KAIST College of Business is the first school to offer MBA programs in Korea when it opened in 1996. It is also the first Korean business school accredited by AACSB. It had also been accredited by EQUIS, and a member of GMAC and founder of AAPBS. KAIST offers Techno MBA, Finance MBA, Information & Media MBA, Green Growth MBA, and Management Engineering MS/Ph.D.

**Contact Information**

KAIST College of Business
External Affairs Center
Room 446, SUPEX Building
85 Hoegiro, Dongdaemun-gu
ZIP Code: 02455

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Exchange Program Coordinator
(Ms.) Ji Eun Lee
Tel: 82-2-958-3244
Fax: 82-2-958-3210
Email: jelee@business.kaist.ac.kr

Web Address: http://business.kaist.edu
Student Exchange Program: http://www.business.kaist.edu/global/0403

**Nomination Dates and Requirements**

**Nomination Deadline**
Fall semester: March 30th
Spring semester: Sept. 30th

**Application Deadline**
Fall semester: April 30th
Spring semester: Oct. 30th

**Nomination Requirements**

- Official nomination from home university
- **Graduate** level to follow MBA courses (at least one of the below)
  - undergraduate 4 years + MBA 1 semester
  - undergraduate 3 years + MBA 1 year
- Minimum grade point average (GPA) of 3.0
- English proficient

(Students whose primary language is not English must submit English language proficiency score of TOEFL/TOEIC/IELTS or transcript with list of English courses taken.)
Application Dates and Requirements

Application Deadline
Fall semester: April 30th
Spring semester: Oct. 30th

Application Documents
· Application form
· Study plan (Statement of Purpose)
· Letter of recommendation
· Curriculum vitae (Resume)
· Transcripts of previous semesters from home university
· Official English proficiency score
· Passport copy (photo page)
· Photo (jpg file)

Academic Calendar & Courses
Fall Semester 2016 (tentative) Spring Semester 2017 (tentative)
Aug. 29 – Dec. 16 Jan. 30 – May 19

Course offerings are available through the program coordinator 1.5 month prior to the beginning of the semester. One semester consists of 16 weeks. Language of instruction is English and Korean. Exchange students are guided to register for courses taught in English.
1 KAIST credit = 16 contact hours
Techno MBA courses = 3 credits
Finance MBA courses = 1.5 credits
(1.5 credit courses = 8 weeks * 2 sessions)

Exams & Grades

Exams are given on a class-by-class basis.
Grades are based on examinations, class participation, quizzes, individual and group projects/reports, presentations and attendance.

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

Official transcript will be sent to your home school 1.5 month after your semester is over.
School Facilities

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

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

Lab System
- All KAIST students are assigned with a personal study space in a lab which helps students support academic cooperation and networking among them.
- Each lab can accommodate 10~14 students.
- Lab runs 24 hours (Digital door-lock entry)

Cafeteria
- Serves Korean-style food from breakfast to dinner

Sports Facilities
- Tennis courts, weight room, basketball court, indoor golf range

Location
- North central Seoul
- Many large-city recreational activities available
- Convenient public transportation system

Housing

On-campus dormitory: dormitory buildings locate within the campus
- Exchange students are assigned on-campus housing unless requested otherwise.
- Two occupants share a room (personal bed/desk/closet provided).
- Shared restroom / shower room on each floor.
- Dorm fee is KRW$60,000 (approx. US$560) per semester (140,000 * 4months)
- You are to make deposit within a week after your arrival to dormitory.

Off-Campus Rentals
This option is not recommended for visiting exchange students although it is available. Off campus housing is much more expensive (avg. KRW 500,000-600,000 per month).

Expenses

<table>
<thead>
<tr>
<th>Expense</th>
<th>Approximate Total</th>
<th>US $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dormitory expense</td>
<td>US $560 per semester (=4 months)</td>
<td></td>
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<tr>
<td>Meals and food</td>
<td>US $1800 (US$ 450/month x 4 months)</td>
<td></td>
</tr>
<tr>
<td>Personal and incidental allowances</td>
<td>US $1800 (US$ 450/month X 4 months)</td>
<td></td>
</tr>
</tbody>
</table>
Banking
All students are recommended to open a bank account upon arrival. Bank visiting session is included during orientation. There are no charges to open/close account.

<table>
<thead>
<tr>
<th>To do – Before Departure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apply for Visa</strong></td>
</tr>
<tr>
<td>• Students will receive Certificate of Admission for visa application 1~2 months prior to semester starting date.</td>
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<tr>
<td>• Students are strongly recommended to receive exchange student visa (D26) in your home country at the local Korean Embassy.</td>
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<tr>
<td><strong>Prepare</strong></td>
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<tr>
<td>• Inform the program coordinator your arrival date and time. Transportation information will be provided.</td>
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<tr>
<td>• Bring 1 passport-sized photo for Alien Registration Card.</td>
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<tr>
<td>• Pack appropriate clothing for your semester. Korea has four distinct seasons.</td>
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<tr>
<td>(Below is the average afternoon temperature.)</td>
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<tr>
<td>• Spring : March ~ Mid-June (15C/59F)</td>
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<tr>
<td>• Summer: Mid-July ~ Mid-September (25C/77F *Aug. 30C/86F)</td>
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<tr>
<td>• Autumn : Mid-September ~ November (13C/55F)</td>
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<tr>
<td>• Winter : December ~ February (5C/41F)</td>
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<tr>
<td>• Classroom attire: informal and casual. Shorts and slippers are not allowed in the classroom. We recommend you bring a business suit for meetings and interviews if applicable.</td>
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<tr>
<td>• KAIST College of Business has a gym and tennis courts, so bring sports shoes etc.</td>
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<tr>
<td>• Free PCs are available for use, but students are recommended to bring their own laptop.</td>
</tr>
<tr>
<td>• Electricity: 220V/60A</td>
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</tbody>
</table>

<table>
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<tr>
<th>To do – Upon Arrival</th>
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</thead>
<tbody>
<tr>
<td>• Dormitory: Check-in to assigned dormitory room at the dorm entrance 1st floor. Room key will be available from dormitory manager 24 hours.</td>
</tr>
<tr>
<td>• Confirm your arrival to the program coordinator in Room 446, SUPEX Building 4th floor.</td>
</tr>
<tr>
<td>• You are free to contact or meet your assigned &quot;mentor&quot; prior to Orientation.</td>
</tr>
<tr>
<td>• Attending Orientation is mandatory (date and time will be provided via email).</td>
</tr>
<tr>
<td>• Course registration is done online during the first week of the semester.</td>
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</tbody>
</table>