won
3) Subway
   **Estimated time** 19 min
   (from Wolpyeong station to Daejeon station)
   **Cost** 1,100 Won

---

**Hanbit Plaza**
(Eoeun-dong)

**Address**
99, Eoeun-dong, Yuseong-gu, Daejeon

**Directions**
You can walk to the Hanbit Plaza from West gate of KAIST. It takes about 7 min.

**Note** A photo studio and mobile phone store can be found on the first floor. There is also the Lotte grocery market located within the plaza.
World Food Market
(near Daejeon Station)

The World Food Market is one of the only stores within the Daejeon area that caters to international customers with a variety of international foods, ingredients and supplies, such as Halal, Kosher, and ingredients that are difficult to find in the standard Korean grocery markets.

Business hours
08:00 – 23:00

Address
Joong-dong 64-4, Dong-gu, Daejeon

Directions
1) Take the KAIST-Wolpyeong Shuttle Bus ▶ Take the subway at Wolpyeong Station (remember to check the direction) ▶ Daejeon Station (after 10 stations) ▶ World Food Market is across the street from the Daejeon station
Estimated time 40 min
Cost 1,100 Won

1) Taxi
Estimated time Approx. 31 min
Cost Approx. 9,000 Won

Costco

Costco is a major wholesaler that caters towards a wide variety of customers. Based out of the U.S., many products here may be found for cheaper prices and offers a wider variety of goods.

Business hours
09:00 – 22:00

Address
116-3, Oryu-dong, Jung-gu, Daejeon
(Tel. 042-539-1234)

Directions
1) Take bus #104 at KAIST North Gate ▶ Get off at City hall station and take Subway ▶ get off at O-ryong station
Estimated time 45 min
Cost 1,100 Won

1) Taxi
Estimated time 24 min
Cost Approx. 10,000 Won

*Note
1) You need to have COSTCO Membership card(35,000 won/year)
2) You are required to pay with either Cash or Samsung credit card
Online Shopping

One of the most convenient ways to buy products at low prices is through online shopping. It is recommended that you apply for internet banking at Woori Bank. Using international credit cards can get 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://global.gmarket.co.kr)
- http://www.auction.co.kr
- http://www.11st.co.kr
- http://www.interpark.com
- http://www.forever21.co.kr/
- http://www.countryhouse.co.kr/shopuser/index.html (Online groceries store)

Restaurants

If you walk out through 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Menu</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Taj Mahal</td>
<td>Indian food</td>
<td>6-34 Gung-dong, Yuseong-gu</td>
<td>825-3786</td>
</tr>
<tr>
<td>Indi</td>
<td>Indian food</td>
<td>1370 Dunsan 2-dong, Seo-gu</td>
<td>471-7052</td>
</tr>
<tr>
<td>Hindustani</td>
<td>Indian food</td>
<td>51-38 Dunsan-dong, Seo-gu</td>
<td>671-3388</td>
</tr>
<tr>
<td>Ali-Baba's Treasure</td>
<td>Moroccan food</td>
<td>6-11 Gung-dong, Yuseong-gu</td>
<td>823-2722</td>
</tr>
<tr>
<td>Very Sinjuku</td>
<td>Japanese food</td>
<td>113-16 Eoeun-dong, Yuseong-gu</td>
<td>863-7339</td>
</tr>
<tr>
<td>111-4 Meal</td>
<td>Japanese food</td>
<td>111-4 Eoeun-dong, Yuseong-gu</td>
<td>867-1114</td>
</tr>
<tr>
<td>Hoabinh</td>
<td>Vietnamese food</td>
<td>241 Wolpyeong-dong, Seo-gu</td>
<td>488-0815</td>
</tr>
<tr>
<td>Ganamji</td>
<td>South-East Asian food (Thailand, Vietnam, etc)</td>
<td>395-1 Doryong-dong, Yuseong-gu</td>
<td>861-7557</td>
</tr>
<tr>
<td>Chin Chin</td>
<td>Italian Restaurant</td>
<td>363 Manmyeon-dong, Seo-gu</td>
<td>488-7776</td>
</tr>
<tr>
<td>Nuovo Napoli</td>
<td>Italian Restaurant</td>
<td>406-10, Gung-dong, Yuseong-gu</td>
<td>322-9582</td>
</tr>
<tr>
<td>Ocheonnyeon</td>
<td>Chinese food</td>
<td>906-3 Jijok-dong, Seo-gu</td>
<td>825-8837</td>
</tr>
<tr>
<td>Ankara Baba Kebap</td>
<td>Turkish food</td>
<td>1036 Dunsan 2-dong, Seo-gu (Time World B2F)</td>
<td>485-8660</td>
</tr>
</tbody>
</table>
IMMIGRATION

