

International Scholar's **HANDBOOK**

International Scholar & Student Services Team



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CHAPTER 01.

International Scholar Support

- ➔ ISSS
 - ➔ KICEP
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 - ➔ KAIPlus
 - ➔ Counseling Services
-

ISSS

KAIST International Scholar and Student Services (ISSS) is the hub of information and services for the international community. ISSS provides various services and support including administrative services, immigration, student and faculty advising, as well as entertaining programs and events to enhance your experience at KAIST. Feel free to contact ISSS at iss@kaist.ac.kr, or by phone at 042-350-2483.

Scholar Services

General Information on Settling in KAIST and Daejeon

If you would like information on housing, schooling, and other matters, please contact the ISSS office. You can also refer to this International Scholar's Handbook, which can provide answers to most questions.

Orientation for New Scholars

ISSS conducts orientation sessions for new international scholars. The orientation covers immigration, health insurance, and other administrative support and services that can assist your transition to KAIST. This orientation is held in the beginning of the spring/fall semester and can also be held individually.



International Scholar's Social Gathering

ISSS hosts the International Scholar's Social Gathering every year for international scholars and their family. The gathering serves as a venue for international scholars to share ideas on improving living and working conditions at KAIST. Scholars can also enjoy a wonderful dinner and music performances at the gathering.

Interpretation Services for Official Meetings and Events

ISSS can provide interpretation services for department faculty meetings and official KAIST events. Reservation is necessary to use interpretation services. If you would like to have an interpreter for department meetings, please request your department office to contact ISSS.

Essential Information and Notices

ISSS sends out important notices and information to the international community. Our notices are made through e-mail, the KAIST Portal bulletin board, or on our Facebook page (facebook.com/kaistiss) and instagram (instagram.com/kaist_iss). We also send out a newsletter on the latest KAIST news and upcoming events. Information sessions on specific topics are offered when the need arises.

Immigration Services

ISSS can provide information on visa application, extension, and change of visa status. We can also assist you when you need to make a report to the immigration office or send an application. For more information, please refer to the immigration section (page 91).



Culture Classes

ISSS organizes a wide variety of programs and classes such as art, dance, cooking, yoga, Taekwondo, and more throughout the year. These programs are a wonderful way to have fun, make new hobbies, and meet new people. Online notices for culture classes are posted on the KAIST Portal notice bulletin and Facebook page (www.facebook.com/kaistiss). Culture class posters can be found on the ISSS Notice Board outside the ISSS Office.

Advising and Consulting

Stress and emotional pain are a natural part of life. What's important is that you find healthy ways to deal with stress or personal issues. An experienced advisor can help you in this process through individual advising sessions. Individual art therapy sessions are also available for those who want to work on building self-esteem and better social skills.

English advising services & psychology tests are year-round, free services provided by ISSS. Consultation is available to all international members at KAIST (international students, scholars, and their families).

Advising / Consultation Service		Psychology Tests
Details	Academic, Adjustment, Depression, Relationships, Career, Stress issues, etc.	Personality and temperament tests Projective drawing tests Career aptitude test
Frequency	Once a week for 3 - 10 sessions	2 - 3 sessions
Length	1 - 1.5 hours per session	
Location	W2-1 #104 (ISSS office)	

Events

Discover Korea /Family Excursion

ISSS organizes trips for international scholars and their families where they can experience different cultures and environments of various parts of the country.





KAIST ONE

KAIST Overseas Network Exchange (KAIST ONE) gives students the chance to introduce their home countries through presentations, performances, and traditional food. Usually, there are four KAIST ONE programs in one semester. The events take place at the Multipurpose Hall of Building W2-1, from 7 to 9 p.m. Everyone is welcome to the event.



International Food Festival

The International Food Festival takes place in the spring semester. A delicious variety of traditional food from around the world is prepared and sold by international students at the festival.



Year End Party

Our awesome Year-End Party usually takes place in early December. The party is packed with music performances, games, and food. All members of the KAIST international community are welcome, and feel free to bring your family as well!

Student Services

ISSS also provides student services for all international students (degree-seeking/exchange/visiting student). The services include freshmen orientation, Buddy Program, Mentor Program, and the Visiting Student Researcher Program*.

If faculty members have plans to invite a student for research in their lab, ISSS can provide administrative help, including dormitory applications. For more information on the program, please visit io.kaist.ac.kr/vsr.do.

* Visiting Student Researcher Program

The Visiting Student Researcher Program is for students currently enrolled in or taking a leave of absence from universities outside of South Korea who wish to conduct research in one of KAIST's laboratories for less than a year, non-credit.

KICEP (KAIST International Community Enhancement Program)

The purpose of KICEP is to improve the experience and well-being of the KAIST international community. KICEP identifies and develops programs to support international students, researchers, and faculty. It serves as a voice in the KAIST administration representing the concerns and issues of our international community.

- Location W2-1, #104
- Email iss@kaist.ac.kr



KI House (KAIST International House)

KI House aims to support and help all international members of KAIST. It provides many services, such as free one-on-one Korean lessons with Korean volunteers and various cultural events.

- Location W2-1, 2F, #202
- Email kihouse@kaist.ac.kr
- Instagram [instagram.com/kaist_international_house](https://www.instagram.com/kaist_international_house)
- Ext. 2446



KAIplus

KAIplus is a voluntary organization consists of spouses of KAIST faculty members. It is designed to help members of the KAIST family live a happier campus life at KAIST.

- Location W2, 2F, #205
- Email kaiplus@kaist.ac.kr
- Instagram [instagram.com/kaiplus.kaist](https://www.instagram.com/kaiplus.kaist)

Wednesday Morning Coffee

During the semester, every Wednesday from 10am - noon, KAIplus members gather together in the KAIplus Room (W2 Room # 205) to exchange community information, share culture, and have valuable time in KAIST through various activities.

- Location W2, 2F, #205
- Hours Every Wednesday (10 a.m. to noon)
- Ext. 2485

*Please contact us before visiting as the activity may be cancelled due to the COVID-19 pandemic.

Happy Prince

Happy Prince, KAIST's secondhand store, is a shop of sharing. This shop sells gently used clothes, shoes, bags, blankets, household items, etc. at low prices. You can also donate items to the store. Please feel free to stop by!

- Business hours Open every Wednesday (2 to 4 p.m.)
- Location W2, 2F, #205 • Ext.2486

*Please contact us before visiting as the activity may be cancelled due to the COVID-19 pandemic.

Counseling Services

In addition to the advising services provided by ISSS, you can also receive support from the following centers.

KAIST Counseling Center

The center offers professional psychological help KAIST members dealing with psychological hardships through 1:1 counseling with a professional psychiatrist. The center is located on the 3rd floor of the Jang Young Shin Student Center (N13-1). If you wish to receive counseling, contact the center to make an appointment with an English-speaking counselor.

- Website kcc.kaist.ac.kr
- Phone 042-350-7942
- E-mail kcc@kaist.ac.kr
- Counseling hours Mon - Fri 09:00 - 18:00

Stress Clinic

A Stress Clinic is available at the KAIST Clinic. The clinic provides psychoanalysis/psychotherapy, stress evaluation and management, prescription of medicine and biofeedback.

- Website clinic.kaist.ac.kr
- Phone 042-350-0540
- Business hours Mon - Fri 09:00 - 17:40

KAIST Center for Human Rights and Ethics

With the goal of creating a fair and ethical KAIST, the Center for Ethics & Human Rights upholds human rights and gender equality of all students, faculty and staff. The center is in charge of consulting, preventive education, policy development, and other affairs related to human rights/distress, sexual harassment/violence, and corruption/ethics.

- Website <https://humanrights.kaist.ac.kr>
- Phone 042-350-1004
- E-mail humanrights@kaist.ac.kr
- Counseling hours Mon-Fri 09:00-18:00

CHAPTER 02.

Checklist For New Scholars

- ➞ Essential Information to Know Before You Arrive
 - ➞ How to Get to KAIST
 - ➞ Upon Arrival at KAIST
 - ➞ Using Internet on Campus
 - ➞ Taxi Stops
-

Essential information to know before you arrive

- KAIST ID number (employee number, from your department)
- UID (will be sent to your email on the first date of your contract or can be searched on the KAIST Portal sign up page): UID is necessary for the registration for KAIST Portal and email.
- Apartment Info (If you are already assigned a room)
- Location of the ISSS office and the location of your department building

※ International Scholar and Student Services (ISSS): W2-1, 1F, #104
 Contact staff: Scholar Services Coordinator, Tel. 042-350-2483, E-mail: iss@kaist.ac.kr

How to get to KAIST

At the airport, take an airport limousine bus that goes to the Daejeon Government Complex Bus Terminal (대전정부청사터미널). The bus interval is 10 - 30 minutes, and it will take approximately two and a half hours to arrive at the Daejeon Government Complex bus terminal. Once at the bus stop, take a taxi to KAIST. The ride will take about 10 minutes. For more detailed information on directions, please contact ISSS at iss@kaist.ac.kr or go to the ISSS website (io.kaist.ac.kr)

▶ About us ▶ Getting to KAIST

To learn more about airport bus schedules and other related information, visit the airport website at <http://www.cyberairport.kr> ▶ To & From Airport ▶ Public Transportation.

Upon arrival at KAIST

• KAIST Building Numbers

All buildings at KAIST have a number, such as W2, E15, etc. Knowing the number of the building you want to find makes it easy to navigate your way through campus or find the building on a campus map. In addition, the first number of a room usually indicates the floor it is on. Ex) #2203 (2nd floor), #104(1st floor)

• Accommodation - Where to receive a key to your apartment

International Faculty Apartment (W11)	International Village B (W5-5)	International Village A (W5-4, Guest House)
Security(maintenance) office (Apt. Building B of W11, 1F) ※ You will also receive a Wi-Fi password and IP address.	Customer Management Team (E14, 4F)	Customer Management Team (E14, 4F)

• How to get internet access upon your arrival (before your contract begins)

※ Registering for a wireless/wired LAN as a KAIST member is possible only after registering for the KAIST portal on the first date of your contract. To connect to the wireless network before registering with your KAIST Portal ID, request a temporary ID and password from ISSS.

