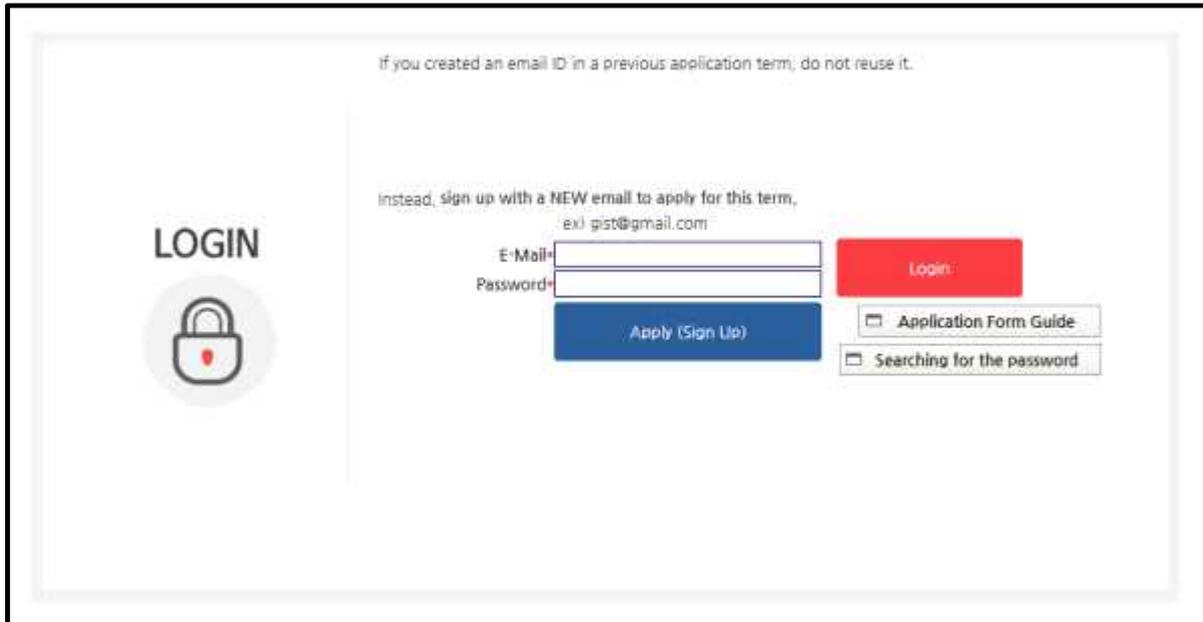## 1. Application Guide

1.1. Before Applying to GIP

- Please review all instructions carefully before completing the application.
- Incomplete of incorrect information may result in your application not being considered.
- For information regarding graduate application, please visit our homepage: https://www.gist.ac.kr/ipa/html/sub03/030101.html
- For more information, contact the GIP coordinator at gip@gist.ac.kr.