- Alien Registration
- Extension of Stay
- Activities Outside Authorized Purpose of Stay (Part-time work permission)
- Obligation to Report Changes to the Details of your Alien Registration Card
08. 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 Office. Students must visit the Daejeon Immigration Office in person to register their fingerprints. The International Scholar & Student Services (ISSS) will assist you in obtaining the card.

- **Location**  
  International Center (W2-1), 1st floor, room #104
- **Office hours**  
  9:00 - 18:00 (Lunch 12:00 - 13:00)

Daejeon Immigration Office Contacts

ARS (Automatic Response System)  1345
Website  www.hikorea.go.kr

How to get there:

**By Bus**  
Take bus #104 from across the main gate of KAIST and transfer to bus #705 at the Jungchondong Jumin Center bus stop (중촌동 주민센터) and walk to 290m to the Daejeon Immigration Office. OR Take bus #604 from the East Gate of KAIST and get off at Jungchon Naegeori (중촌네거리). Walk 400m to the Immigration Office. For more detailed routes, we recommend Google map.

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 Office (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          | • Fee 30,000 Won              |
| • Passport                  | • Certificate of Enrollment (You can obtain this certificate from an automated machine on the 1st floor of the creative learning building (E11)) |
| • 1 photo (3.5cmx4.5cm)     |                                |

Information Regarding the Registration of your Fingerprints
To complete your alien registration, you must go to the Daejeon Immigration Office 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 ISSS and submit the paper. Stop by ISSS in two to three weeks to receive your alien registration card.

Note: For your convenience, the ISSS is planning to assist you with the alien registration process. More information will be provided at the orientation sessions.

Extension of Stay

Application period for extension
A registered foreigner must apply for an extension of stay before their visa expires. Prepare the required documents (listed below) and submit them to ISSS 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 ISSS)
- 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 Scholarship (issuable from Student Affairs Team E11, degree-seeking students only)
- 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))
- Proof of Residence (Ex. Dorm receipt issuable at the Student Welfare Team E11 or copy of your home contract)

**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 ISSS)
- Passport
- Alien Registration Card
- Copy of flight ticket (E-ticket)

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

- Application Form (available at ISSS)
- Alien Registration Card
- Passport
• Recommendation for part-time work for foreign student (available at ISSS)
• Transcript (minimum GPA required: 2.3)
• 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 Alien Registration Card

If any of the following incidents should occur to a registered foreigner, it must be reported to Daejeon Immigration Office within 14 days from its occurrence. You may go to the ISSS office and receive assistance with this process.

**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
- Alien Registration Card
- Application form (available at ISSS)
- 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 ISSS (1st floor W2-1) or their website http://isss.kaist.ac.kr/
FREQUENTLY ASKED QUESTIONS

- Living in Korea
- Academic Life
- Health
- Dormitory
- Religious Life
- Immigration
09. 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 International Scholar & Student Services (ISSS) or the International Relations Team (IRT). 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) and KAIST International Students Association (KISA) 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 citizen 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 at KAIST. If you wish to learn Korean, look over the language support section in this book for more information.
## Academic Life

<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>My professor/TA keeps teaching in Korean.</td>
<td>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.</td>
</tr>
<tr>
<td>Where can I learn Korean at KAIST?</td>
<td>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.</td>
</tr>
<tr>
<td>I heard that studying at KAIST is really tough compared to other universities in Korea.</td>
<td>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.</td>
</tr>
<tr>
<td>When and how can I check my grades after finishing the semester?</td>
<td>You need to complete 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 the KAIST Portal (<a href="http://portal.kaist.ac.kr">http://portal.kaist.ac.kr</a>) 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.</td>
</tr>
</tbody>
</table>
**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 sell (http://welfare.kaist.ac.kr/bookmarket/list.php) second hand books in the cafeteria (during lunch and dinner time) and in front of the post office. You can also check out the “Buysell” board on ARA (http://ara.kaist.ac.kr). If you are lucky, you will find the necessary textbooks at an affordable price.

