

# 1. Application Guide

## 1.1. Applying to GIST

### 1.1.1. BEFORE APPLYING TO GIST

Please review all instructions carefully before completing the application.

Incorrect or incomplete information may prevent your application from being considered.

For more information, contact the Admissions Coordinator at [sic@gist.ac.kr](mailto:sic@gist.ac.kr)

## 1.2. Application Procedure

### 1.2.1. Step 1

#### - Apply for a place in the desired program

Decide on the specific laboratory you wish to study and complete the application form.

Complete all relevant sections of the Online Application form.

#### - The Global Intern Program is designed to provide knowledge and experience in the following areas:

- School of Electrical Engineering and Computer Science (<https://eecs.gist.ac.kr/>)
- School of Materials Science and Engineering (<https://mse.gist.ac.kr/>)
- School of Mechanical Engineering (<https://me.gist.ac.kr/>)
- School of Earth Sciences and Environmental Engineering (<https://env1.gist.ac.kr/>)
- School of Life Sciences ([https://life1.gist.ac.kr/life/e\\_main](https://life1.gist.ac.kr/life/e_main))
- Department of Physics and Photon Science (<http://phys.gist.ac.kr/>)
- Department of Chemistry (<https://chem.gist.ac.kr/>)
- Department of Biomedical Science and Engineering (<https://bmse.gist.ac.kr/>)
- School of Integrated Technology (<https://www.gist.ac.kr/en/html/sub03/iit@gist.ac.kr>)

Participants of the Program will be assigned to specific laboratories and receive their research training under the supervision of the professors in charge of the laboratories.

More information about the participating laboratories can be obtained from the GIST website ([www.gist.ac.kr](http://www.gist.ac.kr)).

Applicants should indicate in their applications the laboratories they want to be assigned to in the order of preference.

#### **Note: List of Required Application Documents**

- 1) Submission of the online application form
- 2) (Upload) Original or notarized official degree certificates(or Certificate of Enrollment) for all undergraduate and graduate
- 3) (Upload) Original or notarized official transcripts for all undergraduate and graduate
- 4) (Upload) One letter of recommendation

- 5) (Upload) A certificate of English language proficiency issued by your home university or An official score report of the TOEFL, IELTS, TOEIC or TEPS

**\*\* Please note that we will ask to send all required documents that you uploaded by post mail after you get admission to Global Intern Program. If the delivered documents do not match what you uploaded, your admission will be canceled. Your documents should be the original or a notarized copy. Submitted Document will not be returned.**

### **1.2.2. Step 2**

**- Wait for the results**

Selection results will be announced via e-mail only. Please make sure check your email.

### **1.2.3. Step 3**

**- Enrollment**

Successfully enrolled students will receive a document package containing: Letter of Admission, Letter of Financial Sponsorship, and a Letter of Invitation to apply for a VISA.

### **1.2.4. Step 4**

**- Apply for the visa**

In order to apply for a visa, you will need to obtain a visa application form from the Embassy of the Republic of Korea in your country.

When you apply for the visa, you must attach all the documents that we sent to the application form. After you receive your visa, you can contact a staff at the Section of International Cooperation. We will assist you to be well adapted for studying and living at GIST

## 2. Login or Apply

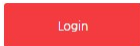


### 2.1. Description

This is to register a new online application account and check the application status.

### 2.2. How to write

#### 1. Log-in

- Insert e-mail address and password when you register your online application.
- Click  Button to open your online application.

