1. Application Guide

1.1. Before Applying to GIST

Please review all instructions carefully before completing the application.

Imcomplete 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/iadm/html/sub03/0302.html

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 new online application account.

2.2. How to write

1. **Register online application(Click the 'Apply' button)**

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

   * For proper compatibility, be sure to use the

   '**Chrome**' browser when applying for admission.

   Do not use other internet browsers to access the website.

   - Insert your personal and application information. [*] marked fields are mandatory.

   - Click **Save** 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.

2. **Log-in**

   - Insert e-mail address and password when you registered your online application.

   - Click **Login** Button to open your online application

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.
- **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 Privace Policy carefully and click the Personal information collection and usage agreement check box.

3. Register online application

3.1. Description

The above part is to insert your personal information

3.1.1. 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 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.

 - **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. Decision of admission program is at the discretion of GIST.

3.2. Application Information

This is to insert your application information.

3.2.1. How to write

1. Save

- Insert the required information and click [Save] 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 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 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** : 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. Referees must use the designated recommendation form and upload their recommendation letters on Google Forms by the application deadline.

3.3. Education

3.3.1. Description

This is to insert your education information. M.S. Applicant: B.S. , Ph.D. Applicant: B.S. & M.S.

3.3.2. How to write

1. **Add education information**

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

2. **Save**

   - Click [Save] button to save modified or new information.

3. **Delete**

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

   - Clcik [Delete] 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) (e.g. 7.**85** etc. 10)**.**
     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**

  · For all undergraduate and graduate degree programs

  · Apostille or notarized copies will be accepted (Notarized by Korean Embassy is preferred. 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 the date of degree conferment. If it omits any of those information, GIST will not accept the replacement.

  · 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.

  · Applicants who graduated from universities in China can substitute official degree and transcript with verification report issued by CSSD (学信网, http://www.chsi.com.cn)

Gwangju Institute of
Science and Technology

3.4. degree verification information / University Registrar's information

3.4.1. Description

This is to provide the information for your degree verification

3.4.2. How to write

1. **Save**

   - To submit your online application, degree verification information is mandatory

   - To save the information, click 🖫 Save button

2. **Important Notes**

   - **degree verification information / University Registrar's information** : Please provide

   the information requested, so that we can verify your degree.

3.5. family members

3.5.1. Description

This is to provide your family information.

3.5.2. How to write

1. Add

- click ![New] button to add a new row to write your family members information.

2. Save

Click ![Save] button to save the modified or new famliy members information.

3. Delete

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

- Clcik ![Delete] 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

3.6. career

3.6.1. Description

This is to provide your career information.

3.6.2. How to write

1. **Add**

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

2. **Save**

   Click [Save] button to save the modified or your career information.

3. **Delete**

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

   - Clcik [Delete] button to delete it. You can delete several rows at a time.

3.7. certified English proficiency

3.7.1. Description

This is to provide certified English proficiency information.

3.7.2. How to write

1. **Add**

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

2. **Save**

   Click [Save] button to save the modified or new information.

3. **Delete**

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

   - Clcik [Delete] button to delete it. You can delete several rows at a time.

4. **Important Notes**

   - **Certified English proficiency :** Because English is the language of instruction at GIST, applicants are required to submit an official English test score as part of their application . Applicants who hold a bachelor's degree or higher from a university or institution physically located in Australia, Canada, Ireland, New Zealand, the UK or the USA may be exempted from this English requirement with prior approval from 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.

   - **conditional admission :**

   Applicants from countries that do not hold official English tests(TOEFL, IELTS, TOEIC or TEPS) or

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 GIST . 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.

3.8. Study Plan and self introduction

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

3.8.1. Description

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

3.8.2. How to write

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

Write your Knowledge of Major filed and click [Save] button to save it.

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

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

3. **To save Key Achievements**

Write your Key Achievements and click [Save] button to save it.

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

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

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

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

6. To save Self Introduction

Write your Self-Introduction and click [Save] 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, brief life history (growth process, home & social environment), your view of life, etc. Please type on the given form.