	International Faculty Apartment (W11)	International Village B (W5-5)
Wireless	Wireless internet at W11 is always available through the Wi-Fi router installed in the house.	Request a temporary ID and password from the ISSS office
Wired LAN	<ul style="list-style-type: none"> • Request a temporary ID and password from your department office. • Procedure: Setup LAN with IP addresses ▶ authentication with a temporary ID and PW ※ You will receive an IP address and other server addresses at the security(maintenance) office of W11. 	<ul style="list-style-type: none"> • Request a temporary ID and password from your department office. • Procedure: Setup LAN with IP addresses ▶ authentication with a temporary ID and PW ※ You can search for IP addresses and other server addresses for your room at ict.kaist.ac.kr ▶ Dormitory ▶ Search for dormitory IP address

Note: For more information on how to use wireless / wired LAN, refer to the IT Services section (page 32)

• Register for the KAIST Portal (portal.kaist.ac.kr)

- Registration is possible using your UID, which you will receive by e-mail on the first date of your contract. For more information, refer to the "KAIST Portal" section. (page 58)

• Create a KAIST Email account (mail.kaist.ac.kr)

- Registration is possible using your UID, which you will receive by e-mail on the first date of your contract. ※ Registration Page: mail.kaist.ac.kr

• Open a bank account

- Open your bank account as early as possible and submit the bank information to your department office/lab to register your bank account number for salary payment. In Korea, most transactions can be done with a debit card. Internet banking is also convenient for electronic transfers and online shopping. When you sign up for internet banking, a digital authorized certificate(공동인증서) will be issued. The digital certificate is necessary for internet banking, online credit card payments, and year end tax settlement. Woori Bank provides internet banking services in English.

- Location of Woori Bank: 1st floor, West Student Center (W2)

- Documents needed: Alien Registration Card (ARC) and one of the following documents: contract of employment/certificate of employment (refer to page 105) / KAIST ID card (total 2 documents)

※ For visiting scholars without a KAIST ID number (employee number): Alien Registration Card (ARC) or passport, a copy of your invitation letter, and KAIST entry card (total 3 documents)

If urgent, you can open a bank account with your passport and contract information, but you MUST revisit the bank and submit a copy of your ARC.

• KAIST ID card and car pass(parking permit)

Type	Eligibility	Application procedure
KAIST ID card	KAIST employees	<ul style="list-style-type: none"> • Visit the Safety and Security Team (W8, 1F) with 1 color photo (35mm x 45mm) • Application is only possible from the first date of your contract.
Entry card	Visiting scholars without KAIST ID number	<ul style="list-style-type: none"> • Fill out an application form and get a signature from your department office ▶ Visit the Safety and Security Team(W8, 1F) with the form and your passport. - An application form is available at io.kaist.ac.kr ▶ Campus Life ▶ Forms & Regulations, the ISSS office, or your department office upon your request. - An entry card cannot be used for borrowing books from KAIST libraries or using the swimming pool.
Car Pass (parking permit)	Employees and visiting scholars	<ul style="list-style-type: none"> • Visit the Safety and Security Team with a copy of the vehicle registration document and driver's license.

• Register for an Alien Registration Card (ARC)

- If you are staying in Korea for more than 90 days, you must complete your alien registration within 90 days of arrival in Korea.
- When alien registration is complete, you will receive your Alien Registration Card (ARC).
 ※ You must submit a copy of your ARC to the Human Resources Management Team through your department office.
- The permitted sojourn period printed on the back of your ARC will automatically become your valid visa period. (Be sure to extend the period before it expires).
- To apply for Alien Registration Card (ARC), you need to visit the Global Talent Visa Center on campus or Daejeon Immigration Office and register your fingerprints.
 ※ Prior reservation is required at www.hikorea.go.kr/Main.pt
- It will take about two to three weeks for your ARC to be ready. Therefore, it is highly recommended to get a Certificate of Alien Registration(외국인등록 사실증명서; costs 2000 won) upon applying for an Alien Registration Card (ARC) at the Immigration Office.

Submit the Certificate to the Human Resources Management Team through your department office. The Certificate will temporarily act as a substitute for your ARC and will be used for school affairs such as National Health Insurance enrollment and registration of your personnel information in the KAIST human resource management system (*Note: the certificate cannot be used to open a bank account or for mobile phone subscriptions).

Required Documents for Alien Registration Card (ARC)

- Application form (available at ISSS)
- Passport (original & copy, including the visa page)
- A passport photo (3.5 cm X 4.5 cm, taken against a white background)
- Application fee: 30,000 won in cash
- KAIST Business Registration Certificate (available at ISSS)
- Proof of Residency
- Foreigner Occupation and Annual Income Report Form (available at ISSS)
- Employment Contract
- Certificate of Health Check-up (mandatory for those from the following 35 countries who have never submitted the health check-up certificate to an overseas Korean embassy when applying for a Korean visa)

- 35 Countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos, Kazakhstan, Tajikistan, Ukraine, Azerbaijan, Belarus, Republic of Moldova, Nigeria, South Africa, Ethiopia, the Democratic Republic of Congo, Kenya, Mozambique, Zimbabwe, Angola, Peru, and Papua New Guinea.

- Find health check-up form in 'Application Form' section at HiKorea(<http://www.hikorea.go.kr>) and get a health check-up at hospitals that are designated by Ministry of Justice. Get the list of available hospitals at ISSS office, as it gets updates frequently.

*Proof of Residency

- If you live in KAIST accommodation, please fill in the Proof of Residency form and get it signed by the Customer Management Team (E14, 4th floor).

- If you live in an off-campus, non-KAIST accommodation, you can just submit your house contract without the proof of residency form. [Note: If the house contract is not under your name, please submit the proof of residency form with the house contract. The form should be signed by the lessee (the person whose name the contract is under), and his/her copy of identification card should be submitted as well.]

- If you are temporarily staying in a hotel or guest house, you only need to submit a receipt with the address of your residence without a proof of residency form. However, once you move into a house you must report the change of address at the Global Talent Visa Center on campus within 14 days of occurrence.

※ For more information about ARC, refer to the Immigration Section. (page 91)

- **Enroll in National Health Insurance (NHI)**

All KAIST scholars, their spouse, and children younger than 20 years of age will be automatically enrolled in NHI after you submit a copy of ARC or a Certificate of Alien Registration of Alien Registration to the Human Resources Management Team.

Refer to the "Health/Medical" section or FAQ for more information on NHI.

※If you are a visiting scholar without a KAIST employee(ID) number (such as a D-4-2 visa holder), you, your spouse, and children younger than 20 years of age can enroll in NHI six months after you and your family enter Korea. Therefore, it is highly recommended to get any type of insurance, such as traveler's insurance, before you come so that you can be covered for the first three months of your stay in Korea. For more information on NHI enrollment, call 02-390-2000 (English Call Center).

Using Internet on Campus

All facilities at KAIST, including laboratories, offices, apartments, libraries, and even lecture rooms have internet access. To obtain an IP address for a computer at a location such as your lab or office, you can file a request to your department or do it by yourself online by visiting ict.kaist.ac.kr and filling out an online IP/DNS Request Form.

There are several places on campus where you can use public computers with internet connection for free:

- Room 200: 2nd floor of the International Center (W2-1), 24 hours
- Woori Café: 1st floor of the Undergraduate Branch Library (N10), 9 am - 5 pm weekdays
- 1st & 2nd floors of the Undergraduate Branch Library (N10, 24 hours)
- ChungMoonSoul Building, 1st floor (E16, 24 hours)
- 1st, 2nd, 3rd & 4th floors of the Main Library (E9)
- EVE-Room: Computer Science Division Building (E3-1), 9 am - 6 pm for non CS-members

*Note: Please be aware that most public PCs are installed with Korean Language Windows XP, except those in Woori Cafe (N10).

Taxi Stops

It is easy to hail an empty taxis on campus streets. You'll also find a line of taxies next to N13. Many KAIST members use this taxi stand to travel out of campus.

CHAPTER 03.

Office/ Emergency Contact Information for New Faculty

- ➔ Office Contact Information for New Faculty
 - ➔ Emergency Contact Information
-

Office Contact Information for New Faculty

Department/Office	Services	Details
International Scholar & Student Services (ISSS) [국제교원 및 학생지원팀] (ext.)2483(scholars), 2482 (visa) 2481~2,2487(students) 2484 (interpretation for faculty meetings)	Immigration (visa) Support for international scholars and students	Services: • Visa (issuance/extension/change of status) and alien registration • Orientation for New Scholars • General Information on Settling in KAIST and Daejeon • Social gatherings and events for family • Interpretation for official events and meetings
Customer Management Team [고객경영팀] (ext.2073, E14, 4F)	Housing (including telephone, internet, and network for W11)	• Assignment and management of KAIST residences– Customer Management Team • Accommodation information including off-campus residence and real estate info – ISSS
Department office [학과사무실]	Office and laboratory (supplies, telephone, internet and network)	• Request supplies from your department • Employment / Retirement • General administrative support
Human Resources Management Team [인사팀] ext.2323~2328, hrmt@kaist.ac.kr, E14, 4F)	Pension, salary, employment/retirement, tax, National Health Insurance	• Year-end tax settlement (ext.2326) • National Health Insurance(NHI)(ext.4121, 2327) • National Pension(ext.4121) • Teacher's Pension (ext.4112) • Employment/retirement(Researcher) • Salary
Academic Affairs Team [교무팀] (ext.2151,2153~5)	Employment(ext.2153) Retirement(ext.2152)	• Employment/Retirement (Faculty) • Settlement/research subsidies for new faculty(ext.2153)
Information and Communications Team [정보통신팀] (ict.kaist.ac.kr, ext.5685, N2, 3F, #305)	Internet and network	• Internet access (wireless/wired LAN)
Safety & Security Team [안전팀] (W8, 1F)	KAIST ID card/entry card Parking permit (car pass)	• KAIST ID card (for those with KAIST ID no.) • Entry card (visiting scholars without KAIST ID no.)
Woori Bank (W2, 1F)	Banking	• Opening a bank account
KI House (kihouse@kaist.ac.kr, ext.2446, W2-1, #202) KAlplus (kaipus@kaist.ac.kr, W2, 2F, #205)	Voluntary services for the international community	• 1:1 Korean classes and special culture events • Social gathering for spouses (KAlplus)

The prefix for KAIST phone numbers is '350'.