#### 2. Register online application

- Click "Apply" button, new online application registration page will be popped-up

Foreign applicants registration popup

Surname(Family Name)

Middle Name

Given Name(First Name)

Date of Birth  Gender

Marital Status

telephone

Nationality  KOREA, REPUBLIC OF

Zip Code

Correspondence Address

recruit  Foreign Exchange stud

Year  2016

Proposed date of entrance  Intern

Intended degree program  Intern

Department to which you wish to apply  School of Materials Science and Engineering

Email  @


Password

Personal information collection and usage agreement [Privacy Policy](#)

Proposed Laboratory in your favorite department at GIST(or Desired academic advisor)

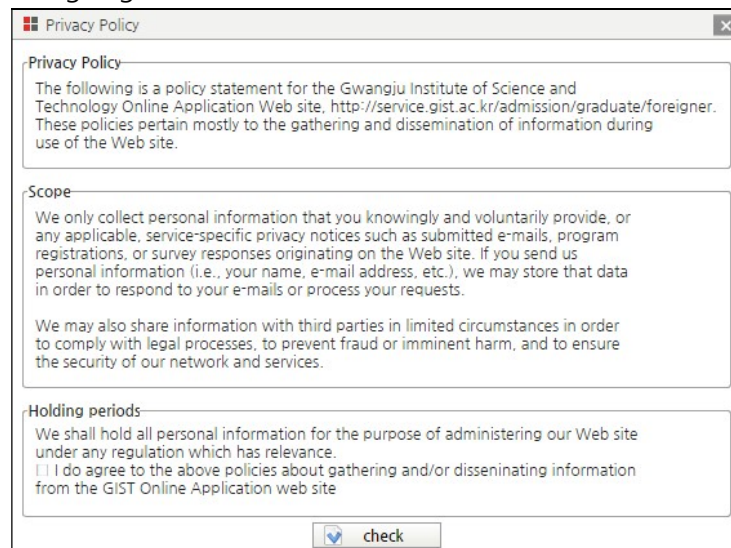
1)

2)

- Insert your personal and application information. [\*] marked fields are mandatory.
- Click  button to save your information.
- The e-mail will be used as your application ID., Also all announcements will be sent to the e-mail. Please make sure that the e-mail is active.

### 3. Important Notes

- **Name** : All names should be written exactly as they appear in your passport.
- **Date of Birth** : The order is year, month, day(YYYY-MM-DD). Please be careful not to enter incorrectly.
- **Privacy Policy** : Please read the Privacy Policy carefully and check Personal information collection and usage agreement check box.



### 3. Register online application

#### 3.1. Choose and submit your online application

Online Application

Email: biotechshaz@yahoo.com

details of application submitted [총 1 건] New Apply

No	application number	name	year	Proposed date of entrance	status of submit
1	0000437	Foreign Exchange Student	2010	1st semester	

#### 3.2. Description

This page will show the list of your online applications with the same e-mail address

##### 3.2.1. How to write

###### 1. Choose online application

- If you click one of the online applications, you can see the detailed information below.

###### 2. Submit online application

- Click Submission button to submit your online application
- Important Notes
  - > Education, Degree verification, Study Plan and self-introduction parts are mandatory
  - > Once the online application is submitted, it cannot be modified.

###### 3. Create New online application

- Click New Apply button on the top to **create** a new online application.

Foreign applicants registration popup

Surname(Family Name)

Middle Name

Given Name(First Name)

Date of Birth  Gender

Marital Status

telephone

Nationality

Zip Code

Correspondence Address

recruit\* Foreign Exchange stud

Year\* 2016

Proposed date of entrance\* Intern

Intended degree program\* Intern

Department to which you wish to apply

Email

Password

Personal information collection and usage agreement Privacy Policy

Proposed Laboratory in your favorite department at GIST(or Desired academic advisor)

1)

2)

Save

- Insert your personal and application information. [\*] marked fields are mandatory.
- Click Save button to save your information.
- If your uncompleted online application exists, you cannot register a new online application.

