

1. Application Guide

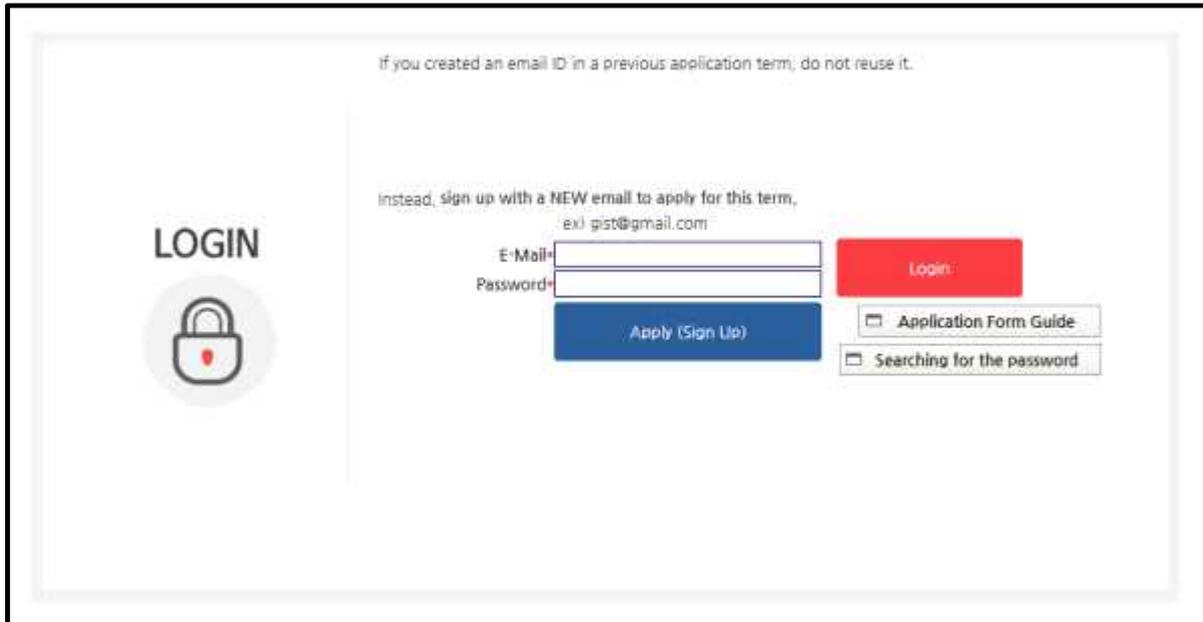
1.1. Before Applying to GIP

- Please review all instructions carefully before completing the application.
- Incomplete or 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



The screenshot shows a web interface for logging in or applying. On the left, there is a circular icon with a padlock and the word "LOGIN" above it. The main content area contains the following text and elements:

- Text: "If you created an email ID in a previous application term; do not reuse it."
- Text: "Instead, sign up with a NEW email to apply for this term, ex) gist@gmail.com"
- Form fields: "E-Mail" and "Password" with corresponding input boxes.
- Buttons: A red "Login" button and a blue "Apply (Sign Up)" button.
- Links: Two links with checkboxes: "Application Form Guide" and "Searching for the password".