Emergency Contact Information

Campus Emergency Contact		National Emergency Contact	
Campus Police	042-350-4200	Criminal Acts and Traffic Accidents	112
Fire/Emergencies	042-350-4000	Fire & Emergencies(Ambulance)	119
Lost & Found	042-350-4300	Emergency Medical Information Center	1339
		Foreign Language Interpretation	1330

CHAPTER 04.

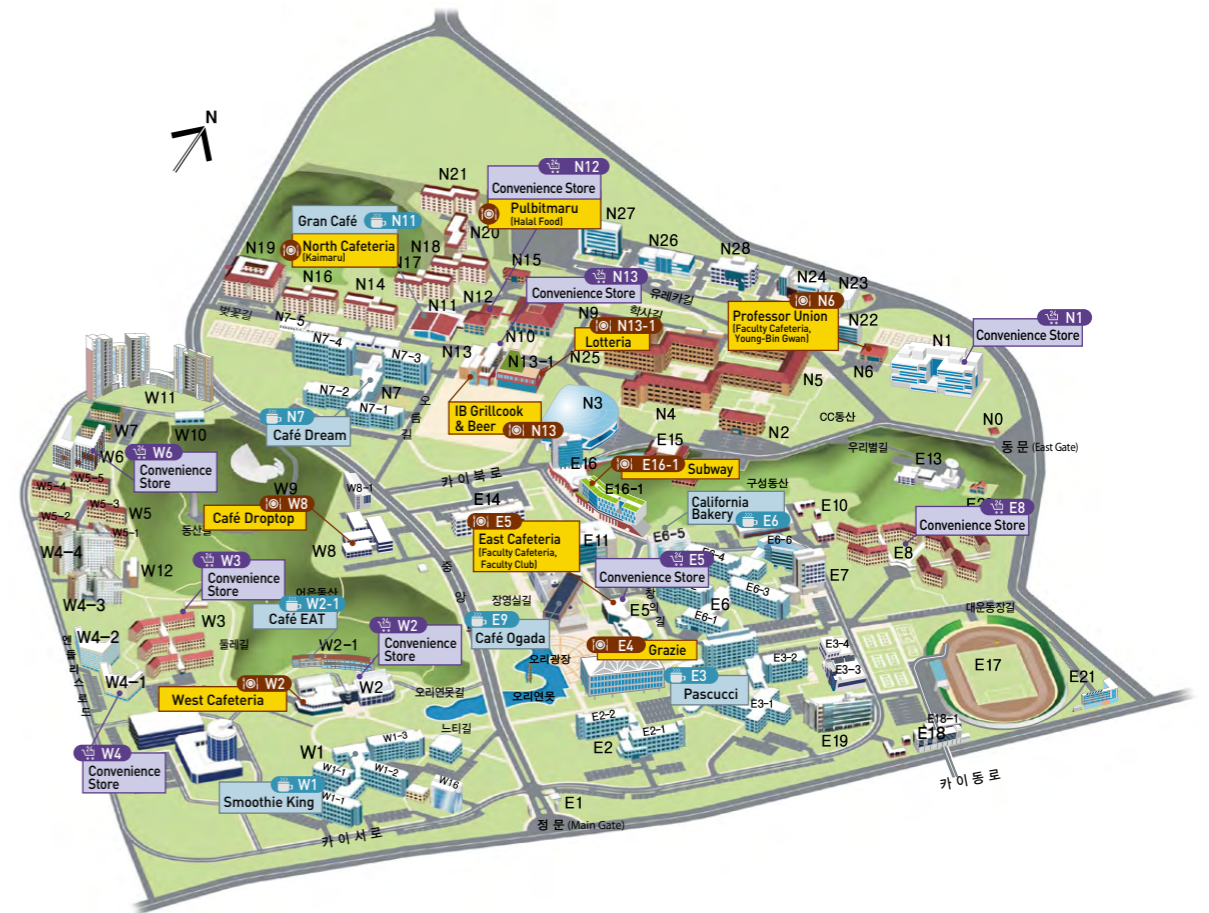
Buildings You May Need to Know

Buildings You May Need to Know

EAST		
E4	KAIST Institute (KI) B/D	Fusion Hall (Auditorium), 1F / Seminar rooms Grazie Coffee & Bakery, 1F / Matrix Hall 2F
E5	Faculty Hall	East Cafeteria(동측식당), 1F Faculty Cafeteria, 2F Faculty Club, 2F
E9	Academic Cultural Complex	Main Library, Café, Gift Shop, Global Lounge ※ Faculty Lounge is located on the 2F of the library.
E11	Creative Learning B/D (창의학습관)	Terman Hall (터만홀), 1F Academic Registrar's Team, 1F
E14	Main Administration B/D (본관)	Offices KAIST President's / VP's Offices (카이스트 총장실/부총장실)
E15	Auditorium (대강당)	Indoor swimming pool, gym
E16	Chung Moon Soul B/D (정문술 빌딩)	Dream Hall (auditorium), 1F / Subway (sandwiches), 1F
E21	KAIST Clinic (카이스트 클리닉)/Pharmacy	Clinic(including medical checkup), Pharmacy
WEST		
W2	Student Center (학생회관)	Woori Bank / West Cafeteria / DDDN Pizza B(Durken) Dosirak 2F / KAlplus (2F, #205) Computer Repair Shop / Islamic Prayer Room / Beauty Parlor Laundry / Convenience Store
W2-1	International Center (국제교류센터)	ISSS Office (1F, #104) International Relations Team (1F, #102) Multipurpose Hall, (1F, #101) Café Eat / KI House 2F / Global Talent Visa Center (2F, #206)
W8	Educational Support B/D (교육지원동)	Safety & Security Team, 1F / Café Droptop, 1F Startup KAIST, 3F
W8-1	he KAIST Analysis Center for Research Advancement (중앙분석센터)	http://kara.kaist.ac.kr
W11	International Faculty Apartment (외국인교수아파트)	Apartment Security(maintenance) Office (Building B of W11, 1F)
NORTH		
N1	Kim Beang-Ho & Kim Sam-Youl ITC Building (IT융합빌딩)	Education 3.0 classrooms
N3	Sports Complex	Gym, running track
N10	Undergraduate Branch Library	Reading rooms, duscussion rooms
N11	Cafeteria (북측식당/카이마루)	Kaimaru (North Cafeteria) and other restaurants Postal agency
N12	Student Center (학생회관)	barbershop, Laundry, Pulbitmaru

Cafeterias & Restaurants

Refer to the KAIST map below and the "Food" section.



Restaurants

- E5** East Cafeteria (Faculty Cafeteria, Faculty Club)
- E16-1** Subway
- W2** West Cafeteria, DDDN Pizza B(Durken) Dosirak
- N6** Professor Union (Faculty Cafeteria) Young-Bin Gwan
- N11** Kaimaru, North Cafeteria
- N12** Pulbitmaru (Halal Food)
- N13** IB Grillcook & Beer
- N13-1** Lotteria

Cafés

- E3** Pascucci
- E4** Grazie
- E6** California Bakery
- E9** Café Ogada
- W1** Smoothie King
- W2-1** Café EAT
- W8** Café Droptop
- N7** Café Dream
- N11** Gran Café

Convenience Stores

- E5** Faculty and Staff Store
- E8** East-side Store
- W2** Student Center
- W3** West-side Store
- W4** Dasom Hall Store
- W6** Narae Hall Store
- N1** ITC Building
- N12** North Student Center
- N13** General Store

CHAPTER 05.

KOREA at a Glance

- ⇒ General Information on Korea
- ⇒ Weather & Climate
- ⇒ Food
- ⇒ National Holidays in Korea
- ⇒ Useful Websites

General Information on Korea

Country Name Republic of Korea (South Korea)

Capital Seoul

Territory 100,460 km²

National Flag Taegeukgi

National Flower Mugunghwa (Rose of Sharon)

Language Korean (Writing System: Hangeul)

Population About 51 million

*International residents (including short-term sojourners) :
2.2 million (As of May 2018)

Political System Democratic Republic, Presidential System
(single 5-year term)

Currency won (₩)

Time Zone GMT +9 hours

Climate Continental climate with four distinct seasons



Weather & Climate

Korea has four distinct seasons, with a humid monsoon/summer season in the middle of the year, and a cold winter from November to March. Temperatures can rise as high as 36°C in the summer and go as low as -15°C in the winter. The island of Jeju off the southern coast is the warmest and most humid region in the country.

Food

Generally, Korean food is not served in separate courses like it is in most Western countries. All dishes are placed on the table at once. A Korean meal almost always consists of rice, soup, various side dishes (mostly seasoned vegetables), and meat. A Korean meal is never complete without kimchi, a side dish of hot and spicy Korean cabbage. Rice and soup are served in individual bowls, but side dishes are served and shared in small dishes at the center of the table.



National Holidays in Korea

Solar Calendar

January 1	New Year's Day
March 1	Independence Day
May 5	Children's Day
June 6	Memorial Day
August 15	Liberation Day
October 3	National Foundation Day
October 9	Hangeul Day
December 25	Christmas

Lunar Calendar

*The following holidays observe the lunar calendar, which means their actual dates (date on the solar calendar) will slightly differ year by year.

