

# 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 and uncompleted information may not be considered.

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

### 1.1.2. APPLICATION DEADLINES

- **All materials must be submitted by the following deadlines:**

- Fall Semester deadline: April 15
- Spring Semester deadline: October 15

### 1.1.3. APPLICATION DOCUMENTS MUST BE SENT TO

Oryong Hall, Room No. 201

Section of Admissions, GIST

123 Cheomdan-gwagiro, Buk-gu

Gwangju 500-712, Republic of Korea

e-mail: [admis@gist.ac.kr](mailto:admis@gist.ac.kr) / Tel: +82-62-715-2054 / Fax: +82-62-715-2059

## 1.2. Application Procedure

### 1.2.1. Step 1

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

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

Complete all relevant sections of the Online Application form

and send all required documents directly to the Section of Admissions at GIST.

When the documents are delivered, we will give you notice that your application has been received.

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

- 1) Submission of the online application form
- 2) Original or notarized official degree certificates for all undergraduate and graduate (if applicable)
- 3) Original or notarized official transcripts for all undergraduate and graduate (if applicable)
- 4) Two letters of recommendation on the prescribed form in sealed envelopes
- 5) An official score report of the TOEFL, IELTS, TOEIC or TEPS
- 6) A copy of applicant's passport
- 7) A letter of recommendation for the Matriculation Fee waiver on the prescribed form in a sealed envelope(written by your department chair)

- 8) A certificate of English language proficiency issued by your home university  
(for Conditional Admission only)

### **1.2.2. Step 2**

#### **- Wait for the results**

Selection results will be announced via e-mail only.

### **1.2.3. Step 3**

#### **- Enrollment**

You must enroll in GIST within the deadline provided, by paying the one-time matriculation fee(KRW 680,000) and submitting all required documents. Successfully enrolled students will receive a document package containing: Certificate of Admission, Certificate of Financial Sponsorship and a Letter of Invitation.

### **1.2.4. Step 4**

#### **- Apply for the student visa**

In order to apply for a student visa, you will need to obtain a student visa application form.

You can get the form from the Embassy of the Republic of Korea in your country.

When you apply for the visa, you must attach the Certificate of Admission to the application form. After you receive your visa, you can contact a staff at the Section of International Cooperation or a staff at your department. They will assist you to be well adapted for studying and living at GIST

## 2. Login or Apply

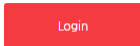
[Admission Schedule]		
Semester of Entrance	Spring Semester (Starting from March)	Fall Semester (Starting from September)
Application Deadlines	October 15	April 15
Examination of Documents	15 days	15 days
Documents Review	30 days	30 days
Notification of Admissions Results	End-November	Mid-June
Registration of Admitted Students	Early January	Early July

### 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.

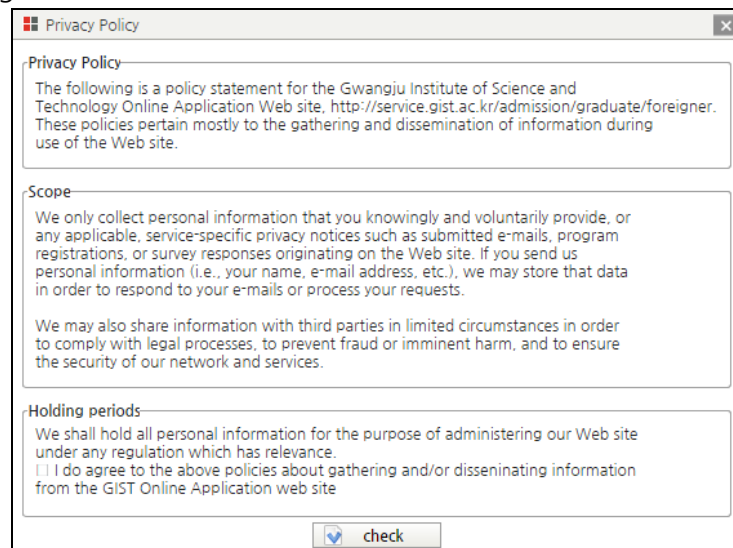
#### 2. Register online application

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

- 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.
- **Integrated Degree Program** : Please choose only one of the following three programs; M.S. program, Ph.D. program, and integrated M.S and Ph.D. program(M.S./Ph.D.). Even though you choose Integrated program, GIST may offer an admission to M. S. Program only. Types of admission is at the discretion of GIST
- **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

The screenshot shows a web interface titled "Online Application". At the top, there is an email address field containing "biotechshaz@yahoo.com". Below this, it says "details of application submitted [총 1 건]" with a "New Apply" button. A table lists the submitted applications:

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 button to submit your online application
- Important Notes
  - > Education, Degree verification, Study Plan and self-introduction parts are mandatory
  - > Unless you are applying for conditional admissions, Certified English proficiency information is mandatory
  - > Once the online application is submitted, it cannot be modified.