1.2. Application Deadlines

- All materials must be submitted by the designated application deadline.
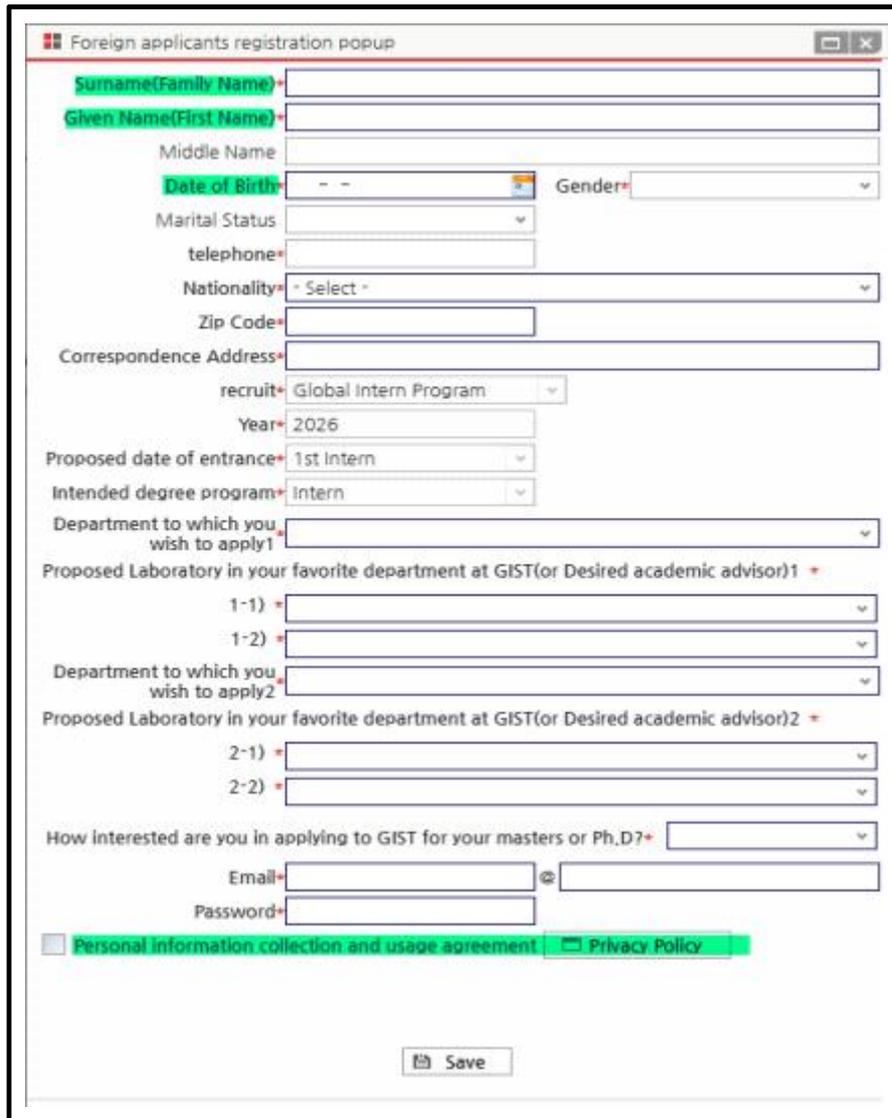- Late submission will not be accepted.

2. Login or Apply

2.1. Description

- This is to register a now online application account.
    * For proper compatibility, be sure to use the 'Chrome' browser when applying for this program.
    * Do not use other internet browsers to access this website.

2.2. How to write

2.2.1. Register online application (Click the 'Apply' button)

- Click the 'apply' button, new online application registration page will be poped-up.

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

2.2.2. Log-in

- Insert email address and password when you registered your online application,
- Click Login Button to open your online application.

2.2.3. Important Notes

- **Name:** All names should be type same as they written 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 click the Personal information collection and usage agreement check box.

3. Register online application

3.1. Personal Information
- This part is to insert your personal information.

3.1.1. How to write
- Save: To save the information, click the Save button.
- Upload Photo
  * Click the Search button to upload photo, and Uploaded photos page will be poped-up.
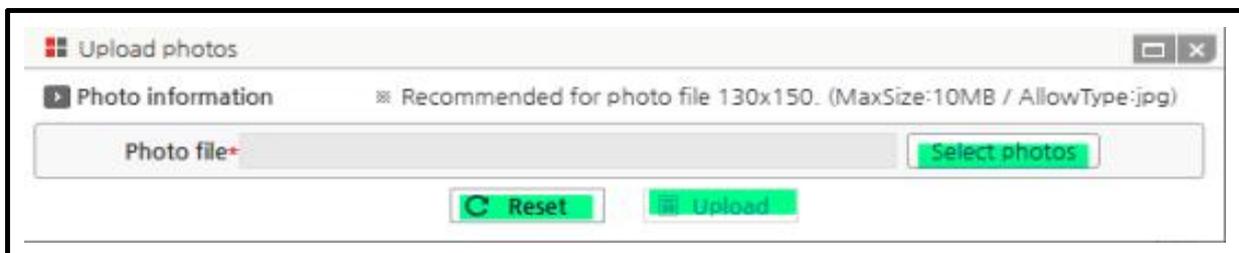
  * In the "Upload Photos" pop-up page, click the "Select Photos" button and choose the photo you want to upload.
  * Click the "Reset" to delete the selected photo.
  * Click the "Upload" to save the photo.
  * Please upload a color-photograph.
  * Photo Size: 130x150 px / File format: jpg, jpeg / Maximum file size: 10MB