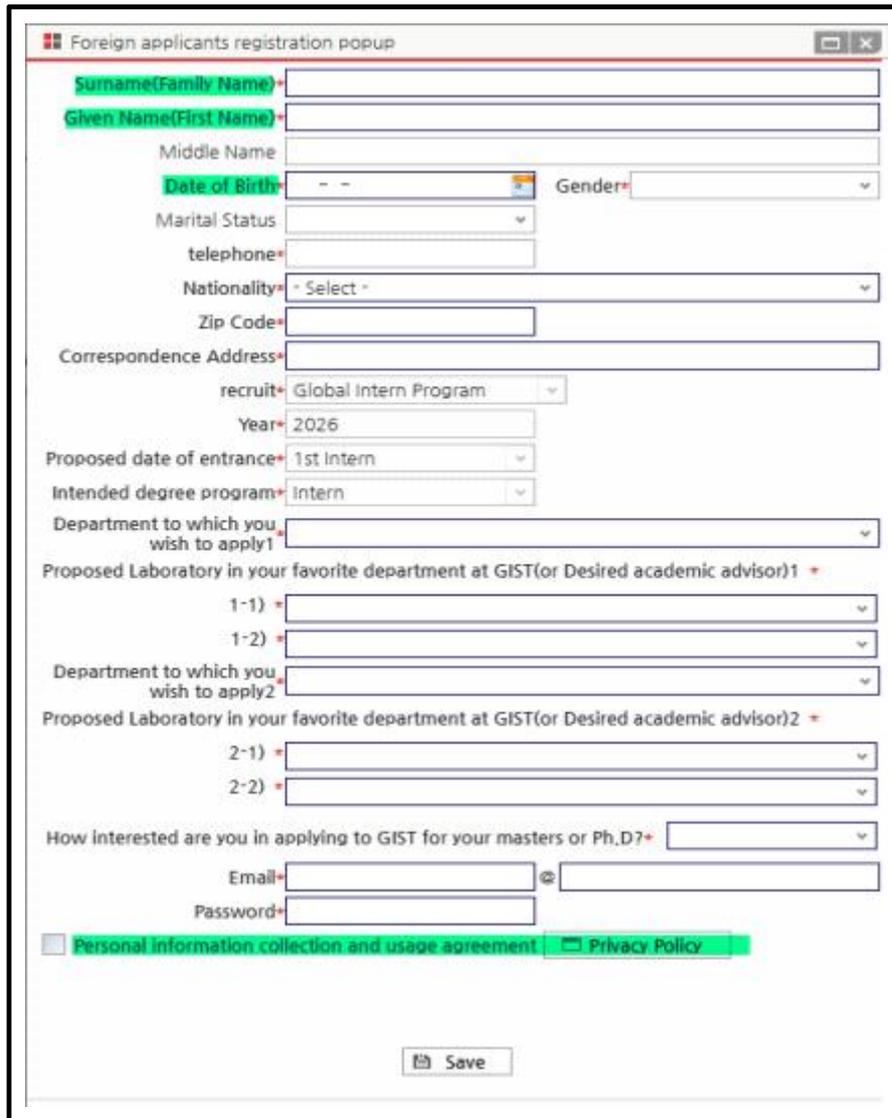
2.1. Description

- This is to register a new 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 popped-up.



The screenshot shows a web form titled "Foreign applicants registration popup". The form includes the following fields and options:

- Surname(Family Name) *
- Given Name(First Name) *
- Middle Name
- Date of Birth * (calendar icon) Gender *
- Marital Status *
- telephone *
- Nationality * (Select *)
- Zip Code *
- Correspondence Address *
- recruit * (Global Intern Program)
- Year * (2026)
- Proposed date of entrance * (1st Intern)
- Intended degree program * (Intern)
- Department to which you wish to apply1 *
- Proposed Laboratory in your favorite department at GIST(or Desired academic advisor)1 *
- 1-1) *
- 1-2) *
- Department to which you wish to apply2 *
- Proposed Laboratory in your favorite department at GIST(or Desired academic advisor)2 *
- 2-1) *
- 2-2) *
- How interested are you in applying to GIST for your masters or Ph.D? *
- Email * (with @ symbol)
- Password *
- Personal information collection and usage agreement [Privacy Policy](#)
-

- 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.

Privacy Policy

The following is a policy statement for the Gwangju Institute of Science and Technology Online Application Web site, <http://service.gist.ac.kr/admission/graduate/foreigner>. These policies pertain mostly to the gathering and dissemination of information during use of the Web site.

Scope

We only collect personal information that you knowingly and voluntarily provide, or any applicable, service-specific privacy notices such as submitted e-mails, program registrations, or survey responses originating on the Web site. If you send us personal information (i.e., your name, e-mail address, birth date, nationality.), we may store that data in order to respond to your e-mails or process your requests.

We may also share information with third parties in limited circumstances in order to comply with legal processes, to prevent fraud or imminent harm, and to ensure the security of our network and services.