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

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

The screenshot shows a "Foreign applicants registration popup" form with the following fields and options:

- Surname(Family Name): [Text Field]
- Middle Name: [Text Field]
- Given Name(First Name): [Text Field]
- Date of Birth: [Date Picker] Gender: [Dropdown]
- Marital Status: [Dropdown]
- telephone: [Text Field]
- Nationality: KOREA, REPUBLIC OF [Dropdown]
- Zip Code: [Text Field]
- Correspondence Address: [Text Field]
- recruit: Foreign Exchange stud [Dropdown]
- Year: 2015 [Text Field]
- Proposed date of entrance: Intern [Dropdown]
- Intended degree program: Intern [Dropdown]
- Department to which you wish to apply: School of Materials Science and Engineering [Dropdown]
- Email: [Text Field] @ [Text Field]
- Password: [Text Field]
- Personal information collection and usage agreement  Privacy Policy [Link]
- Proposed Laboratory in your favorite department at GIST(Or Desired academic advisor)
  - 1) [Text Field]
  - 2) [Text Field]
- Save [Button]

- Insert your personal and application information. [\*] marked fields are mandatory.
- Click 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 Save button

##### 2. Upload Photo

- Click Search button to upload photo.

- Click Select photos button to select a new photo

- Click - Reset to delete the selected photo.

- Click Upload 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.

- **Intended Degree Program** : Please choose only one of the following three programs; M.S. program, Ph.D. program, and integrated M.S and Ph.D. program(M.S./Ph.D.). Even though you choose Integrated program, GIST may offer an admission to M. S. Program only. Types of admission is at the discretion of GIST

### 3.5. Application Information

### 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

- **Matriculation Fee Waiver** : Admitted applicants should pay one-time Matriculation Fee(KRW 680,000) to enroll in GIST. If you want to be exempted from it, you should check "Yes", fill out the blank with the reason and submit letter of recommendation for the matriculation fee waiver on the prescribed form(written by dept. chair).  
The final decision of exemption of the fee is at the discretion of GIST.
- **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** : Please provide letters of recommendation in your application package 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	biotechnology	3.99
<input type="checkbox"/>	2	2002-12-25	2004-09-03	pakistan	UNIVERSITY of agriculture Biotechnology	zoology	3.34
		B.S	Dr.qaiser mahood khan				

#### 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 Biotechnology	zoology	3.34
<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	biotechnology	3.99
<input checked="" type="checkbox"/>	2	2002-12-25	2004-09-03	pakistan	UNIVERSITY of agriculture Biotechnology	zoology	3.34
		B.S	Dr.qaiser mahood khan				

- Clcik  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**

All transcripts and degree certificates must be submitted in their original or officially notarized form. 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.

### 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. family members

	*Relationship	*Name	Age	Residence/City	Occupation
<input type="checkbox"/>	N Father				
<input type="checkbox"/>	N Mother				

#### 3.9.1. Description

This is to provide your family information.

#### 3.9.2. How to write

##### 1. Add

- click button to add a new row to write your family members information.

	*Relationship	*Name	Age	Residence/City	Occupation
<input type="checkbox"/>	N Father				
<input type="checkbox"/>	N - Select -				

##### 2. Save

Click button to save the modified or new family members information.

##### 3. Delete

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

	*Relationship	*Name	Age	Residence/City	Occupation
<input checked="" type="checkbox"/>	N - Select -				

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

##### 4. Notes

- **family members** : Please insert your family information which has no effect on the review of your admission

### 3.10. career


career [순] 0 건 [help]						
		*Institution or Company	*start date (YYYY-MM)	*end date (YYYY-MM)	job title	responsibilities
<input type="checkbox"/>	N	GIST	2004-05	2005-09	Research assistant	
<input type="checkbox"/>	N	NASA-LCLUC	2009-01	2009-12	Participate	

#### 3.10.1. Description

지원자의 경력 정보를 입력하는 화면이다. This is to provide your career information.

#### 3.10.2. How to write

##### 1. Add

- click  button to add a new row to write your career information.

career [순] 0 건 [help]						
		*Institution or Company	*start date (YYYY-MM)	*end date (YYYY-MM)	job title	responsibilities
<input type="checkbox"/>	N	GIST	2004-05	2005-09	Research assistant	
<input type="checkbox"/>	N		-	-		


##### 2. Save

Click  button to save the modified or new family members information.