3.1.2. Attachments
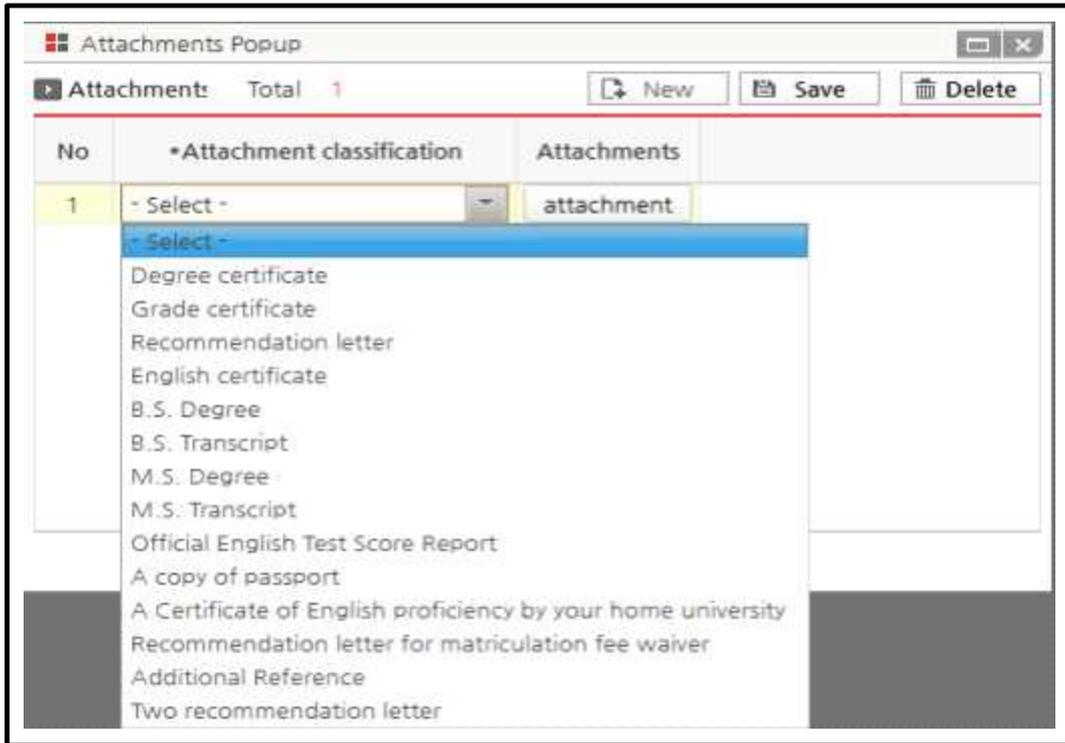
- Add attachments: Click the "New" button to add a new empty row to upload your attachments.
- Select the files: Select the file type you are uploading from the drop-down list.
- Upload the file: Click the "Attachment" button to choose the file you want to upload.
- Save: Click the "Save" button to save.
- Delete: To delete, click the row you want to delete, and click the "Delete" button to delete it.
- Click the "Attachments" button to upload the required documents for your GIP application.

※ Required documents

Applicant	UG Enroll.	UG Degree	MS Enroll.	MS Degree	UG Trans.	MS Trans.	Recomm.	English
UG (Enrolled)	○	–	–	–	○	–	2	○
UG (Graduated)	–	○	–	–	○	–		
MS (Enrolled)	–	○	○	–	○	○		

※ **Abbreviations:** UG = Undergraduate, MS = Master's, Enroll. = Enrollment Certificate, Degree = Degree Certificate, Trans. = Transcript, Recomm. = Recommendation Letters, English = English Language Proficiency Test Result

※ If the students' nationality is from an <u>English-speaking country</u> or **the medium of instruction at their home university is English**, they can submit <u>a passport copy</u> or **a certificate stating "Medium of Instruction is English"** instead of an English language proficiency test score.

3.1.3. Important Notes
- **Name:** All names should be type same as they written in your passport.
- **Date of Birth:** The order is year, month, day(YYYY-MM-DD). Please be careful not to enter incorrectly.