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**Health**

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

**A** A health check-up is mandatory for you to live in on-campus dormitories. Please get a health check-up and fill out the KAIST Health form before coming to KAIST. Please note that a chest x-ray is very important in order to check for tuberculosis before dorm check-in. You will not be allowed into the dormitories unless you have submitted the mandatory tuberculosis screening/health check-up form.
<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can I choose my roommate?</td>
<td>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.</td>
</tr>
<tr>
<td>Can I cook inside my room?</td>
<td>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.</td>
</tr>
<tr>
<td>Does KAIST provide kitchen facilities?</td>
<td>KAIST provides kitchen facilities for the convenience of international students. These facilities are located in the Bachelors Building-1 (W7). By following some basic rules and regulations, any international student 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 clean up after themselves.</td>
</tr>
<tr>
<td>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?</td>
<td>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.</td>
</tr>
</tbody>
</table>
Religious Life

Q: Where are religious services held?

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

For Christians

There are numerous churches around KAIST:

- **KAIST Church** (Sunday Worship Service)
  - **Time**: 13:00 (Lunch 12:00)
  - **Place**: N13 1st floor (on campus)

- **KAIST International Chapel** (Sunday Worship Service)
  - **Time**: 11:00 - 13:00 (Lunch 12:00)
  - **Place**: N6

- **DD Hanbit Presbyterian Church** (Sunday Worship Service for Foreigners)
  - **Time**: 12:00
  - **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
  - **Place**: Saeronam Church International Hall (4F of Manjong Restaurant), 378 Daedeokdae-ro, Seo-gu, Daejeon

- **Daehwa-dong Catholic Church** (English Mass)
  - **Time**: 3:00 pm
  - **Place**: Daehwa-dong Catholic Church, 4 Daehwa 12-gil, Daedeok-gu, Daejeon

- **Chinese Ministry** (Sunday Worship Service)
  - **Time**: 14:30
  - **Place**: Saeronam Church International Hall (4F of Manjong Restaurant), 378 Daedeokdae-ro, Seo-gu, Daejeon
  - **Website**: http://www.saeronam.or.kr

For Muslims

- **Islamic Center of Daejeon**
  - **Time**: Open 24 hours
  - **Place**: 106-6, Eoeun-dong, Yuseong-gu, Daejeon, 305-701
  - **Website**: https://sites.google.com/site/daejeonmosque
Immigration

Q

When is the expiration date of my visa? Is the date on my passport or on my alien registration card?

A

It is written on the back side of your Alien Registration Card. However, your visa duration and/or expiration may change automatically depending on your academic condition, such as disenrollment, leave of absence, or graduation. For more information, please contact ISSS.

Q

What is the procedure for reporting change of residence?

A

You may choose to report the change either at the Immigration Office or the Yuseong District Office. For reporting at the Immigration Office, you need to take your passport, alien registration card, completed application form (available at ISSS and its website), and proof of residence (ex. copy of your home contract or dorm receipt). For reporting at the Yuseong District Office, you need your alien registration card and proof of residence.

List of Changes

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

To avail Immigration Service to this regard, please submit the required documents no later than 3 days after occurrence.

Required documents:

• Passport
• Alien Registration Card
• Application form

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.
<table>
<thead>
<tr>
<th>Q</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>I lost my alien registration card. What should I do?</td>
<td>You need to apply for reissuance within 14 days from the day that you lost your card. Visit to ISSS to receive help on this matter.</td>
</tr>
<tr>
<td>Two months from issuance. What is the validity period of various certificates?</td>
<td>Two months from issuance.</td>
</tr>
<tr>
<td>I’m going to Japan for several days and will come back to Korea. Do I need to apply for a re-entry permit?</td>
<td>You don’t need to apply for re-entry permit. Once you have received your alien registration card, you can freely depart and return to Korea as long as your Alien Registration Card 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.</td>
</tr>
<tr>
<td>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?</td>
<td>You need to get an Alien Registration Certification (외국인등록 사실증명서) from the 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 2,000 Won for the service fee. You can also get this document on the website <a href="http://www.minwon.go.kr">www.minwon.go.kr</a> for free. However, this website can be quite challenging for first-time users. You might need some help from your fellow Korean students.</td>
</tr>
</tbody>
</table>
QUICK TIPS