##### 3. Delete

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

career [순] 0 건 [help]						
		*Institution or Company	*start date (YYYY-MM)	*end date (YYYY-MM)	job title	responsibilities
<input type="checkbox"/>	N	GIST	2004-05	2005-09	Research assistant	
<input checked="" type="checkbox"/>	N	NASA-LCLUC	2009-01	2009-12	Participate	

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

### 3.11. certified English proficiency


certified English proficiency [조건] 0 건 conditional admission help				
	*Tests	*Score	*Test Date (YYYY-MM-DD)	
<input type="checkbox"/>	N TOEIC	840	2014-02-23	
<input type="checkbox"/>	N TOEFL(iBT)	80	2015-09-05	

#### 3.11.1. Description

This is to provide certified English proficiency information.

#### 3.11.2. 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				
	*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				
	*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 ONE of: a TOEFL score (80 or higher for iBT), IELTS score (6.5 or higher for academic module), TOEIC score 750 or higher for Listening and Reading sections), or TEPS score (680 or higher). An original score report must be sent directly to GIST by the administering institution. (GIST Institution Code for TOEFL: 0144)

##### - conditional admission :

1) Applicants from countries that do not offer official English tests,

or applicants for whom it is not possible to take such tests owing to unavoidable circumstances may be permitted to apply for admission to the Institute based on conditional admission. Please see the guidelines for further information.

2) If yes, you should submit 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. Although you're admitted as Conditional Admission, you'll be still required to fulfill English requirements within 6 months from the entrance.

### 3.12. Study Plan and self introduction

Study Plan and self introduction [help](#)

Save

**[Knowledge of Major Field]**

**EDUCATIONAL STATUS**  
 BSc. Environmental and Natural Resource Management (September 2007-June 2011)  
 Presidential University, Gwangju, South Korea (M.S. Environmental Science)  
 (Specialization: Air and Water Quality Monitoring, Water Resource Management, Environmental Management, Environmental and Social Impact Assessment, Environmental Policy and Planning and Environmental Law, Environmental Economics, Environmental Modeling, Geographical Information System, Environmental Law, Geomatics, GIS, Remote Sensing)

Diploma in Environmental Health and Sanitation (November 1999- August 2000)  
 Accra Diploma in Environmental Science  
 (Specialization: Water management, Waste management, Public health Laws, Mental Health, Microbiology, Environmental chemistry, building Technology, occupational health and safety)

Save

**[Reason for Study in Korea]**

I became convinced to study in Korea when I had the opportunity to attend United Nations workshop at Gwangju Institute of Science and Technology. I realized that I needed the expertise and the new technological strategies in research is well resourced there for good and better work.

I learnt to work with the best minds in my field and the opportunity to learn more and to equip myself well to impact knowledge back in my continent that we lack facilities and also to be a role model in my continent.

I also encountered a lot of successful business, engineers and scientist who are willing to work with me to achieve my dream as a best female research scientist and also help find sustainable solutions to our degrading environment.

finally, the culture diversity and language in Korea and the beautiful landscape makes the place admirable to be, the food and the people is better experiences in my life.

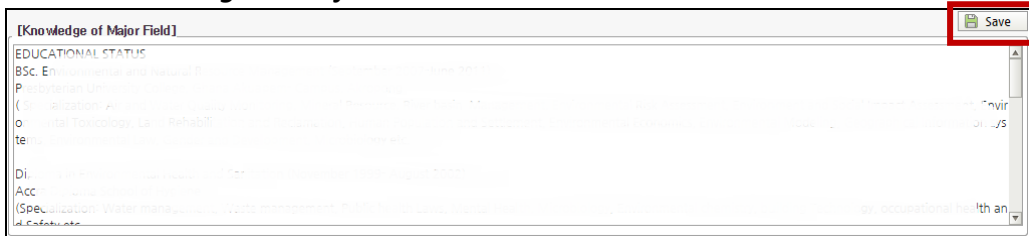
Save
Save
Save
Save

### 3.12.1. Description

This is to write your self-introduction and study plan. Write each item and save it separately.


