



Student Exchange Program Fact Sheet 2025-2026



KAIST College of Business

Introduction to KAIST College of Business



KAIST College of Business (KCB) is the 1st business school to be established in Korea and has led business education in Korea since 1996, fostering a mindset that can merge management and technology. KCB is accredited by AACSB, and is a member of GMAC, PIM, and AAPBS.

KCB currently umbrellas two Schools: School of Management Engineering (Seoul) and School of Business Technology Management(Daejeon). The School of Management Engineering in the Seoul campus houses two graduate schools: KAIST Graduate School of Business and Graduate School of Finance.



The Seoul campus of KCB is located on a forested slope in the northeastern part of Seoul. The city of Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korean base. It also offers a mixture of cultural heritages and modern architectures, serving as the national hub for music, entertainment and cultural industries.



Academic Information

Eligibility

- Students must be enrolled in an MBA or Master’s program in business.
- Students’ academic performance must be above GPA 3.0 in a scale of 4.3 (69% out of 100%).
- Students must be able to stay for full period of the semester : 16 weeks.

Language Requirements

Students must be proficient in English and must submit one of the following.

TOEFL iBT	83
IELTS - Academic	6.5
TOEIC	720
TEPS (New)	326
Confirmation Letter	Written and signed by program coordinator

Course Information

- All exchange students will be assigned to the general MBA program : KAIST MBA.
- Students will be able to choose classes from different programs : KAIST MBA, Impact MBA, Finance MBA, Management Engineering, etc.
- Students must register for minimum 6 credits and maximum 15 credits.
- Course offerings will be shared 1~2 months prior to the beginning of the semester.

Course Structure

- Courses at KAIST are either 3 credit courses or 1.5 credit courses.
- 1 KAIST credit equals 16 contact hours.
- 3 credit courses run for 16 weeks (Week 1 to 16).
- 1.5 courses run for 8 weeks (Week 1 to 8 OR Week 9 to 16)

Class Format

- Attendance is mandatory.
- Grades are based on attendance, participation, individual and group projects, assignments, presentation, and exams.
- Transcripts will be shared by email after the end of the semester.

KAIST Grade Scale

A+	4.3	B+	3.3	C+	2.3	D+	1.3	F	0
A	4.0	B	3.0	C	2.0	D	1.0	W	Withdraw
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

Important Dates

Nomination & Application

Semester	Fall	Spring
Nomination Deadline	March 30	Oct. 30
Application Deadline	April 30	Nov. 30

[Nomination Requirements]

- Official nomination form from home university : Excel form
- Must be in graduate level to follow MBA courses
- Minimum GPA of 3.0 in a scale of 4.3 (69% out of 100%)
- English proficient

[Application Documents]

- Application form (word file)
- Recommendation letter (only 1 required)
- Curriculum Vitae
- Transcript of previous semesters (only master's)
- **Certificate of Enrollment (with Apostille or Korean consul confirmation)***
- Proof of Financial Ability : Bank Balance of \$5,000
- Proof of English proficiency: one of below
 - 1) Official English score: TOEFL 83 / IELTS 6.5 / TOEIC 720
 - 2) Confirmation letter by program coordinator
- Passport scan (**only 1st page with passport number**)

* If your home university is located in an OECD country, you may be exempted.

Academic Calendar

Semester	Fall	Spring
Course Add/Drop	Aug. 25 - Sept. 8	Feb. 23 - Mar. 9
Dormitory Check-in	Aug. 25 - Aug. 28 (tentative)	Feb. 23 - Feb. 26 (tentative)
Mandatory Orientation	Aug. 29	Feb. 27
Full Semester Period	Sept. 1 - Dec. 19	Mar. 2 - June 19
Exam Period	Dec. 15 - Dec. 19	June 15 - June 19
Holidays (No classes)	Oct. 3 - Oct. 9	May 5, May 25

Student Life

On-campus Dormitory

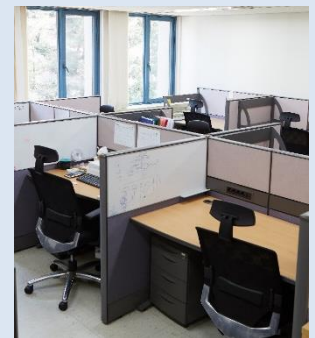
Exchange students are **automatically** assigned to on-campus dormitory unless requested otherwise. Students who wish to stay off-campus must search for local housing on their own.