Holding periods

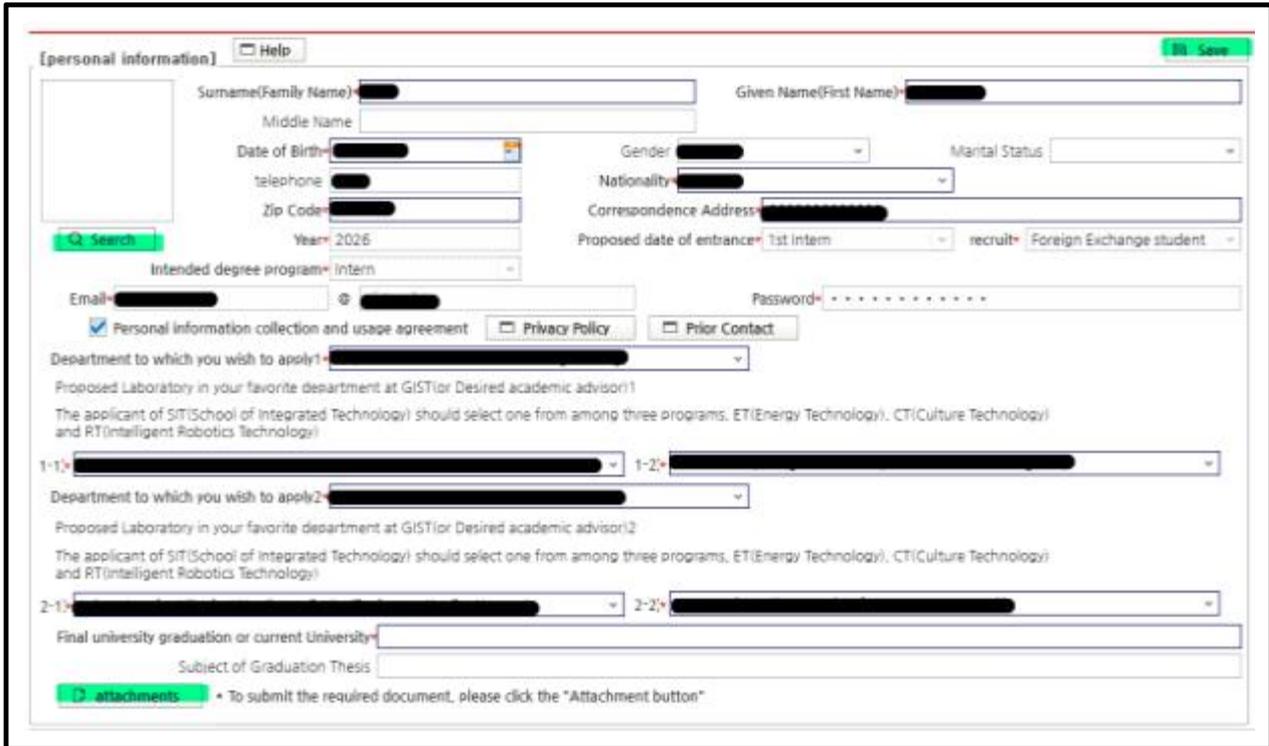
We shall hold all personal information for the purpose of administering our Web site under any regulation which has relevance.

I do agree to the above policies about gathering and/or disseminating information from the GIST Online Application web site

3. Register online application

3.1. Personal Information

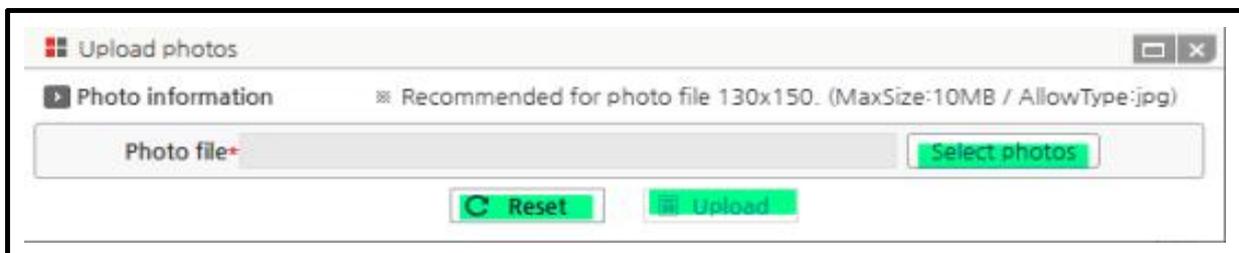
– This part is to insert your personal information.



The screenshot shows a web form titled "[personal information]". It contains various input fields for personal details: Surname (Family Name), Given Name (First Name), Middle Name, Date of Birth, Gender, Marital Status, telephone, Nationality, Correspondence Address, Zip Code, Year (set to 2026), Proposed date of entrance (with options: 1st Intern, recruit, Foreign Exchange student), Intended degree program (set to Intern), Email, and Password. There are also checkboxes for "Personal information collection and usage agreement", "Privacy Policy", and "Prior Contact". Below these are sections for "Department to which you wish to apply" (1 and 2) and "Proposed Laboratory in your favorite department at GIST" (1 and 2), with instructions for applicants of SIT (School of Integrated Technology) to choose from ET (Energy Technology), CT (Culture Technology), and RT (Intelligent Robotics Technology). At the bottom, there are fields for "Final university graduation or current University" and "Subject of Graduation Thesis". A "Search" button is visible on the left, and a "Save" button is in the top right corner.

