

# Admissions Guide

## Admission Schedule

Semester	Spring Semester (Begins in March)	Fall Semester (Begins in September)
Application Period	September 11 ~ October 11 (KST)	March 14 ~ April 14 (KST)
Examination of Documents	15 Days	15 Days
Documents Review	30 Days	30 Days
Notification of Admissions Result	December 6th, 2024	June 5th, 2025
Enrollment Deadline	January 6th, 2025	July 4th, 2025

※ The dates above are subject to change without prior notice.

## Application Deadline

**Spring Semester : October 11<sup>th</sup> 2024 (K.S.T.)**

**Fall Semester : April 14<sup>th</sup> 2025 (K.S.T.)**

※ Late submission is not allowed.

## Qualification

Applicants who hold or expect to hold a final degree before enrollment at GIST  
(Spring Semester : by 1st week of January | Fall Semester : by 1st week of July)

※ GIST does not accept the hope certificate, provisional certificate, or a confirmation letter of graduation as equivalent to a final degree certificate. Therefore, please consider your graduation(degree conferment) schedule first before you apply to GIST Graduate School.

※ Bachelor's degree must be equivalent to a Korean Bachelor's degree which requires four years of study

\* Compare with the Korean system at WHED. (<https://www.whed.net/>)

## Application Procedure

<b>STEP 1</b>	<p><b>Submit the online application with required documents</b></p> <p>Choose your field of study and complete all relevant sections of the online application form. The online application form is accessible at <a href="https://service.gist.ac.kr/admission/graduate/foreigner">https://service.gist.ac.kr/admission/graduate/foreigner</a></p> <p>Please use a computer with a Windows-based operating system.</p> <p>All documents must be in English or Korean. Documents in a language other than English or Korean must be translated into either English or Korean by the institutions that issued those documents or by a public notary office.</p> <p>※ Applicants who fail to submit required documents within the application deadline will be disqualified.</p> <p>※ Before you begin, please click the 'Applications Guide' button, which can be found below the login button, to access and check the online application guidelines.</p>
<b>STEP 2</b>	<p><b>Check your email regularly</b></p> <p>GIST Admission Team or the department you applied to may try to reach you for notification or an interview, if necessary.</p>
<b>STEP 3</b>	<p><b>Notification of the admission result</b></p> <p>Notification of final result will be sent to the email address, which you registered in the online application system. Successful candidates must respond to the admission offer until the specific date that GIST provides.</p>
<b>STEP 4</b>	<p><b>Enrollment requires submission of enrollment document and paying the matriculation fee</b></p> <p>If you decide to accept the admission offer of GIST Graduate School, you must submit the enrollment documents, which will be notified to successful candidates, via post and pay the matriculation fee by the registration(enrollment) deadline.</p> <p>If the enrollment documents do not arrive at GIST Admission Team or the matriculation fee is not paid by the deadline, the admission offer will be revoked.</p> <p>※ Students who are exempted from the matriculation fee also need to submit the enrollment document by the enrollment deadline.</p>
<b>STEP 5</b>	<p><b>Submission of verified academic certificates</b></p> <p>Successful applicants must submit their original degree certificate and transcript, which are apostilled or authenticated by Korean Embassy, via post within 10 days after enrollment.</p> <p>※ The verified documents submitted to GIST will not be returned. So, if the original academic certificate cannot be re-issued, please obtain apostille or consular confirmation on a certified copy.</p> <p>Students who graduated from universities in China must submit the verification report issued by CSSD (学信网, <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a>)</p>
<b>STEP 6</b>	<p><b>Apply for a student visa</b></p> <p>In order to apply for a student visa, you need to obtain a student visa application form. This form is available at the Embassy of the Republic of Korea in your home country. When you apply for a visa, you must attach the Certificate of Admission to the application form. After you receive your visa, you can contact the GIST International and Public Affairs Team or the department you applied to ask help in arranging your travel to Korea.</p>