- Single room with bed & mattress, desk, and closet
- Shared toilets & shared shower room in each wing (8 rooms)
- Dorm Fee: 270,000 KRW (approx. USD 190/EUR 180) per month
- Must pay 4-month(Spring) / 4.5-month(Fall) payment in total upon arrival

Study Lab

Exchange students are also **automatically** assigned to a study lab - a room with 8-10 personal desks. Each student will given a private desk to study and store personal items. Lab is open 24 hours with digital door-lock.

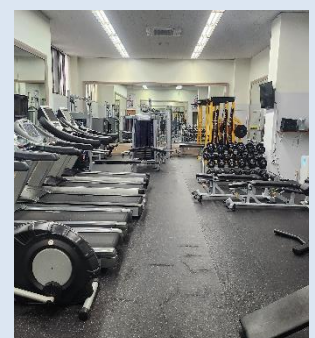


Cafeterias

- Student Cafeteria: lunch & dinner
- Faculty Restaurant: lunch
- Atrium: light snacks & coffee

Sports Facilities

- Indoor gym & exercise room
- Indoor table-tennis room & golf zone
- Outdoor basketball & tennis court



Student Life

National Health Insurance Service (NHIS)

- All exchange students(D2 visa holders) will **automatically** be signed up to NHIS approximately 2-3 weeks after arrival.
- It is mandatory to pay the NHIS bill for the duration of your exchange.
- Payment will be approximately 75,000 KRW per month.
- NHIS will cover approximately 70% of your medical expense when visiting the hospital/doctor's office.
- If your travel insurance has full unlimited coverage, you can inquire the NHIS office for exemption(033-811-2000).

Estimated Expenses

Approximate Total for 1 Semester

US \$5,000

Dormitory Fees

US \$ 760 (US \$190 X 4 months)

National Health Insurance(mandatory)

US \$ 240 (US \$ 60 X 4 months)

Meals and Food

US \$2,200 (US \$550 X 4 months)

Personal Allowance

US \$1,800 (US \$450 X 4 months)



External Affairs Center - International Team

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KAIST College of Business

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<http://business.kaist.edu>

Process After Application

1. Apply for Visa

- Receive Certificate of Admission 2 months prior to semester starting date
- Contact local Korean Embassy and apply for “exchange student visa (D2-6)”
- You CANNOT choose not to get visa – all exchange students **MUST** apply for D2-6 before entering Korea.

2. Prepare to enter Korea

- Prepare
 - 1 passport-sized photo (3.5cm * 4.5cm)
 - [Dorm-users only] Health Certificate filled out by doctor : form will be provided
- Purchase flight ticket
- Purchase travel insurance to cover at least the first month of exchange (Remaining 3 months will be covered by mandatory Korean National Health Insurance)

3. Start packing

- Dorm room provides empty mattress, so you must **bring or buy your own** bedsheet, pillow, and blankets
- Dormitory heating system is run centrally and it can get very cold at night. Please be prepared!
 - Spring : March ~ Mid-June (15C/59F)
 - Summer: July ~ Mid-September (25C/77F *Aug. 30C/86F)
 - Fall : Mid-September ~ November (13C/55F)
 - Winter : December ~ February (5C/41F)
- Students must bring their own laptop
- Electricity: 220V/60A

Upon Arrival

- Check-in to dormitory by visiting the guard’s office on the 1st floor of the dormitory building. He will show you to your room.
- Confirm your arrival to the program manager in Room 450 located on the 4th floor of SUPLEX Building.
- Attend mandatory orientation and apply for Alien Registration Card as a group.
- Check your course registration : online add/drop begins one week before classes start.