3.1.1. How to write

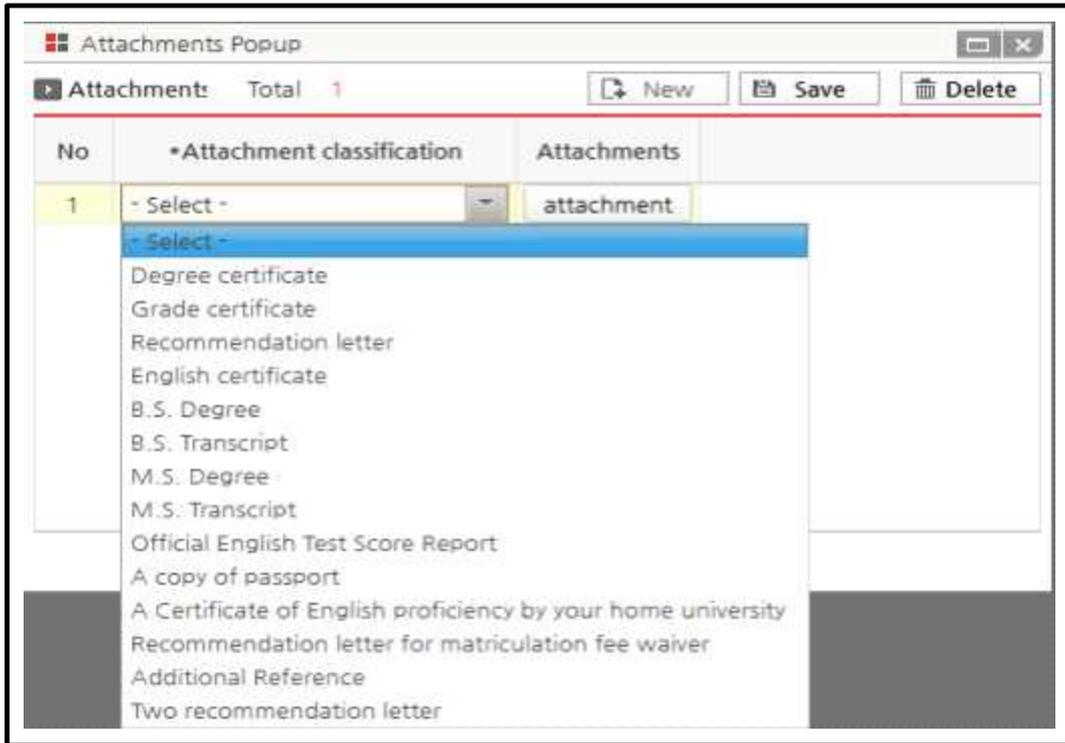
- Save: To save the information, click the **Save** button.
- Upload Photo
 - * Click the **Search** button to upload photo, and Uploaded photos page will be popped-up.



The screenshot shows a pop-up window titled "Upload photos". It includes a "Photo information" section with a note: "Recommended for photo file 130x150. (MaxSize:10MB / AllowType:jpg)". Below this is a "Photo file" input field and a green "Select photos" button. At the bottom, there are "Reset" and "Upload" buttons.

- * 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 English-speaking country or the medium of instruction at their home university is English, they can submit a passport copy 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.

The screenshot displays a web-based application form. At the top left, there is a tab labeled "[application information]" and a "Help" button. A green "Save" button is located at the top right. The form contains several input fields: "Language Proficiency(Korean)" with a dropdown menu, "Is English the language of instruction at your home institution?" with radio buttons for "Yes" and "No", "Is English Your native language?" with radio buttons for "Yes" and "No", and "If 'No', what is your native language" with a text input field. Below these is a "How did you come to know about GIST?" dropdown menu. The second section is titled "[Recommendations]" and includes the instruction "Please submit the names of those providing letters of recommendation". It contains two sets of fields for "Referee 1" and "Referee 2", each with "Name", "University", "Position", and "Email" input fields.

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.

The screenshot displays two main sections of the application form:

- education**: A table with columns for No., admission date, graduation date, Country, College/University, Major, GPA, and GPA r. Below the table are fields for Degree, Academic Advisor, and Subject of Graduation Thesis. A "New" button is visible in the top right.
- [degree verification information]**: A section with a disclaimer and fields for Institution(University), Complete name including any former names, Student ID No., Date of conferment, and Degree title. A "Save" button is in the top right.
- [University Registrar's information]**: Fields for Name, Official title, E-mail address, Office phone number, and Mailing address.
- certified English proficiency**: A table with columns for Tests, Score, and Test Date (YYYY-MM-DD). A "New" button is in the top right.

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.