January 1	Seollal/Lunar New Year's Day
April 8	Buddha's Birthday
August 15	Chuseok/Korean Thanksgiving

Useful Websites

General Information	Korea.net	www.korea.net
	Korea4expats	www.korea4expats.com
	What's on Korea	english.whatsonkorea.com
Government & Research Grants	Immigration	www.hikorea.go.kr
	Ministry of Foreign Affairs	www.mofa.go.kr
	Ministry of Culture, Sports and Tourism	mcst.go.kr
	Daejeon Metropolitan City	www.daejeon.go.kr
	National Research Foundation	www.nrf.com
	Ministry of Science, ICT, and Future Planning	www.msip.go.kr
Travel	Korea	www.visitkorea.or.kr
	Seoul	www.visitseoul.net
	Jeju Island	www.visitjeju.net
Online Korean Language Learning	Voluntary Agency Network of Korea (VANK)	korea.prkorea.com/wordpress/english/category/lets-learn-korean
	National Institute of the Korean Language	www.korean.go.kr
	The Cyber University of Korea	www.youtube.com/quickkorean or http://korean.cuk.edu

CHAPTER 06.

Housing (Residence)

- ➞ Faculty Apartments for Tenure Track Professors
- ➞ On Campus Residences for Non-Tenure Track Professors & Researchers
- ➞ Guest Houses in the Main Campus for International Short-term Visiting Scholars
- ➞ Rules for the Use of KAIST Housing
- ➞ Finding Off-campus Housing

Note

- If internal facilities need improvement, or if you have any problems, contact the Customer Management Team directly at ym0307@kaist.ac.kr or ext.2312. Residents of W11 (International Faculty Apartment) are recommended to contact the security (maintenance) office located on the 1st floor of W11.
- Professors are assigned a house in the International Faculty Apartment (W11) or Doryong-dong Faculty Apartment.
 - Allocated Period of Residence:
Tenure track professors - up to 5 years starting from the beginning of employment at KAIST
Non-tenure track professors - up to 3 years from the beginning of employment at KAIST
 - Rental fee can be various depends on each residential type. For more information, please visit io.kaist.ac.kr ▶ Campus Life ▶ International Scholar Support ▶ Housing
- Researchers should apply for a house in International Village B (W5-5) through their department office.
- Electricity is 220V for all residences.

Faculty Apartments for Tenure Track Professors

You can find photos of housing in W11 and Doryong-dong Apt. at <http://io.kaist.ac.kr> ▶ campus life ▶ International Scholar Support ▶ Housing

International Faculty Apartment (W11)

※ The IFA (International Faculty Apartment) is located inside the main campus, and as such, it is the best option for newly-appointed faculty.

A. Location and Structure

- Address: International Faculty Apartment (W11), KAIST, 291 Daehak-ro, Yuseong-gu, Daejeon
- Size and structure:
 - 49.6m² (15 pyeong) : Studio type – fully furnished
 - 89.3m² (27 pyeong): 2 bedrooms, 1 bathroom. Equipped with air conditioner and kitchen sink.
 - 109.1m² (33 pyeong) : 3 bedrooms, 2 bathrooms. There are two types of housing: fully furnished or equipped with air an conditioner and kitchen sink

B. Apartment Security (maintenance) Office

- Location: 1st floor, Building B of W11

C. Allocated Period of Residence: 5 years

D. Useful Information

- Satellite television is available in all rooms.
- You can find a 110V-220V converter in each unit of the IFA (W11).
- It is not possible to switch to another room within the IFA for the first 3 years of residence. After 3 years, users may apply to move to a different room.

Doryong-dong Faculty Apartment

※ The KAIST Faculty Apartment in Doryong-dong is close to the main campus. A round trip KAIST shuttle bus between campuses stops nearby the apartment (for more information, go to kaist.ac.kr ▶ About KAIST ▶ Visiting KAIST ▶ Shuttle). There is also a local bus (No. 5, or 마을5) that comes every 20 minutes that can take you to KAIST in about 10 minutes. It takes about 45 minutes by foot from the apartment to KAIST. The area where the Faculty Apartment is located is known as one of the best schooling districts in Daejeon, home to prestigious schools such as Daedeok Elementary, Middle, and High Schools. Naturally, the apartment is an ideal option for those with school children.

A. Location and Structure

- Address: 383-2, Doryong-dong, Yuseong-gu, Daejeon (next to Daedeok High School/Tunnel)
- Size and Structure: 82.5m² (2 bedrooms and 1 bathroom); 92.4m² (3 bedrooms and 1 bathroom); 115.5m² (3 bedrooms and 2 bathrooms)

B. Allocated Period of Residence: 5 years

C. Apartment Security/Maintenance Office: at the main gate of the apartment

D. Useful Information

- The apartment has a local gas heating system. Upon arrival, contact Chungnam City Gas (1544-0009) to start the gas supply. Call them after buying a gas range/stove.
- In the apartment, the standard voltage is 220V. (There are no 110V sockets. Prices of 110V-220V converters range from several thousand won to 60,000 won by capacity).
- Immediately after arriving at the apartment, you should pay 100,000 won to the apartment's Women's Association. This amount can be considered as a deposit, and will be returned when you move out unless spent otherwise.
- Contact KEPCO to connect electricity and Korea Telecom or Dacom to subscribe to telephone and internet services.
- The Faculty Apartment residence in Doryong-dong is furnished with the basics: a kitchen, gas boiler, electrical lightings, shoe closet, and drawers.
- The Apt. Women's Association can provide assistance for electricity and gas supplies as well as telephone and internet services.

On Campus Residences for Non-Tenure Track Professors & Researchers

On-Campus Residences

Name of Building	Building No.	Address	Receipt / Return of Key to Residence	Size and Structure	Applicable Candidates
International Faculty Apartment	W11	291 Daehak-ro, Yuseong-gu, Daejeon	Security (maintenance) office – Building B of W11, 1F (T. 351-0800)	49.5m ² (15 pyeong)/ Fully furnished studio type	Professor
International Village B	W5-5	291 Daehak-ro, Yuseong-gu, Daejeon	Customer Management Team – Bldg. E14, 4F (Ext.2073)	49.5m ² (15 pyeong)/ 2 bedrooms and 1 bathroom	Researcher

Professors are assigned to a house in the International Faculty Apartment (W11). Researchers should apply for a house in the International Village B (W5-5). Applications for Int'l Village B should be made via individual departments. After you apply, your department office will register you onto the KAIST residence waiting list by submitting your employee number (received after appointment) to the Customer Management Team.

It usually takes about 6 months to enter a KAIST residence if none of the residence's units are available. Therefore, you may need to find off-campus housing by yourself through a real estate agency. Since most real estate agencies cannot provide English services, it is recommended to take a Korean speaker with you when visiting the agencies.

Rents and Maintenance Fees

Name of Residence	Size	Monthly Rent	Utility Fees	How to Pay
International Faculty Apartment (W11)	49.5m ²	285,000 won / month	Charged separately from the maintenance fee	The rent and fees will be deducted from your monthly salary
International Village B (W5-5)	49.5m ²	240,000 won / month	Charged separately	

*Utility fees: electricity and water fees.

Useful Information

- In all the residences, only 220V is supported (no support for 110V).
- If you are living in an on-campus apartment, you can get your IP address at ict.kaist.ac.kr (▶Dormitory ▶ Search for dormitory IP address). For IFA (W11), IP addresses will be given at the security office.
- International Village B (W5-5) is equipped with the basics: a kitchen, gas boiler, electrical lightings, shoe closet, bed (without bedding), refrigerator, and desk/chair.

Guest Houses in the Main Campus for International Short-term Visiting Scholars

Short-term visitors can use the Guest House. The inviting department should make an e-reservation directly through the URS system.

Name of Residence	Rent	Receipt/Return of Key to Residence	How to Pay
Guest House in International Faculty Apartment(IFA, Building#W11) - Size: 138.8 m ² (42 pyeong) / 3 bedrooms, 1 study room, 2 bathrooms, 1 kitchen/ fully furnished	150,000 won per night, 2,250,000 won for 15 nights - 1 month	Customer Management Team – Bldg. E14, 4F (ym0307@kaist.ac.kr)	The bill will be sent to the user by e-mail.
Guest House in Int'l Village A (Building#W5-4) - Size: 49.5m ² (15 pyeong) / 2 bedrooms, 1 bathroom, 1 kitchen / fully furnished	30,000 won / night 426,000 won / 15 days – 1 month		

Rules for Using KAIST Housing

- You must not copy or lend your house key to anyone else. If the key is lost or stolen, you should pay for the expenses of changing the keyset.
- You must not fix or modify any facilities, furniture, or home appliances yourself. If repairs are needed, you should pay for the expenses.
- Taking out or lending any supplies within the residence is not allowed. You cannot use such supplies for purposes other than originally intended.

- You should maintain your residence in a tidy and clean state.
- You cannot use your place for purposes other than residence.
- To prevent fire, you are prohibited from using any unauthorized heating equipment.
- You are not allowed to bring pets into your residence.
- You are responsible for managing your belongings, including cash and valuables, automobile, bicycle, etc. The managing department takes no responsibility for loss, theft, or other accidents of any kind.
- In case of emergency, the manager may enter your residence without your prior consent to change supplies, fix internal facilities, or prevent accidents.

Finding Off-campus Housing

- For general information on types of houses and real estate in Korea, please visit: www.korea4expats.com ▶ moving to Korea ▶ Housing
- Real estate agencies near KAIST

※The following agencies cannot provide English services. It is recommended to take a Korean speaker with you when visiting the agencies.