• Important Websites of KAIST
• Reservations for Study/Seminar Rooms
• Reservations for Sports Venues
• Student ID Card
• Course Evaluation
• Lounges
• Print/Copy/Scan

• Shuttle Bus Schedule for the Main Campus-Munji-Hwa-am Dormitory
• Shuttle Bus Schedule for the KAIST Clinic
• Shuttle Bus Schedule between KAIST-Wolpyeong (subway station)
• Names of Noteworthy Buildings in Korean
• Useful Korean Expressions
• Important Locations in Korean and English
Important Websites of KAIST

<table>
<thead>
<tr>
<th>Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.kaist.edu">www.kaist.edu</a></td>
<td>Official KAIST Homepage</td>
</tr>
<tr>
<td>portal.kaist.ac.kr</td>
<td>KAIST Portal</td>
</tr>
<tr>
<td>mail.kaist.ac.kr</td>
<td>KAIST E-mail</td>
</tr>
<tr>
<td>isss.kaist.ac.kr</td>
<td>ISSS Homepage</td>
</tr>
<tr>
<td>irt.kaist.ac.kr</td>
<td>International Relations Team</td>
</tr>
<tr>
<td>form.kaist.ac.kr</td>
<td>Official Documents</td>
</tr>
<tr>
<td>library.kaist.ac.kr</td>
<td>Library and Licensed Journals</td>
</tr>
<tr>
<td>kds.kaist.ac.kr</td>
<td>Dormitory Registration System</td>
</tr>
<tr>
<td>otl.kaist.ac.kr</td>
<td>Model Scheduling Service</td>
</tr>
<tr>
<td>ict.kaist.ac.kr</td>
<td>Information Communication Team</td>
</tr>
<tr>
<td>kftp.kaist.ac.kr</td>
<td>KAIST Supported Software</td>
</tr>
<tr>
<td>lang.kaist.ac.kr</td>
<td>Language Center</td>
</tr>
<tr>
<td>urs.kaist.ac.kr</td>
<td>KAIST Reservation System</td>
</tr>
<tr>
<td>herald.kaist.ac.kr</td>
<td>The KAIST Herald (English newspaper)</td>
</tr>
<tr>
<td>kisa.kaist.ac.kr</td>
<td>KAIST International Student Association</td>
</tr>
</tbody>
</table>

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. You can also refer to the following webpage for a fast and convenient One-stop Service to make reservations of all public facilities:

https://urs.kaist.ac.kr/urs/cmn/ath/lgn/CmnAthLgn001M01.do

Just click on “Internal users” and login using your portal ID and password in order to access the reservation page.
Reservations for Sports Venues

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>Time</th>
<th>Place</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stadium (E17)</td>
<td>1st day of every month</td>
<td>09:40</td>
<td>Sports complex administrative office (basement of N3)</td>
<td>1st come 1st serve reservation method</td>
</tr>
<tr>
<td>Undergraduate field</td>
<td>2nd day of every month</td>
<td>09:40</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>(in front of N13)</td>
<td></td>
<td></td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>West Gym (W2)</td>
<td>1st day of every month</td>
<td>13:40</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>Futsal stadium</td>
<td>Last day of every month</td>
<td>09:40</td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>(in front of N13)</td>
<td></td>
<td></td>
<td>“</td>
<td>“</td>
</tr>
<tr>
<td>Sports Complex (N3)</td>
<td>Anytime</td>
<td>Working hours</td>
<td>“</td>
<td>“</td>
</tr>
</tbody>
</table>

If you can’t make the reservation at a designated time, you may still use the 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 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.

Global Lounge
Located on the 2nd floor of the International Center, the Global Lounge is 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, which have internet access, are available 24 hours a day. A KAIST student ID card is required to enter the Global Lounge.

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.