This screenshot shows the same "education" table as the previous image, but with a single row highlighted in yellow. The row contains the number "1" in the "No." column and "B.S" in the "Degree" column. A blue checkmark is visible in the checkbox column to the left of the row, indicating it is selected for deletion. The "New", "Save", and "Delete" buttons are visible in the top right corner.

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.

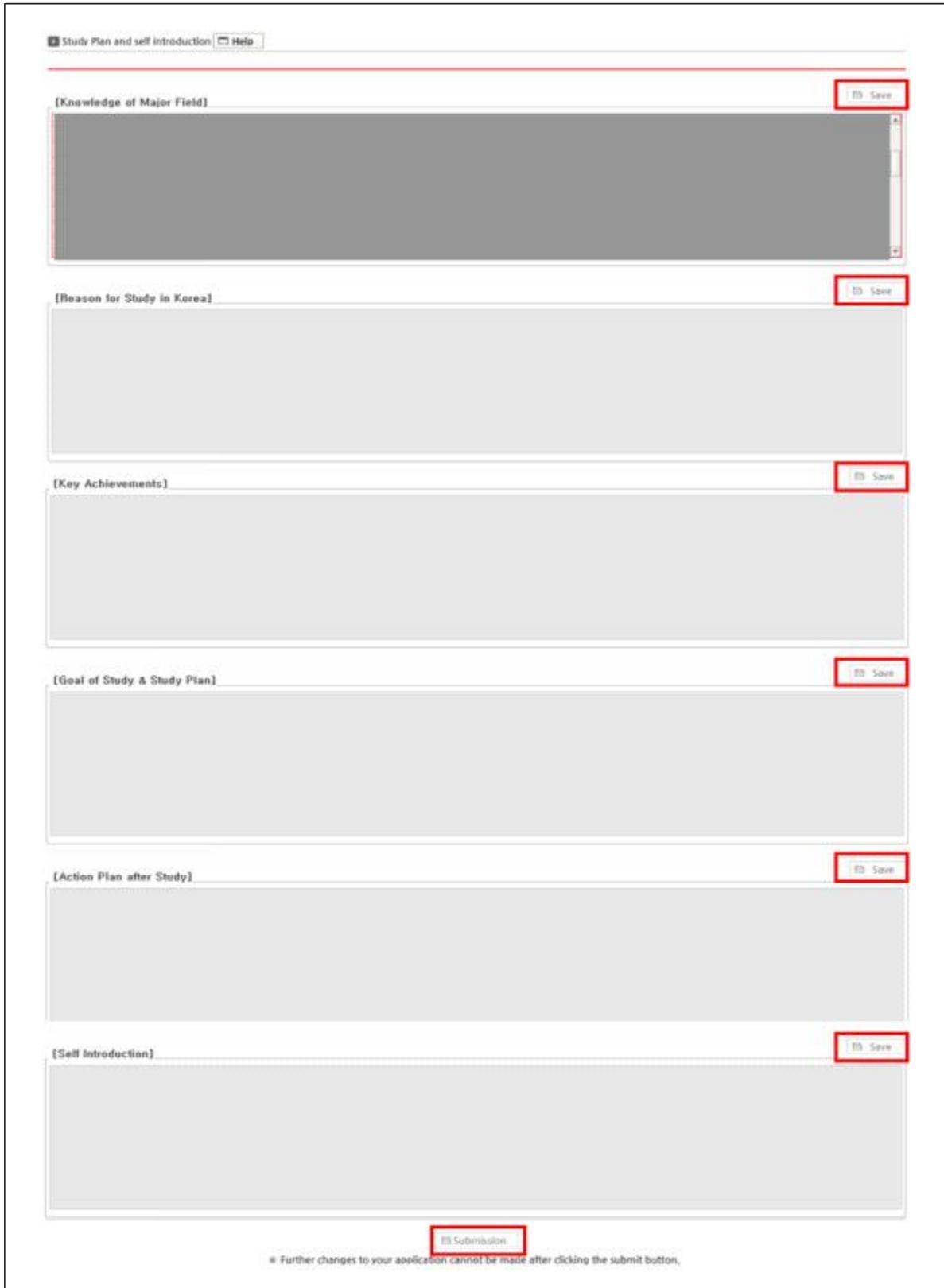
※ We do not accept Duolingo English Test results or university-issued English proficiency letters/certificates (e.g., internal language test results) as substitutes for the official scores.

– 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.



Study Plan and self introduction Help

[Knowledge of Major Field] Save

[Reason for Study in Korea] Save

[Key Achievements] Save

[Goal of Study & Study Plan] Save

[Action Plan after Study] Save

[Self Introduction] Save

Submission

* Further changes to your application cannot be made after clicking the submit button.

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.