<p>한빛제일공인중개사사무소 대전광역시 유성구 농대로 21 21, Nongdae-ro, Yuseong-gu, Daejeon 042-361-4989 http://e0909.cjbds.com</p>	<p>하나공인중개사 대전광역시 유성구 어은로58번길 2, 1층 1F, 2, Eoeun-ro 58beon-gil, Yuseong-gu, Daejeon 042-862-8620</p>
<p>대덕공인중개사 대전광역시 유성구 어은로57번길 1 1, Eoeun-ro 57beon-gil, Yuseong-gu, Daejeon 042-861-2459 http://duk2459.kmswb.kr</p>	<p>한빛타운공인중개사 대전광역시 유성구 농대로 31-1 31-1, Nongdae-ro, Yuseong-gu, Daejeon 042-825-0059</p>
<p>우당공인중개사사무소 대전광역시 유성구 농대로 29 57, Eoeun-ro, Yuseong-gu, Daejeon 042-823-8787</p>	<p>복있는 공인중개사 대전 서구 월평로 2 2, Wolpyeong-ro, Seo-gu, Daejeon, Republic of Korea 042-476-2500</p>
<p>시티공인중개사사무소 대전광역시 유성구 어은로 57한빛플라자 202호 Rm#202, Hanbit Plaza, 57, Eoeun-ro, Yuseong-gu, Daejeon 042-863-8500</p>	

CHAPTER 07.

Getting Started

- ➞ IT Services
- ➞ Finance
- ➞ Postal Service
- ➞ Electricity
- ➞ Photo Service
- ➞ Telephone
- ➞ Mobile Phone
- ➞ Driver's License (Driving in Korea)

IT Services

All facilities at KAIST, including laboratories, offices, apartments, libraries, and lecture rooms, have internet access.

Wireless Internet

Registering for wireless internet is possible only after you create a Portal ID (see the “KAIST Intranet” section). If it is your first time logging in to the wireless network, visit the KAIST Wireless and VPN service website (rd.kaist.ac.kr) and complete the form for authentication. The SSID for wireless connection is usually “Welcome_KAIST.” (For notebook computers, you may need to install the “CUVIC” software, which can be downloaded from the “Help page for Wireless LAN” at ict.kaist.ac.kr.)

Before you get registered, ISSS can provide a temporary Wi-Fi ID and password upon your request. For the guest house and International Faculty Apartment (W11), wireless internet is always available through the installed Wi-Fi router, and you can use it prior to registration.

Wired LAN

Registering for wired internet is possible only after you create a Portal ID.

Note

Process: Receive an IP address and other server addresses ► Connect LAN cable to the LAN port ► Setup LAN with your IP and server addresses ► Open a browser ► Get authentication

- For International Faculty Apartment (W11), IP addresses, other server addresses and LAN cables are available at the apartment security (maintenance) office.

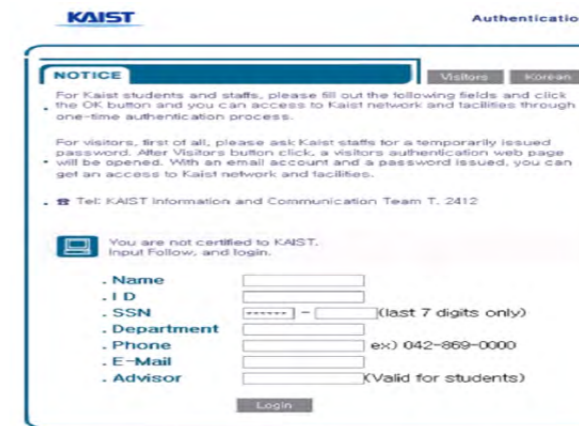
- For International Village B (W5-5), you can search for IP addresses and other server addresses at ict.kaist.ac.kr.

ict.kaist.ac.kr ► Dormitory ► Search for Dormitory IP address ► Select your dormitory and you will see the list of IP addresses for each room

- To obtain an IP address of a location such as your lab or office, you can make a request to your department or do it yourself online by visiting ict.kaist.ac.kr and filling out an online IP/DNS Request Form.

After setting up your LAN and opening a browser, the below authentication page will open.

Since you are required to input your alien registration number (SSN) in the authentication process, authentication is only possible after your alien registration number is registered in the Human Resource Management System.



The image shows a web browser window displaying the KAIST Authentication page. At the top, there is a 'NOTICE' section with instructions for students and visitors. Below the notice, there is a form for authentication. The form includes fields for Name, ID, SSN (with a note that only the last 7 digits are needed), Department, Phone (with a note that the area code is 042-869-0000), E-Mail, and Advisor. A 'Login' button is located at the bottom of the form.

If you wish to use a wired LAN before your alien registration number is registered, authentication can be done by making a phone call to ext.5683.

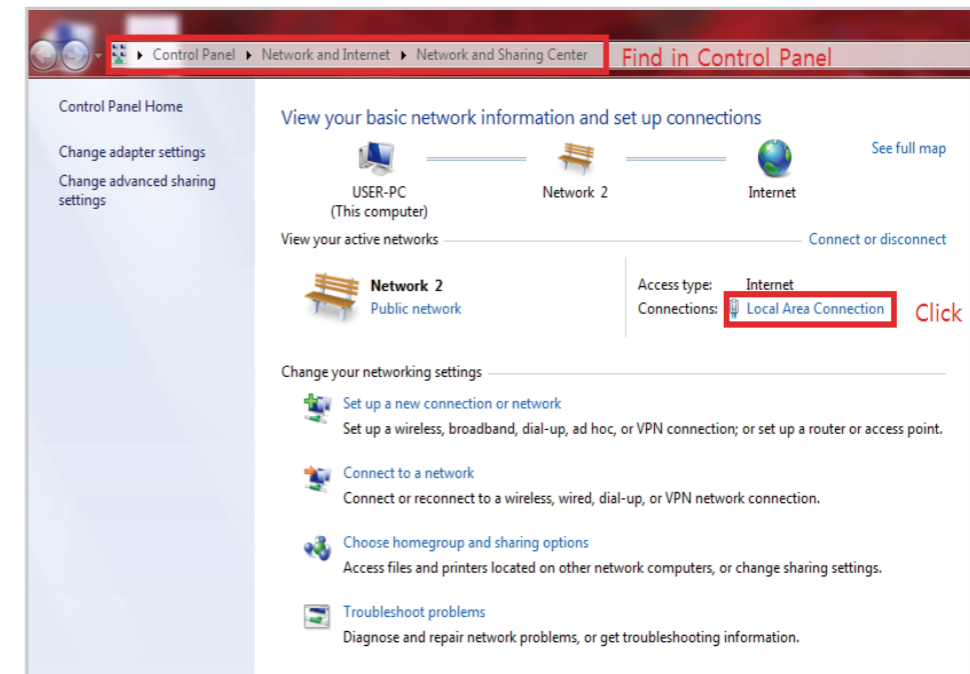
You will be asked to provide your Ethernet address and the location where you will be using wired internet.

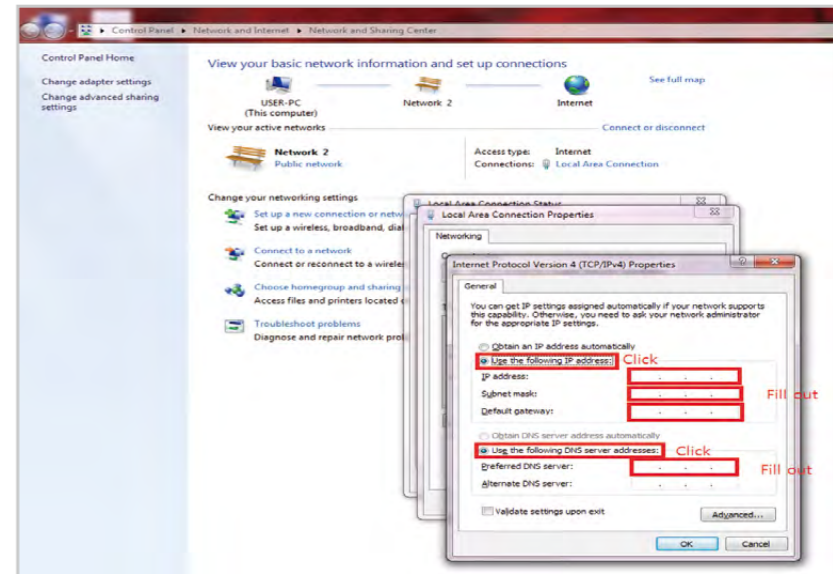
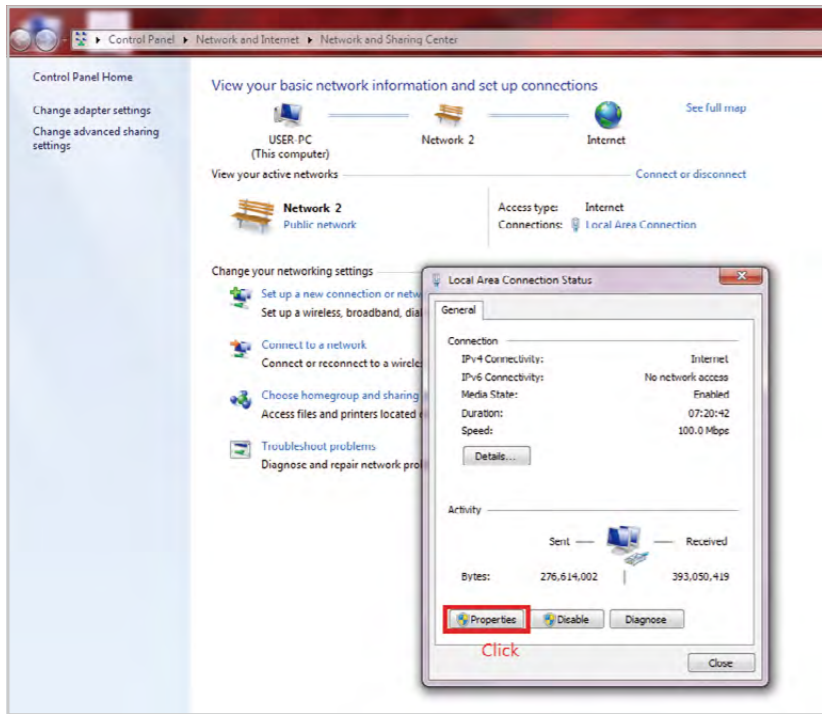
How to setup LAN (Windows)