### 3.3. Personal Information

### 3.4. Description

This is to insert your personal information

#### 3.4.1. How to write

##### 1. Save

- To save the information, click button

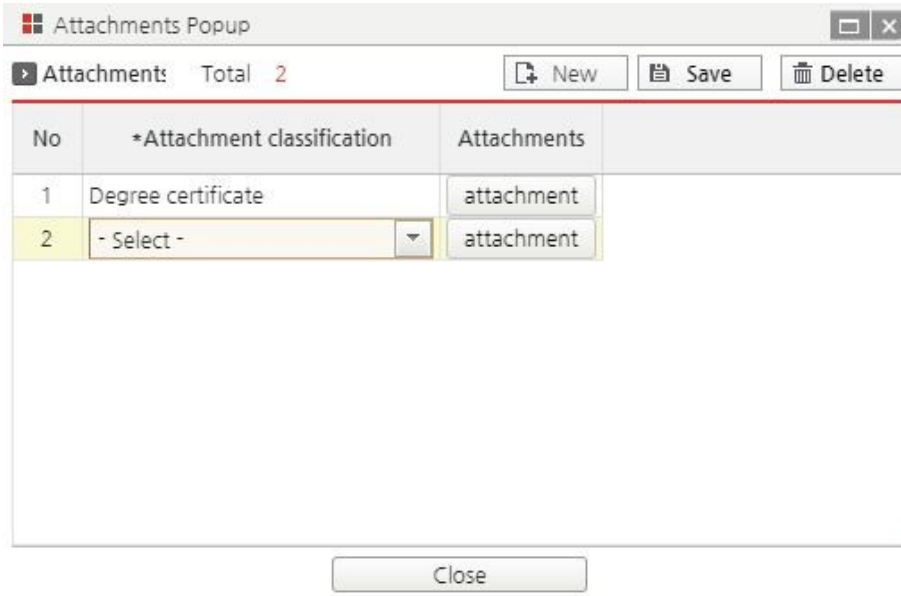
##### 2. Upload Photo

- Click button to upload photo.

- Click button to select a new photo
- Click - to delete the selected photo.
- Click to save the photo. Upload a color-Photograph(size: 130x150 px, file format: jpg, jpeg). The maximum file size is 10MB.
- **Important Notes**
- **Name** : All names should be written exactly as they appear in your passport.
- **Date of Birth** : The order is year, month, day(YYYY-MM-DD). Please be careful not to enter incorrectly.

##### 3. Upload required Document

- Click button to select documents



- Click New button to add a row.
- Click square box in a row and select types of the document.
- Click attachment button to upload file



- Click File Select button to select upload file

※ **Important Notes**

- After selecting upload file, click Save button to save
- You can upload maximum of 10 files in a row
- The maximum file size is 200MB.

### 3.5. Application Information

[Application information]
Help
Save

Language Proficiency(Korean):

Is English the language of instruction at your home institution?  Yes  No

Is English Your native language?  Yes  No

If 'No', what is your native language

How did you come to know about GIST?

**[Disorders]**

\* Please type information, if there is disability that may affect when learning

Physical

Communication

Learning

**[Recommendations]**

\* Please submit the names of those providing letters of recommendation

[Referee 1]

Name  Position

University  Email

[Referee 2]

Name  Position

University  Email

### 3.6. Description

This is to insert your application information.

#### 3.6.1. How to write

##### 1. Save

- Insert the required information and click  button to save the information.

##### 2. Important Notes

- **Disorders** : This information will assist GIST in monitoring and improving services to assist students with special needs. Note that this information will not effect the review of your admission.
- **Recommendations** : Upload letters of recommendation in Attachment section and inform the names of those providing letters of recommendation

### 3.7. Education

No	*admission date (YYYY-MM-DD)	*graduation date (YYYY-MM-DD)	*Country	*College/University	*Major	GPA	*GPA r
	*Degree		Academic Advisor		Subject of Graduation Thesis		
<input type="checkbox"/>	1	2005-01-01	2007-07-07	pakistan	quaid e azam	biotechnology	3.99
		M.S	Dr.nasir ahmed		Biotechnology		
<input type="checkbox"/>	2	2002-12-25	2004-09-03	pakistan	UNIVERSITY of agriculture	zoology	3.34
		B.S	Dr.qaiser mahood khan		Biotechnology		

#### 3.7.1. Description

This is to insert your education information.

#### 3.7.2. How to write

##### 1. Add education information

- Click  to add a new empty row to insert your education information.