3.2. Application Information & Recommendations
- This is to insert your application information.

3.2.1. How to write
- Save: Insert the required information and click "Save" button to save the information.

3.2.2. [Recommendations] Section
- To apply for the GIP Program, two (2) letters of recommendation are required.
- Please enter your referees' information in the appropriate fields, and upload the recommendation letters in PDF format.

3.3. Education & Certified English Proficiency

- This is to insert your education information.

3.3.1. How to write

- Add education information: Click the "New" button to add a new empty
  row to insert your education information.
- Save: Click the "Save" button to save modified or new information.
- Delete: To delete, click the check box of the row you want to delete, and
  click the "Delete" button to delete it. You can delete several row
  at a time.

3.3.2. Important Notes regarding the [education] Section
- **Admission date(YYYY-MM-DD) / Graduate 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:** Please make sure to include all courses counted toward your degree and convert the awarded grades into the requested format already in the transcript.
  * **Applicant's score / perfect score** (e.g. 3.99/4.5)(e.g. 7.85 etc. / 10)
  * 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 transcript clarifies your division of 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.
- **Submission of Transcripts & Enrollment/Degree Certificates:** Applies to all GIP applicants (undergraduate and master's level).

※ Certificates Submission Guide

Certificate	Details
Enrollment / Degree Certificate	- If you are currently enrolled, submit an Enrollment Certificate.
	- If you have graduated, submit a Degree (Graduation) Certificate.
	- If you are expected to graduate and cannot submit a degree certificate yet, you may upload an Expected Graduation Certificate or an official letter issued by your university.
	- The replacement document must include: (1) your full name, (2) the degree to be awarded, and (3) the expected graduation/degree conferment date.
	- If any of the above information is missing, the document may not be accepted.
Transcript	- Your transcript should include: completed courses, grades/marks, CGPA (or overall GPA), and the grading scale.
	- If your transcript does not show the grading scale, please upload an additional document explaining your university's grading system (e.g., an official grading scale page).

3.3.3. [Degree verification information] & [University Registrar's information]
- To submit your online application, degree verification information is mandatory.
- Please provide the information requested, so that we can verify your degree.
- Save: Click the "Save" button to save the information.

3.3.4. [Certified English Proficiency]
- Add: Click the "New" button to add a new empty row to insert your certified English proficiency information.
- Save: Click the "Save" button to save modified or new information.
- Delete: To delete, click the check box of the row you want to delete, and click the "Delete" button to delete it. You can delete several row at a time.

3.3.5. Important Notes regarding the [Certified English Proficiency] section
- English Proficiency Requirements (Minimum Scores)