Control Panel ► Network and Internet ► Network and Sharing Center ► Local Area Connection ► Properties ► Internet Protocol Version 4(TCP/IPv4) ► “Use the following IP address” (input information) ► “Use the following DNS server addresses” (input DNS server address)

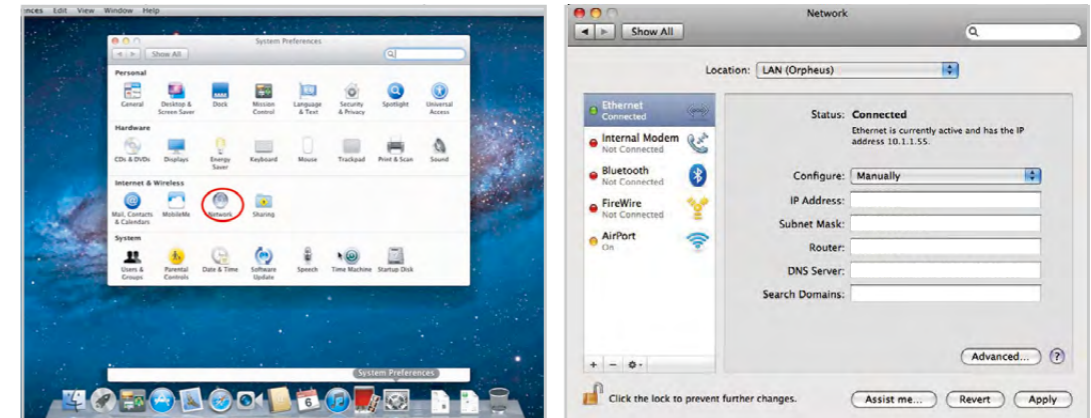
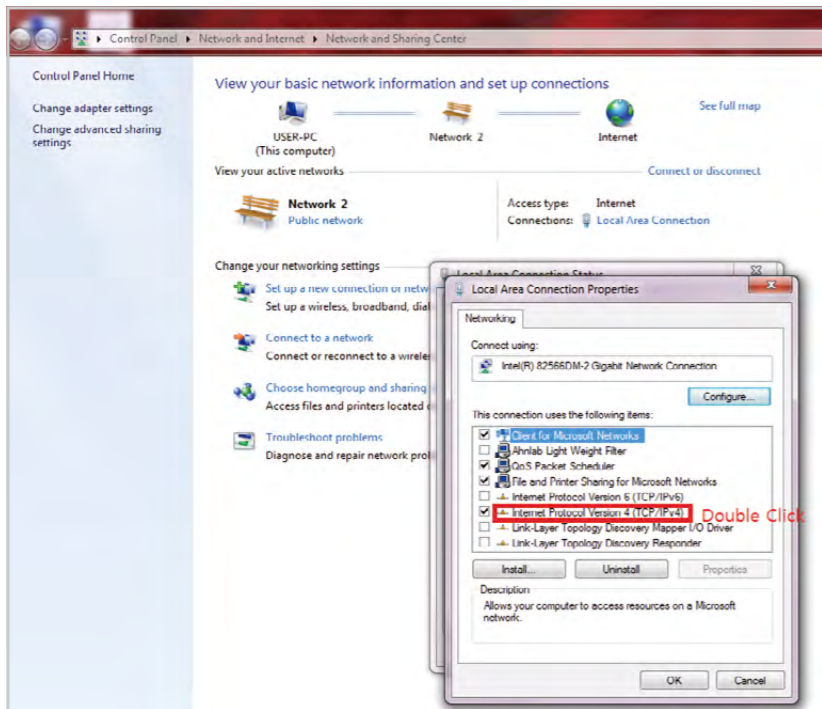
※ You can find the IP address and DNS server on ict.kaist.ac.kr. (https://ict.kaist.ac.kr/?sid=sub02_1_8&charmde=eng).

★ In Windows XP, you will find “Local Area Connection” in “Network Connections” of the Control Panel.





How to setup a LAN (Mac)



System Preferences ► Network ► Ethernet ► Input IP address and other information

How to get licensed software (KFTP)

KAIST provides licensed software, including Microsoft Office, Adobe Creative Suite, and Hancm Office for free to faculty, staff, and students. Hancm Office is the Korean version of Microsoft Office and is widely used in KAIST and Korea.

You will often come across document files made with Hancm (.hwp files), so it is strongly advised to download and install Hancm Office onto your PC. You can download many software, including Hancm Office, from the KAIST Software Hub (kftp.kaist.ac.kr). Instead of using illegal copies downloaded through the internet, we recommend the use of licensed software provided by KAIST. This website is only accessible when you are on the KAIST internet network.

Finance

Banking

The KAIST branch of Woori Bank is located in the West Student Center (W2), and provides services like issuance of drafts, traveler's checks, and currency exchange. It is recommended that you open a bank account here as soon as possible (there is no charge for this service). To withdraw cash using your Visa or Master Card, please go to the bank with your passport. The bank is open from 9:00 a.m. to 4:00 p.m., Monday - Friday.



In Korea, most transactions in stores, restaurants, shopping centers, cafeterias, etc. can be done with a debit card. Internet banking (shopping or transfer) is also very convenient in Korea. Woori Bank provides internet banking services in English. When you sign up for internet banking, a digital authorized certificate (공동인증서) will be issued. The digital certificate is necessary for internet banking, online credit card payments and year-end tax settlement.

Required documents to open a bank account

- KAIST Employees: Alien registration card or passport AND one of the following documents: contract of employment/certificate of employment (refer to page 105) / KAIST ID card (total 2 documents)
- Visiting scholars (without a KAIST employee number): alien registration card OR passport, a copy of your invitation letter, and KAIST entry card (total 3 documents)

ATMs on Campus

Location	Operating Hours
W1, W4, W8, E2, E3, E4, E6, E11*, E14, E16, E19, N1, N7, N22, N25	07:00 - 23:00
N13, W2*	24 hours (service maintenance 00:00 - 00:30)
Munji Campus Administration B/D, Munji Campus Cafeteria	08:00 - 22:00

* Accepts international cards (Visa, MasterCard, etc.)

Currency and Credit Cards

Korea's official currency is won (KRW). There are 10 won, 50 won, 100 won, and 500 won coins, and 1,000 won, 5,000 won, 10,000 won, and 50,000 won bills. Credit cards are accepted in most stores and restaurants. However, it is recommended to always carry some emergency cash.

Postal Service

Mail sent to a KAIST address is initially delivered to the KAIST mailroom and is then distributed to each office and dormitory twice a day. To send mail, visit the Postal Agency located on the 1st floor of N11 beside Kaimaru. The Postal Agency is open on weekdays from 9:00 to 18:00.

Electricity

The standard voltage is 220V. Two-pin plugs are standard on most electrical equipment. You can buy adapters at convenience stores on campus (N13 or W2) or at shopping centers such as Homeplus, E-mart, etc.

Photo Service

If you need to take photographs or if you would like to print photos, you can visit the following stores.

- Iphoto (아이빔또) – Homeplus Yuseong Store, 1F
- Photonics (포토닉스) - 2F, 31, Gungdong-ro 18beon-gil, Yuseong-gu, Daejeon

Telephone

On-campus laboratories and department offices can be reached by dialing a four-digit extension. You can receive domestic and international calls with most landline telephones on campus, but most international calls are locked unless requested. Korea's prefix for international dialing is +82, and Daejeon's area code is 042. Your family may reach you by dialing +82-42-350-XXXX.

How to make a call from an internal phone

1. Making calls to on-campus laboratories/departments require only a four-digit extension. The International Faculty Apartment (IFA, W11) has a different prefix (351), so please follow instruction #2 to make calls.
2. To make calls to Daejeon phone numbers (outside campus) or mobile phone numbers
Press "9" + (phone number)
3. To make calls to phone numbers outside the Daejeon region
Press "9" + (area code) + (phone number)

Area Codes			
Seoul	02	Gangwon Province	033
Busan	051	South Chungcheong Province	041
Daegu	053	North Chungcheong Province	043
Daejeon	042	North Gyeongsang Province	054
Gwangju	062	South Gyeongsang Province	055
Incheon	032	North Jeolla Province	063
Ulsan	052	South Jeolla Province	061
Gyeonggi Province	031	Jeju Island	064

Mobile Phone

Note

- If you bring your smartphone from your home country, it may be possible to use the phone in Korea if there is no country lock on it. If it is locked, it can be unlocked through your mobile carrier. In this case, you only need to purchase a USIM chip. The phone store in the Hanbit Plaza (map on page 41) is a recommended location to purchase a USIM chip. Make sure to take your Alien Registration Card with you to the store.
- To sign up for subscription plans, be sure to take your Alien Registration Card (ARC) and bank details. If you are getting a post-paid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change your account information.

Mobile Services

There are three mobile phone carriers in Korea: SK Telecom (SKT), KT (Olleh), and LG Uplus. All three carriers provide excellent call quality and data coverage, but you can find discounts if you choose the same carrier used by the people you frequently call.



Prepaid Service (Pay-As-You-Go)

This service allows users to make payments in advance without being bound to a subscription contract. Prepaid services will expire after a certain period of time, depending on the carrier. There are several price options you can choose from, and you can also choose to buy or lease a phone to use with your prepaid service.

Postpaid Subscription Plan

- For more flexible use of call time and data, a postpaid plan is recommended.
- There are many different types of plans available across all carriers, offering different amounts of call time/data, as well as 4G-LTE and other benefits.
- Payments are made after each month of use. Extra costs may be charged if you use more than what your plan provides.