No	*admission date (YYYY-MM-DD)	*graduation date (YYYY-MM-DD)	*Country	*College/University	*Major	GPA	*GPA r
	*Degree		Academic Advisor		Subject of Graduation Thesis		
<input type="checkbox"/>	2	2002-12-25	2004-09-03	pakistan	UNIVERSITY of agriculture	zoology	3.34
		B.S	Dr.qaiser mahood khan		Biotechnology		
<input type="checkbox"/>	3						


##### 2. Save

- Click  button to save modified or new information.

##### 3. Delete

- to delete, click the check box of the row you want to delete.

No	*admission date (YYYY-MM-DD)	*graduation date (YYYY-MM-DD)	*Country	*College/University	*Major	GPA	*GPA r
	*Degree		Academic Advisor		Subject of Graduation Thesis		
<input type="checkbox"/>	1	2005-01-01	2007-07-07	pakistan	quaid e azam	biotechnology	3.99
		M.S	Dr.nasir ahmed		Biotechnology		
<input checked="" type="checkbox"/>	2	2002-12-25	2004-09-03	pakistan	UNIVERSITY of agriculture	zoology	3.34
		B.S	Dr.qaiser mahood khan		Biotechnology		

- Click  button to delete it. You can delete several rows at a time.

##### 4. Important Notes

- **admission date(YYYY-MM-DD) / graduation date(YYYY-MM-DD)** : Please enter the Year and Month in which the applicant received his/her degree.

If the applicant has not yet completed the degree program at the time of applying, please enter the date of the expected graduation and attach an official statement verifying the given information.

- **Major** : Please enter the applicant's area of study at the institution

- **Degree** : Please enter the title of the degree received at the institution(e.g. Bachelor of Science).

- **Grade Point** : Applicant's score / perfect score (e.g. 3.99 / 4.5).

Please make sure to include all courses counted toward your degree and convert the awarded grades into the requested format already in the transcript. If not,

please compute the cumulative GPA based on a scale of 4.0, 4.3, 4.5, 100%, 1000, 2000, 3000 and etc —values must be verified. If you choose ETC, you have to insert the full marks of your record(grade).

- **Division/Class** : If your transcripts clarifies your division or class, please enter the Information. If not, please leave it blank.
- **Standing / StandingTot** : Applicant's rank / total number of students in applicant's major class (e.g. 5/120). Verification documents should be submitted.
  
- **Transcripts & Certificates of Graduation or Completion of Degree**
- Upload all official transcripts and degree certificates (or Certificate of Enrollment) in the "Attachment" Section. Official transcripts must show all courses, marks, and the awarded degree(s). Institutions using a grading system other than a GPA system based on 4.5 (4.0) or 100 must include an official description of their system along with values converted into the GPA system mentioned above. These values must be verified by the applicant's academic office with a signature or official seal. For applicants who have not yet completed their previous education at the time of applying and, therefore, unable to submit a Certificate of Degree or Completion of Degree, please have the academic office of your current university issue an official statement which includes the name of applicant, program, awarded degree(s) and date of expected graduation.

**\*\* Please note that we will ask to send all required documents that you uploaded by post mail after you get admission to Global Intern Program. If the delivered documents do not match what you uploaded, your admission will be canceled. Your documents should be the original or a notarized copy. Submitted Document will not be returned.**

### 3.8. Degree verification information / University Registrar's information

[degree verification information]
help
Save

\* You will take full responsibility for the accuracy of the documentation that you provide.   
 In the event that any academic information that you submitted is found to be false or to contain inaccurate statements, your admission to Gist will be cancelled.

Institution (University)

Complete name including any former names  Student ID No.  Date of conferment

Degree title

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[University Registrar's information]

Name  Official title

E-mail address  Office phone number


Mailing address

#### 3.8.1. Description

This is to provide the information for your degree verification

#### 3.8.2. How to write

##### 1. Save

- To submit your online application, degree verification information is mandatory
- To save the information, click  button

##### 2. Important Notes

- **Degree verification information / University Registrar's information** : Please provide the information requested, so that we can verify your degree afterward.