### 3.12.2. How to write

#### 1. To save Knowledge of Major Field

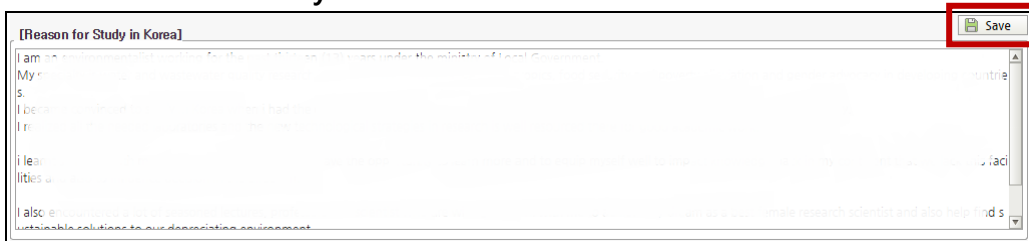


The screenshot shows a form titled "[Knowledge of Major Field]". It contains a text area with the following text: "EDUCATIONAL STATUS  
BSc. Environmental and Natural Resources Engineering  
P. Gyeongsang National University  
(Specialization: Environmental and Natural Resources Engineering)  
Occupational Toxicology, Land Rehabilitation  
Technician  
Diploma in Environmental Engineering  
Accumulated 1 year of work experience in the field of environmental engineering  
(Specialization: Water management, Waste management, Environmental engineering, Occupational health and safety, Rehabilitation)

A "Save" button is highlighted with a red box in the top right corner.


Write your Knowledge of Major field and click  button to save it.

#### 2. To save Reason for Study in Korea

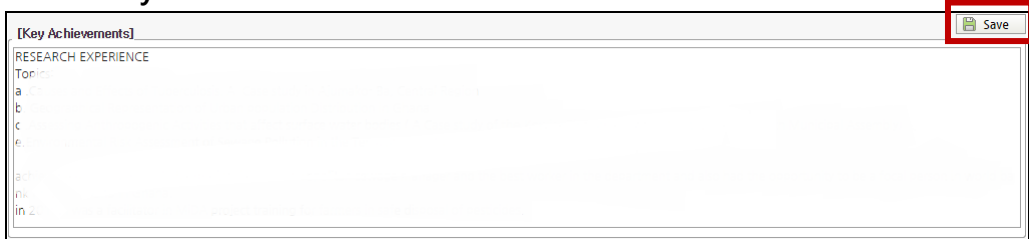


The screenshot shows a form titled "[Reason for Study in Korea]". It contains a text area with the following text: "I am interested in environmental engineering because it is one of the most important fields in our society. I want to study in Korea because I can learn the latest technology and knowledge from the experts in this field. I also want to improve my English and cultural skills by studying in Korea. I will be a research scientist and also help to find sustainable solutions to our domestic environment."

A "Save" button is highlighted with a red box in the top right corner.


Write your Reason for Study in Korea and click  button to save it.

#### 3. To save Key Achievements



The screenshot shows a form titled "[Key Achievements]". It contains a text area with the following text: "RESEARCH EXPERIENCE  
Topic:  
a. ...  
b. ...  
c. ...  
d. ...  
e. ...  
a. ...  
b. ...  
c. ...  
d. ...  
e. ...  
In ..."

A "Save" button is highlighted with a red box in the top right corner.

Write your Key Achievements and click  button to save it.

#### 4. To save Goal of Study & Study Plan



The screenshot shows a form titled "[Goal of Study & Study Plan]". It contains a text area with the following text: "Goal of the study: my goal is to ... and my career will be ... through this study to work perfectly as an environmentalist and research scientist.  
To: ...  
It: ...  
I will ...  
Africa has ...  
A dominant feature of the brain is the ... which is the most ... in the world in terms of ... of ... of ..."


A "Save" button is highlighted with a red box in the top right corner.

Write your Goal of Study & Study Plan and click  button to save it.


#### 5. To save Action Plan after Study





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 [총 1 건]

No	name	application number	desired year	desired semester	Intended degree program	status of submit	status o
1	FAL...	0000000000	2010	2nd semester	M.S/Ph.D. Integrated Progr		

[applicant information]

Application number:  Name:

[Result confirmation]

status of receipt  status of confirmation  Acceptance confirmation

[Application information]

desired year:  desired semester:  recruiting department:

course classification:  student classification:

[Submission document]

Degree certificate	Submitted	Accepted
Grade certificate	Submitted	Accepted
Two recommendation letter	Submitted	Accepted
Official English certificate	Not Submitted	
Certificate of English language Proficiency	Not Submitted	
Passport	Not Submitted	
Entrance fee waived recommendation	Not Submitted	

전황결과확인팝업

Thank you for your interest in Gwangju Institute of Science and Technology graduate admission.  
Wish you all the happiness and health.

### 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