## Required Documents

\* All required document should be uploaded on your online application

Documents	Note
<p><b>Submission of the online application</b> <a href="https://service.gist.ac.kr/admission/graduate/foreigner">https://service.gist.ac.kr/admission/graduate/foreigner</a></p> <ul style="list-style-type: none"> <li>· The online application system is optimized to the Windows operation system. Please use a computer with a Windows-based OS.</li> <li>· <b>Multiple applications</b> from a single applicant within a single application term <b>are strictly prohibited</b>. In the event that an applicant submits applications for more than one department or degree program, he/she shall be disqualified.</li> </ul>	Compulsory
<p><b>Official degree certificates and transcripts</b></p> <ul style="list-style-type: none"> <li>· For all undergraduate and graduate degree programs</li> <li>· Apostille or notarized copies will be accepted(Notarized by Korean Embassy is preferred.)</li> <li>· If you are expected to graduate, you can replace your degree or diploma with a certificate of the expected graduation or an official letter from your university confirming your expected graduation. The replacement must include your name, the degree to be conferred, and <b>the date of degree conferment</b>. If it omits any of those information, GIST will not accept the replacement.</li> <li>· Transcripts must include information of the grading system, courses completed, grades or marks earned, cumulative grade points average (CGPA) and personal rank(if possible). If the transcript does not indicate the grading scale, submit a supplementary document describing the university's grading system.</li> <li>· Applicants who graduated from universities in China can substitute official degree and transcript with verification report issued by CSSD (学信网, <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a>)</li> </ul>	
<b>Two letters of recommendation</b>	
<p><b>An Official English proficiency test score report</b></p> <ul style="list-style-type: none"> <li>· Minimum scores: 80(TOEFL iBT), 550(TOEFL PBT), 6.5(IELTS Academic module), 750(TOEIC), 285(TEPS)</li> <li>※ Please be aware that GIST does not accept TOEFL ITP or Duolingo scores as valid proof of English proficiency.</li> </ul>	
<b>A copy of the applicant's passport</b>	
<b>A letter of recommendation from your department chair for the Matriculation Fee Waiver</b>	If applicable
<b>A certificate of English language proficiency issued by the president or the dean of the last school attended [ for Conditional Admission only ]</b>	
<p><b>Additional Reference</b></p> <ul style="list-style-type: none"> <li>· School profile of the university you attended or are attending. (It may include information about demography, programs, grading system, and ranking.)</li> <li>· List of honors and awards with the documents to prove your academic achievements.</li> </ul>	

## Study Plan in the Online Application Form

Your typed statement is a very important part of your application and is reviewed with great care. We would like your statement to address your past and current professional experiences, your academic interests and objectives, and your future goals. In addition, please feel free to add any other relevant information. It is important that the statement of purpose is fully representative of who you are, how our program matches your academic needs, and what you will do after graduation.

## Two Letters of Recommendation

Google Survey Form

We receive recommendation letters only electronically through Google Forms from the referees you register on GIST online application system.

In the online application form, you will be required to fill in the information of your referees. Then, if you click the “Send a Recommendation Form” button, each of the two referees will receive an automated email regarding how to upload a recommendation letter through the Google Forms.

Before you click the button, please double-check the referees’ email addresses are correct. If those are not correct, your referees cannot receive the automated email from GIST.

Referees must use the designated recommendation form and upload their recommendation letters on Google Forms by the application deadline.

People who have worked closely with you in either academic or professional field such as faculty members or work supervisors are eligible for writing the recommendation letter.

If the referee information you entered in the online application form or the submitted recommendation letter is found to be false or counterfeit, GIST reserves the right to revoke your admission or withdraw an offer of admission even after having graduated from GIST.

## Important Notes

If any information entered in the online application form or the submitted material is found to be false or counterfeit, GIST reserves the right to revoke your admission or withdraw an offer of admission even after having graduated from GIST.

Applicants are responsible for any submission errors or mistakes that fail to adhere to the admission guide.

Please check your email regularly. GIST Admission Team or the department you applied to may try to reach you for notification or an interview, if necessary.

GIST will notify the application result to each applicant by email on the result notification day.

Successful applicants whose graduations were pending at other institutions during the time of application must submit their final degree certificates and transcripts, which are apostilled or authenticated by Korean Embassy, within 10 days after the enrollment deadline. Failure to submit these documents may result in enrollment cancellation.

GIST Graduate School strictly prohibits multiple enrollments. All admitted students must have completed their degree programs before enrollment in GIST, and must not enroll in other institutions or universities until they complete their degree programs at GIST.



## English Requirements

Conditional Admission

Because English is the language of instruction at GIST and success in graduate study depends on English language competency, official English test score must be presented by applicants who are not native born citizens of Australia, Canada, Ireland, New Zealand, the UK or the USA as part of their application. Applicants holding bachelors or advanced degrees from universities/institutions physically located in one of the countries listed above may be exempted from English requirements with prior approval of GIST.

In general, the minimum TOEFL score required for GIST graduate programs is 80 of IBT, 550 of PBT. We also accept the score of IELTS, TOEIC and TEPS (Test of English Proficiency developed by Seoul National University). The minimum score for acceptance is 6.5 of IELTS, 750 of TOEIC and 285 of New TEPS.

Applicants from countries that do not hold official English tests (TOEFL, IELTS, TOEIC or TEPS) or other applicants for whom it is not possible to take such tests owing to unavoidable circumstances, such as schedule conflicts or excessive economic burden, may apply without official English test score as a conditional admission. Conditional admission requires applicants to submit documentation related to English proficiency issued by the President or the Dean of the last school attended. There is no specific form of the certificate of English language proficiency, but it must indicate that the medium of instruction was English.

Successful students admitted to GIST with conditional admission due to unavailability of official English test results must, within 6 months from the date of admission, submit official English test results that meet the application criteria of the Institute. These results should be sent to the Section of Admissions and receive approval from our Academic Affairs Review Committee. Any persons who have been conditionally admitted to GIST, but fail to fulfill the requirements stated above, will automatically be removed from the school register 6 months after the date of admission.

We strongly encourage you to take an official English test and submit the score result when you apply to GIST graduate school. Some Embassies of the Republic of Korea may ask you to submit the official English test score for VISA application.