Ladies’ Lounge
Located on the 4th floor of the Creative Learning Building (E11), this lounge is available only for females. It is a place where they can take some rest or sleep comfortably. There are pillows, blankets, fridge as well as AC and heater provided.
Print/Copy/Scan

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Business hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>KAIST Library (E9) 3rd ~ 4th floor</td>
<td>• Mon ~ Fri 09:00 ~ 24:00</td>
</tr>
<tr>
<td>KAIST Branch Library (N10) 1st floor</td>
<td>• Sat 09:00 ~ 17:00</td>
</tr>
<tr>
<td>Applied Engineering B/D (W1) 1st floor</td>
<td>• Sun 13:00 ~ 20:00</td>
</tr>
<tr>
<td>Natural Science B/D (E6) 2nd floor</td>
<td></td>
</tr>
</tbody>
</table>

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 the Auditorium (E15) ► In front of the information booth next to the Education Support Building (W8) ► In front of Duck Pond (toward the main gate) ► In front of the faculty apartment (Rothen Haus) in Doryong-dong ► Munji Campus Bus stop ► Hwa-am Dormitory

Bus departure times 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 2 (holidays) to 27 times (weekdays) a day.
※ The interval between buses is 30 to 90 minutes.
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.

<table>
<thead>
<tr>
<th>KAIST ➤ Wolpyeong (subway) station</th>
<th>Wolpyeong (subway) station ➤ KAIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure point: In front of the Auditorium (E15) ➤ In front of the information booth next to the Education Support Building (W8) ➤ In front of Duck Pond (toward the main gate)</td>
<td>Departure point: Wolpyeong (subway) station Exit #3 ➤ 50m ➤ Bus Stop</td>
</tr>
<tr>
<td><strong>Bus departure times</strong></td>
<td><strong>Bus departure times</strong></td>
</tr>
<tr>
<td>9:40, 10:40, 11:40, 12:40, 13:40, 14:40, 15:40, 16:40, 18:00</td>
<td>8:28, 10:00, 11:00, 12:00, 13:00, 14:00, 15:00, 16:00, 17:00</td>
</tr>
</tbody>
</table>

Names of Noteworthy Buildings in Korean

It will be useful for you to get familiar with these romanized transliterations as students frequently use these building names as reference points.

- **N10 Gyo-yang-boon-gwan (교양분관)**
- **N11 Kai-maru (카이마루)**
- **N13 Tae-wul-gwan (태울관)**
- **E11 Chang-eui-hak-seup-gwan (창의학습관)**
## Useful Korean Expressions

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<th>Korean</th>
<th>English</th>
<th>Korean</th>
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</thead>
<tbody>
<tr>
<td>Hello!</td>
<td>안녕하세요</td>
<td>Thank you!</td>
<td>감사합니다</td>
</tr>
<tr>
<td>Yes/ No</td>
<td>예/ 아니오</td>
<td>Nice to meet you</td>
<td>만나서 반갑습니다</td>
</tr>
<tr>
<td>Please give me ~</td>
<td>~ 주세요</td>
<td>How much is this?</td>
<td>이거 얼마예요?</td>
</tr>
<tr>
<td>Fire!</td>
<td>불이야!</td>
<td>Where is the toilet?</td>
<td>화장실 어디에 있어요?</td>
</tr>
<tr>
<td>Help me!</td>
<td>도와주세요</td>
<td>Please wait a minute</td>
<td>잠시만 기다려주세요</td>
</tr>
</tbody>
</table>

## Important Locations in Korean and English

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<th>Location in Korean</th>
<th>Location in English</th>
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</thead>
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<td>카이스트</td>
<td>KAIST Munji Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>카이스트 문지 캠퍼스</td>
</tr>
<tr>
<td>Hwaam Dormitory</td>
<td>화암 기숙사</td>
<td>Galleria Department Store</td>
</tr>
<tr>
<td></td>
<td>(화암기숙사)</td>
<td>(Dunsan-dong)</td>
</tr>
<tr>
<td></td>
<td>(유성동 유성대로 1516)</td>
<td>두산동 갤러리아백화점</td>
</tr>
<tr>
<td>Immigration Office</td>
<td>대전 출입국 사무소</td>
<td>National Health Insurance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>국민건강보험공단 – 유성지사</td>
</tr>
<tr>
<td>Home Plus</td>
<td>홈 플러스</td>
<td>Daejeon Terminal Complex</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(용천동)</td>
</tr>
<tr>
<td>City Hall</td>
<td>대전시청</td>
<td>Daejeon Station</td>
</tr>
<tr>
<td></td>
<td></td>
<td>대전역</td>
</tr>
<tr>
<td>Subway Station</td>
<td>지하철역</td>
<td>Dunsan Bus Terminal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Airport bus stop)</td>
</tr>
<tr>
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<td></td>
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<tr>
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<td>Yuseong Geumho Bus Terminal</td>
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CAMPUS MAP
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