- Subscriptions are usually 12 months or 24 months long. Breaking the contract halfway is possible, but will require you to pay the remaining months and some penalty.
- Depending on the phone, you may need to pay extra monthly installments every month to cover the cost of the phone. Certain phones may come free with the plan.
- D-2 visa holders may not purchase phones which are paid with monthly installments.
- For the first few months, registration fees will be added on top of your monthly payments.
- To sign up for subscription plans, be sure to take your alien registration card (ARC) and bank details. If you are getting a postpaid plan, your bank account should be the one opened with your ARC. If your bank account was made with your passport, go to the bank with your ARC to change the information on the account.

How/Where to Subscribe for a Mobile Phone

- There is a mobile phone store on the 2nd floor of Tae Wul Gwan (N13), #2103. As there is no English speaking staff, it is recommended to take a Korean speaker with you when visiting the shop. The store is open from 10:00 to 19:00. The store's phone number is 042-350-0395.
- A store named "The Prepaid" ("우리통신") near the KAIST campus is located on the 4th floor, 1 Eounro 48beongil, Yuseong-gu, Daejeon (outside the West Gate). There is an English speaking staff. Contact number: 010-6464-8000 / 042-863-5655. Business hours: 10:00 a.m – 5 p.m.

※ How to get to the Hanbit Plaza (한빛프라자)

- Address: 99, Eoeun-dong, Yuseong-gu, Daejeon
- By Foot: The Hanbit Plaza is within walking distance from KAIST. The trip will take no longer than a couple of minutes from the West Gate. At the Hanbit Plaza, you can find a mobile phone store, photo studio, and supermarket.



- 한빛포토프라자 / Hanbit Photo Plaza (Photography studio, 1F)
- 롯데마트 / Lotte Mart (B1), 10:00 - 22:00

Driver's License (Driving in Korea)

This section provides general information on driver's license policies in Korea. To check the most recent and accurate information on regulations, eligibility, and required documents, make sure to visit dl.koroad.or.kr.

Exchange of Foreign Driver's License

E-1, E-3, F-4 visa holders and their family members (F-3 visa holders) with a valid foreign Driver's License (confirmed by the respective Consulate and confirmation documents) who wish to exchange their Foreign Driver's License for a Korean Driver's License can do so by obtaining the required documents and taking the aptitude test and health check during the visit for application.

The Driver's License being exchanged must still be valid, and it must be an official license without temporary, learner, provisional, probationary, permit, or certificate conditions.

Exchange Procedure

- Evaluation of submitted documents, including confirmation documents from the respective consulate. Additional documents may be requested as needed.
- Aptitude Test (health check)
- Issuance of Korean driver's license (you must turn in your foreign driver's license to receive the Korean license. The submitted license can be returned if you 1) are departing from Korea 2) are canceling your Korean license 3) have a request by a consulate to send the license. If you do not pick up your Korean license within 3 years of its issuance, it will be discarded.)

Required documents to exchange your foreign driver's license for a Korean driver's license

- Foreign Driver's License
- Passport (with the stamp for most recent entry into Korea)
- Alien Registration Card
- 3 color photos (3cm x 4cm, color photo of upper torso with plain white background. No hats, sunglasses, or colored glasses. Head should face the front. Taken within the past 6 months and not copied or photoshopped.)
- One of the two following confirmation documents from the respective Consulate stating the validity of the foreign Driver's License (valid for one year from the date of issuance)
 - 1) Confirmation document in English or Korean that is issued by the respective embassy/consulate in Korea, or the Korean embassy/consulate in the respective country
 - 2) Apostille certificate in Korean or English issued in the respective country
 - The U.S, British, Finland Embassies and the Hong Kong Consulate in Korea have ceased to issue certificates for driver's licenses, so please prepare an Apostille certificate instead to verify your driver's license.
- Processing Fee: 8,000 won

※ Your driver's license or certificate must contain information about the date of issuance and the expiration date; if this information cannot be found, additional documents may be requested.

Where to visit & submit the required documents

- Daejeon Examination Office (대전 운전면허시험장)
 - Address: 364-2, Daebyeol-dong, Dong-gu, Daejeon, Korea
 - Business hours: 09:00 - 18:00, Weekdays
 - Phone: 042-250-3300 (no English service available)

Directions (from KAIST)

Taking the bus will take about an hour and a half. A taxi ride will take about 45 minutes, and the fare will be around 18,000 won or higher.

How to find a bus route: Go to map.naver.com ▶ 길찾기 ▶ click 대중교통 ▶ type in 카이스트 in 출발지 and 대전 운전면허시험장 in 도착지

If you are having difficulty with the above steps, go to the following url: <http://naver.me/5PuBwYFi>

How to Buy a New/Used Car

- Procedure: Obtain a valid Driver's License ▶ choose a car ▶ apply for insurance ▶ complete purchase ▶ register car
- Purchase Locations:
 - New Cars: Official Car Dealer Stores
 - Used Cars: There are a few markets selling & buying used cars. Visiting a website to find available cars beforehand can be helpful. Note that most websites are not available in English.
 1. Daejeon Autoworld: www.djauto.co.kr
Address: 189-3, Bokyong-dong, Yuseong-gu (복용동, 유성구)
 2. Daejeon Encar Store: www.encar.com/index.do
Address: 1F 270-6, Yeonchook-dong, Daedeok-gu (연축동, 대덕구)
 3. Wolpyeong Used Car Dealers
Address: 145, Wolpyeong-1-dong, Seo-gu (월평1동, 서구)

Buying a used car can be rather tricky, as the quality of the cars may be questionable. Most reliable used-car shops offer a 1 - 2 month guarantee period, so be sure to check if the car you want to purchase has that kind of warranty.

It is also recommended to do a brief inspection of the car at an auto mechanic before purchasing it. Be sure to compare prices between websites before going to a dealer.

CHAPTER 08.

Life On Campus

- ⊖ On-Campus Transportation
- ⊖ Food
- ⊖ Facilities
- ⊖ Landmarks
- ⊖ KAIST Intranet

On-Campus Transportation

KAIST Shuttle

*For shuttle bus routes and schedules, please refer to the "Quick Tips" section or visit www.kaist.ac.kr -> KAIST ▶ Campus Information ▶ Shuttle Bus

KAIST OLEV Shuttle Bus

The On-Line Electric Vehicle (OLEV) is an environment-friendly vehicle developed by KAIST. OLEV provides convenient transportation around the KAIST campus. For information on bus routes and times, refer to Quick Tips.

KAIST Shuttle Bus (Main Campus – Munji Campus – Hwaam Dormitory)

There are three KAIST Shuttle Bus stops on the Main Campus: N5, in front of E15 (Main Auditorium), W8 (Educational Support B/D), and the Duck Pond. Destinations include the Munji Campus and the Hwaam Dormitory. You can find a detailed bus schedule in Quick Tips.

KAIST Shuttle Minibus

There is a shuttle minibus at the Main Campus (stops: E15, W8, the Duck Pond) that can take you to Wolpyeong Station and other locations within the city such as Dunsan-dong. Refer to Quick Tips.

Other Means of Transport

Taxi Stops

You can find a line of taxis beside N13 (Tae Wul Gwan). It is also possible to call for a taxi by calling one of the following phone numbers. Please note that the dispatcher may not speak English, so it is best to have a Korean friend with you when making a call.

Yangban Call Taxi	+82-42-586-8000
Hanbat Call Taxi	+82-42-242-8800
Hanbit Call Taxi	+82-42-525-0000

Bicycle Shop

Behind the Undergraduate Library is a small bike shop where you can purchase bikes and make repairs. Bicycle prices range from 60,000 - 200,000 won, and maintenance fees vary depending on the job. If you purchase a bike here, maintenance is free for the first six months of use.

- Location Behind N10
- Business hours 09:00 - 19:00

U-Bike

U-Bike, also known as Tashu, is an automated bicycle rental system operated by Daejeon Metropolitan City. Residents can easily rent and return a bike after receiving authorization via a Hankkeumi Card/ T-Money Card or cell phone.



You can rent a bike for 500 won for one day, and the charge will be added to your phone bill or deducted from your Hankkeumi Card/ T-Money Card.

Afterward, there will be additional fees according to U-Bike guidelines. For more details, please visit www.tashu.or.kr. There are numerous rental stations throughout Daejeon, and there are several U-Bike rental centers on campus too (in front of N11, E8, E11, W4, the Main Gate, and West Gate).

Food

To check the daily menus and business hours of on-campus cafeterias, go to:

- www.kaist.ac.kr ▶ Campus Life ▶ Living in KAIST ▶ Dining Halls
- KAIST Portal ▶ Hot Menu ▶ Today's Menu

On-Campus Cafeterias

Faculty Hall(교수회관) (N6)

Faculty Cafeteria (1 ~ 2F)

Period	Menu	Open Days	Business Hours
Lunch	Set Menus	Mon - Fri	11:20 - 13:30
Dinner	Set Menus	Mon - Fri	17:30 - 18:30

Young-Bin Gwan (3F)

Period	Menu	Open Days	Business Hours
Lunch	Korean course menu, One-dish meal menu, Western course menu	Mon - Fri	11:20 - 13:30
Dinner	*Reservation required *Price range: 15,000 - 55,000 won	Mon - Fri	17:30 - 18:30

Kaimaru (N11)

The North Cafeteria, also known as "Kaimaru," is the largest on-campus cafeteria and is comprised of the main cafeteria (Shinsegae Food) as well as many other restaurants.