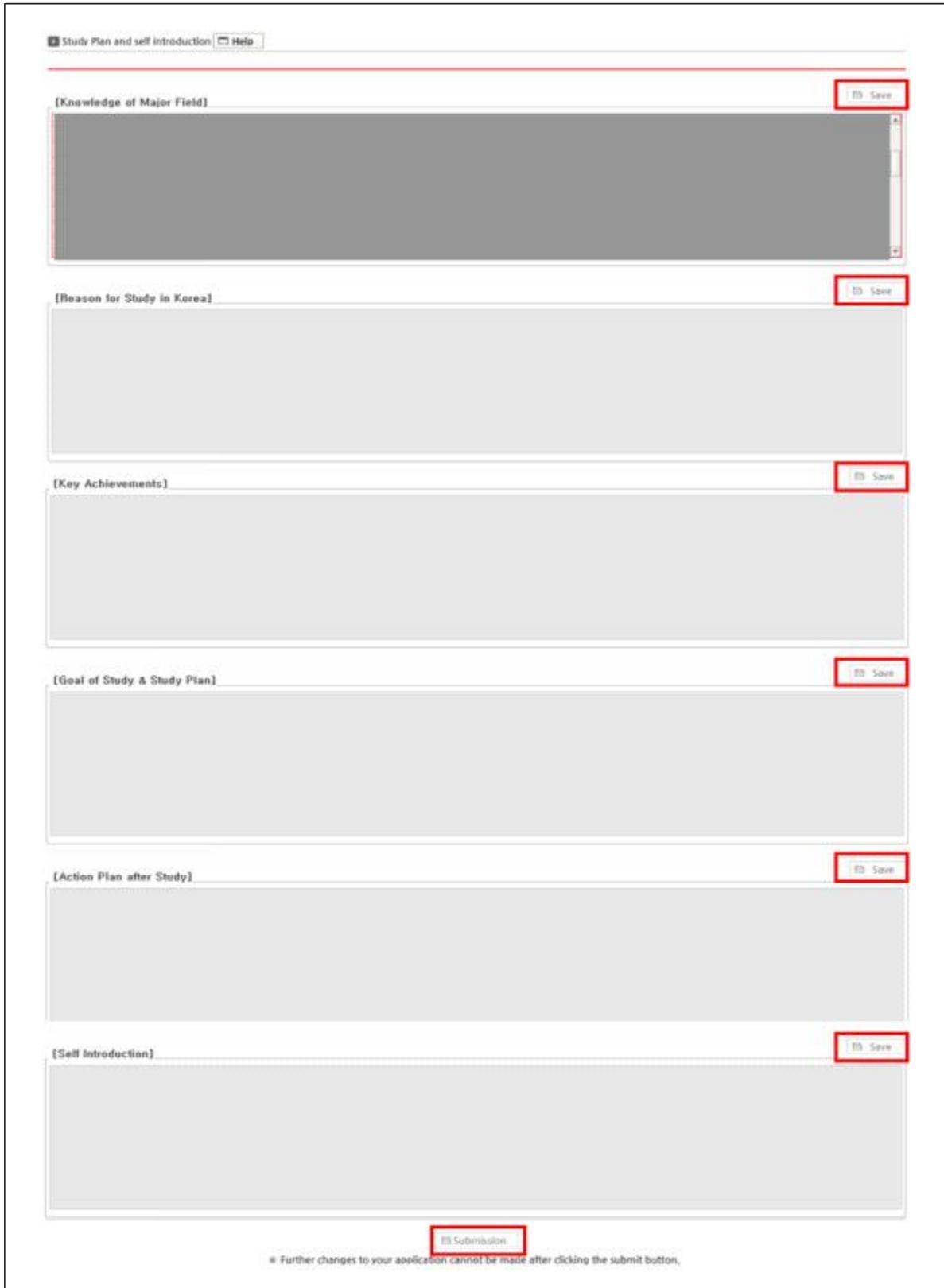| Test	TOEFL iBT	TOEIC	IELTS(Academic)	CEFR
Minimum Score	80	750	6.5	B2 (approx. 160–180)

※ Only official test scores listed above are accepted.

※ We do not accept Duolingo English Test results or university-issued English proficiency letters/certificates (e.g., internal language test results) as substitutes for the official scores.

- Possible Exemptions (Official Proof Required)

Exemption Category	Who May Qualify	Required Supporting Document (Example)
Native-English nationality	Citizens of an English native-speaking country	Passport / nationality proof
English as official instruction language	Enrolled in or graduated from a university where the official language of instruction is English	Official letter/certificate stating English as the language of instruction
University in an English-official-language country	Enrolled in or graduated from a university located in a country where English is an official language	Enrollment/degree certificate showing institution + country (and/or official university info)

3.4. Study Plan and Self Introduction
- This is to write your self-introduction and study plan.
- Write each item and save it separately.

3.4.1. How to write
  - After completing each section, click the "Save" button for each item to save your entries.

3.4.2. Important Notes
  - **Knowledge of Major Field:** Briefly describe your academic background, training, and relevant experience related to your intended field (e.g., coursework, projects, research, internships, work experience).
  - **Key Achievements:** List your most important achievements, such as publications, theses, reports, patents, R&D projects, awards, scholarships, or other notable outcomes.
  - **Goal of Study & Study Plan:** Explain what you aim to learn or research during this program and outline your study/research plan.
    * If helpful, you may review GIST department websites to learn about faculty members and research areas.
    * Please enter your text directly in the application form.
  - **Action Plan After the Program:** Describe your plan after completing the program (e.g., next academic steps, career goals, or how you will apply what you gained from GIP in Korea or elsewhere).
  - **Self-Introduction:** Use this section to share additional information that may not be covered elsewhere in the application. You may include your interests, extracurricular activities, a brief personal background, and what motivates you. Please enter your text directly in the application form.

3.4.3. Final submission
  - After completing all sections and uploading all required attachments, please click the "Submission" button to finalize your application. Once submitted, your application cannot be edited.