### 3.9. certified English proficiency


certified English proficiency [조건] 2 건 [Help] [New] [Save] [Delete]				
	*Tests	*Score	*Test Date (YYYY-MM-DD)	
<input type="checkbox"/>	TOEFL(iBT)	80	2015-09-05	
<input type="checkbox"/>	TOEIC	840	2014-02-23	

#### 3.9.1. Description

This is to provide certified English proficiency information.

#### 3.9.2. How to write

##### 1. Add

- click  button to add a new row to write your certified English proficiency information.

certified English proficiency [조건] 0 건 conditional admission [help] [New] [Save] [Delete]				
	*Tests	*Score	*Test Date (YYYY-MM-DD)	
<input type="checkbox"/>	N TOEIC	850	2014-02-23	
<input type="checkbox"/>	N - Select -			

##### 2. Save

Click  button to save the modified or new information.

##### 3. Delete

- To delete, click the check box of the row you want to delete.

certified English proficiency [조건] 0 건 conditional admission [help] [New] [Save] [Delete]				
	*Tests	*Score	*Test Date (YYYY-MM-DD)	
<input type="checkbox"/>	N TOEIC	850	2014-02-23	
<input checked="" type="checkbox"/>	N TOEFL(iBT)	80	2015-09-05	


- Click  button to delete it. You can delete several rows at a time.

#### 4. Important Notes


- **Certified English proficiency** : All international applicants—with the exception of students whose native language is English—are subject to submit Official English score or a certificate of English language proficiency issued from your home institution. A certificate stating that English is the language of instruction will be accepted. The original certificate is required. Please upload your English certificates in the "Attachment" section.





Write your Action Plan after Study and click  button to save it.

### 6. To save Self Introduction

Write your Self-Introduction and click  button to save it.

### 7. Important Notes

- **Knowledge of Major Field** : Your knowledge, education, work experience, etc. in relation to your intended major field of study.
- **Key Achievements** : Important books, theses, reports, patents, R&D, prizes, scholarships, etc.
- **Goal of Study & Study Plan** : Applicants are required to complete a Study Plan that states their intended research direction while attending GIST. Some applicants find it helpful to visit GIST department websites to learn more about our faculty and their fields of research. Applicants with strong interests in a specific field or faculty are encouraged to contact the faculty member and discuss their research intentions prior to submitting their application. Please type on the given form.
- **Action Plan after Study** : Action plan in Korea or other country after completion of study at GIST
- **Self Introduction** : The purpose of this statement is to provide additional information on the applicant, which may not be otherwise stated on the Application Form. It is recommended that applicants take this opportunity to describe their personal interests, extracurricular activities, etc. Please type on the given form. Brief life history (growth process, home & social environment), your view of life, educational background, your hopes & wishes, etc.

## 4. Application status

My Status

Email

details of application submitted Total 1 Help

No	name	application number	desired year	desired semester	Intended degree program	status of submit	status of
1	kang, juhee	51100004	2019	1st Intern	Intern	○	

[applicant information]  
 Application number  Name

[Result confirmation]

[application information]  
 desired year  desired semester  recruiting department   
 course classification

[Submission document]

Degree certificate	Not Submitted	<input type="text"/>
Grade certificate	Not Submitted	<input type="text"/>
Recommendation letter	Not Submitted	<input type="text"/>
Official English certificate	Not Submitted	<input type="text"/>
Certificate of English language Proficiency (For conditional admission)	Not Submitted	<input type="text"/>

※ Submission document will shown 'Not Submitted' until you submit the final application

### 4.1. Description

This is to check your application status

### 4.2. How to use

#### 1. Choose your application

- choose one of your application among the list of 'details of application submitted'

#### 2. Check the Result confirmation status

##### 1) status of receipt

- Check the online application submission status.

##### 2) status of confirmation

- Check confirmation status of the application.

- Once it is confirmed, you will receive final receipt no.

##### 3) Acceptance Confirmation

Check the final result