## Matriculation Fee

To complete the enrollment process at GIST, all admitted students are required to pay a non-refundable Matriculation Fee of 680,000 won. Successful applicants must pay the fee by the enrollment deadline.

### Matriculation Fee Waiver Application

GIST offers applicants who are facing financial difficulty matriculation fee waiver. If you cannot afford the matriculation fee due to extreme poverty, please submit a recommendation letter of matriculation fee waiver **written by the department chair** of your last attended/current university via the online application system. Also, it is important to click the "Application for matriculation fee waiver" button on the online application form to ensure that the system recognizes your request.

## The Document Review and Evaluation

GIST wants applications from candidates who have strong academic potential, high motivation for pursuing a career in the areas of science and technology, and focused intellectual and professional interests.

One's study plan, professional experience, and letters of recommendation can be very important factors as well as an applicant's academic records and professional background. Strong academic records and high test scores do not ensure admission. Other kinds of achievement, such as the overcoming of economic, societal or educational obstacles are also important.

The document review is based on a comparison of the applicant's qualifications among all those who apply. The school then weighs the general admissions criteria in ways that can ensure the diversity of student background, experience, and interest. Each year, the number of applicants may outnumber the available enrollment. Therefore it requires the complex task of selection involving a careful evaluation of past accomplishment and future promise.

## Appendix 1

# Recommendation Form

## Letter of Recommendation

1. Please fill this form and make a **handwritten signature** at the bottom of the last page.

\* You can extend the size of answer boxes for the question # 1~5, 7

\* A referee can download this LOR form of Word file at the Google Survey Form.

2. Then, please scan the signed document and **make the file name as** "GIST application number\_Student's name\_Nationality\_Referee's name".

3. Finally, please **upload** it to the Google Survey Form we provided on the instruction email.

[Note] You can upload only one recommendation letter on the Google Survey Form. So, if you are going to upload a recommendation letter for more than two applicants, please **use a different email address** for each applicant when you take the Google Survey.

### Applicant Information(the recipient of your recommendation)

· Student Name:

· GIST Application Number (9\*\*\*\*\*):

· Nationality:

· Desired Program(✓): ☐ M.S. ☐ Ph.D. ☐ M.S./Ph.D.

· Date of Birth:

· Intended Department:

1. How long have you known the applicant and in what context?

2. What do you consider to be the applicant's strengths?

3. What do you consider to be the applicant's weaknesses?

4. How well do you think the applicant has thought out plans for graduate study?

5. Do you know of any medical or psychological condition which might affect the applicant's performance?

## Appendix 1

# Recommendation Form

## Letter of Recommendation

6. Please give us your appraisal of the applicant in terms of the qualities listed below. Please rate the applicant in comparison to other students known to you on the following dimensions. Tick (✓) the appropriate box.

	Unusually outstanding (Top 5%)	Superior (Top 10%)	Excellent (Top 15%)	Good (Top 3rd)	Average (Middle 3rd)	Poor (Bottom 3rd)
Academic Achievements						
Intellectual Skills						
Research and Creative Abilities						
Interests and Motivations						
Relevant Work Experience						
Ability to Work with Others						
Potential for Success in Graduate School						

7. Please comment on the ratings that you have assigned in #6 and make any additional statement about the applicant's record, potential, or personal qualities.

I hereby duly recommend the aforementioned applicant. I have carefully filled out this letter of recommendation by myself, and I am aware that my opinions provided herein may continue to serve as a reference in the subsequent admission process within GIST.

- Name:
- University / Institute:
- Position / Title:
- Phone number(with a national code):
- E-mail Address:
- Signature: (here)
- Date: \_\_\_\_\_. \_\_\_\_\_. \_\_\_\_\_. ex) YYYY. MM. DD.

## Appendix 2

# Matriculation Waiver application Form Optional

## A Letter of Recommendation for the Matriculation Fee Waiver

### To the Applicant:

Please fill in your information below, and deliver this form to the person who will write a letter for you. After you receive the LOR for matriculation fee waiver from him/her, please upload it in the online application system.

#### Applicant Information

- GIST Application Number:
- Name:
- Nationality:
- Desired Program(■): ☐ M.S. ☐ Ph.D. ☐ M.S./Ph.D.
- Intended Department:

### To the Recommender:

Please fill the answer by typing in with your computer, and then print out to handwrite the signature.

- \* We do not accept an electronic signature or a stamp.
- \* We only accept a recommendation letter of matriculation fee waiver that is written by the **department chair** of the applicant's last attended university.

Why should this applicant be exempt from paying the Matriculation Fee?

I hereby duly recommend the aforementioned applicant, and I have carefully filled out this letter of recommendation for matriculation fee waiver.

#### Recommender Information

- Name:
- Position/Title:
- University:
- Phone Number:
- E-mail Address:

- Signature: \_\_\_\_\_ (here)
- Date: \_\_\_\_\_. \_\_\_\_\_. \_\_\_\_\_. ex) YYYY. MM. DD.