Main Cafeteria (Shinsegae Food)

Meal	Menu	Open Days	Business Hours
Breakfast	Cafeteria	Mon - Fri	08:00 - 09:30
		Weekends	08:00 - 10:00
Lunch	Cafeteria	Everyday	11:30 - 13:30
	One-dish meal		
Dinner	Cafeteria	Everyday	17:30 - 19:30
	One-dish meal		

Other Restaurants in N11

Name	Menu	Open Days	Business Hours
A HappyTummy Everyday	Korean Food	Mon - Fri	10:00 - 19:30 (Break time 14:30 - 16:00)
		(2 nd , 4 th) Sat	10:00 - 14:30
Hue Gimbap	Korean Food	Mon - Fri	08:00 - 19:30
		Sat	10:00 - 14:30
Little Hanoi	Vietnamese Food	Mon - Fri	10:30 - 19:30 (Break time 14:30 - 16:30)
Camto (Toast Cafe)	Toast & Beverage	Mon - Fri	09:00 - 19:00
WellChai	Chinese Food	Mon - Sat	11:00 - 19:00 (Break time 14:30 - 16:30)

East Cafeteria (E5)

Student Cafeteria (1F)

Meal	Menu	Open Days	Business Hours
Breakfast	Set Menus	Everyday	08:00 - 10:00
Lunch	Cafeteria	Mon - Fri	11:30 - 14:00
	Food Court		
	Set Menu	Weekends	14:00 - 16:00
	Ramen	Mon - Fri	
Dinner	Set Menu	Mon - Fri	17:30 - 19:30
		Weekends	17:30 - 19:00

Staff and Faculty Cafeteria (2F)

Meal	Menu	Open Days	Business Hours
Lunch	Set Menu	Mon - Fri	11:30 - 13:30
Dinner	Set Menu	Mon - Fri	17:30 - 19:00

Faculty Club (E5, 2F)

Meal	Menu	Open Days	Business Hours
Beverage	Beer, tea, coffee	Mon - Fri	09:00 - 21:00 *last order 20:00
Lunch	<ul style="list-style-type: none"> Jeonju-Style Bibimbap Dried Pollack Soup, Short Rib (beef) Soup, Abalone Seaweed Soup & Grilled Dried Yellow Corvina Sichuan-Style Spicy Seafood Noodle Soup Bulgogi, Grilled Fishes, Kimchi Stew & Grilled Dried Yellow Corvina Faculty Special Menu (Grilled Dried Yellow Corvina & Bulgogi & Dried Pollack Soup) *Price range: 12,000 - 30,000 won	Mon - Fri	11:30 - 13:30
Dinner	Pasta & Steak Special menu (Korean food) -Reservation required VIP Course *Price range: 15,000 - 40,000 won	Mon - Fri	17:30 - 21:00 *last order 20:00

* Catering service for weekends & holidays : Buffet reservation is possible for over 50 people.

West Cafeteria (W2, 1F)

Meal	Menu	Open Days	Business Hours
Breakfast	Set Menu	Everyday	08:00 - 10:00
Lunch	Noodles / Set Menu / Chef's Choice	Everyday	11:30 - 14:00
Dinner	Set Menu / Chef's Choice	Mon - Fri	17:30 - 19:30
		Weekends	17:30 - 19:00

Taewoolguan Ttuk Bae Gi (N13, 2F)

Period	Menu	Open Days	Business Hours
Breakfast	Set Menu	Everyday	08:00 - 10:00
Lunch	Set Menu / Korean Food		11:30 - 13:30
Dinner	Set Menu / Korean Food		17:00 - 19:30
Chicken & Beer (Late Night)	Fried chicken, etc. & Beverages		20:00 - 02:00

Other Restaurants/Cafes on Campus



Café Dream

N7, 1st floor
Mon~Fri 08:00~21:00



DDDN Pizza

Pizza
W2, 1st floor
Mon - Fri 09:00 - 19:00
Sat 11:00 - 18:00



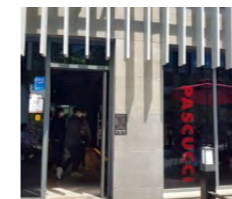
B(Durken) Dosirak

Meal boxes and pizza
W2, 2nd floor
Mon - Sat
10:00 - 19:00



Subway

Sandwich
E16, 1st floor
Everyday
08:00 - 23:00



Pascucci

E3, 1st floor
Everyday 08:00~23:00



Grazie Coffee & Bakery

E4, 1st floor
Mon - Fri 08:30 - 20:30
Sat - Sun 10:00 - 18:00
- Closed on Sundays during school breaks



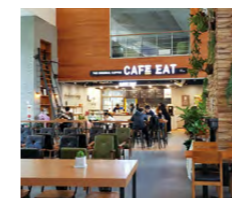
Café Droptop

W8, 1st floor
Mon - Fri 08:00 - 22:00
Weekends 9:00 - 21:00



Gran Café

N11 (Kaimaru)
Mon - Fri 08:30 - 20:00
Sat 10:00 - 19:30
- Discount with KAIST ID card



Café Eat

W2-1, 1st floor
Mon - Sun
08:30 - 21:00



Smoothie King

W1, 1st floor
Everyday
07:00 - 23:00



Pulbitmaru

Halal Food
N12, 1st floor
Mon - Fri 10:30 - 14:00,
15:30 - 19:00

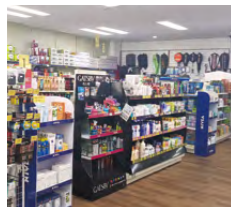


Café Ogada

E9, 2nd floor
Everyday 08:30 - 21:30
(except 3rd Sunday/every
month)
- Discount 30% with
KAIST ID card

On-Campus Shopping

The General Store inside Tae Wul Gwan (N13) supplies KAIST members with everyday utensils, from toiletries and writing instruments to eyewear, sportswear, and other daily necessities. The KAIST Brand Shop, located on the first floor of E9, sells souvenirs and KAIST apparel.



General Store

N13
Mon - Fri 09:00 - 19:00,
Sat 09:00 - 15:00
Sun Closed



KAIST Brand Shop

Main Library (E9), 1F
Mon - Fri 10:00 - 19:00,
Sat 10:00 - 14:00
<http://www.kaistshop.co.kr>

Convenience Stores

Convenience stores are spread out across the campus. You can buy snacks, drinks, or simple necessities here.

Location	Weekdays	Saturday	Sunday
West Student Center (W2)	09:00 - 19:00	09:00 - 13:00	Closed
North Student Center (N12)	09:00 - 02:00	09:00 - 19:00	09:00 - 02:00
East Cafeteria (E5)	09:00 - 19:00	09:00 - 13:00	Closed
ITC Building (N1)	09:00 - 20:00	Closed	Closed

Facilities

Library - Website: library.kaist.ac.kr

KAIST has a robust library system that aims to meet the needs of students, researchers, and faculty in their academic endeavors. There are 3 main library facilities: two on the Main Campus and another on the Munji Campus. In order to borrow, reserve, or request a book as well as to renew the return date, you may go to the library website and log in using your KAIST Portal ID.



Main Library (E9)

- Business hours Mon - Sat 09:00 - 24:00 / Sun 13:00 - 24:00
- ※ For more information, please visit library.kaist.ac.kr.

Munji Campus Library • Business hours Mon - Fri 09:00 - 24:00 / Sat 13:00 - 17:00, Sun Closed

Undergraduate Branch Library (N10) • Business hours Every day, 24 hours

The KAIST Analysis Center for Research Advancement (KARA)

KARA was established in 1992 to permit the joint utilization of analysis and measurement equipment and also to conduct experimental analyses. Currently, KARA operates over 50 research equipment having a total value of 25 billion Korean won. The center has built infrastructure and gathered professionals in research analysis to support the shared utilization of research equipment.



It currently operates an integrated system for shared research equipment, which can be applied in a variety of research areas that require precision testing and analysis.

- Website kara.kaist.ac.kr
- Location W8-1



Auditorium (E15)

The main auditorium is used for various school ceremonies such as the New Year ceremony and award ceremonies. There is an indoor swimming pool and a gym in the basement of E15.

Medical Facilities

KAIST Clinic Pappalardo Center (E21)

The KAIST Clinic supports the health of KAIST students, faculty, employees, and their families by providing primary medical services, mental health programs, health screening programs, and vaccination services. Clinic hours differ depending on the division and can be checked through their website. When you visit the clinic for the first time, your KAIST ID card and Alien Registration Card (or passport) will be required. The KAIST pharmacy is located next to the KAIST Clinic.



The KAIST OLEV Shuttle Bus makes a stop at the Clinic, making transportation much more accessible. Treatment will be more expensive if you are not enrolled in NHI (National Health Insurance).

- Business hours Mon - Fri, 09:00 - 17:40 (Lunch 13:00 - 14:00)
- Ext. 0500 (English service available) • Website clinic.kaist.ac.kr
- Required Documents

When you are visiting for the first time	KAIST members	1. Passport or alien registration card 2. KAIST ID card or Certificate of Employment (*To download a Certificate of Employment, go to the KAIST Portal ▶ Web ERP ▶ Human Resource ▶ Issue of Certification)
	Family members (also applies to family of visiting scholars)	1. Passport or alien registration card 2. Certificate that can prove family ties : Certificate of Alien Registration of KAIST employee that shows family ties, Certificate of Marriage (spouse), or Birth Certificate (children) are all acceptable. ※ Certificate of Alien Registration can also be submitted as a substitute for ARC. The certificate can be issued at the Global Talent Visa Center on campus.
	Visiting scholars	*Eligibility: those who are at KAIST for at least 3 months 1. Invitation letter or verifying document (that shows your status as a visiting scholar at KAIST and your expected period of stay) 2. Passport or alien registration card
From your second visit and onwards	KAIST members	KAIST ID card or Alien Registration Card
	Family members	Alien Registration Card or passport
	Visiting scholars	Alien Registration Card or passport

KAIST Pharmacy (E21)

You can find a pharmacy next to the KAIST Clinic. You can purchase over-the-counter medication, as well as medication prescribed by a doctor.

- Business hours Mon - Fri, 09:00 - 18:30 (Lunch 13:00 - 14:00)

Student Health & Life Center (N13, #2104)

The nursing staff in the Student Health & Life Center provides KAIST members with medication and basic treatment for health problems. Any medication charges that arise will be deducted from your salary. For serious illnesses, the Center's personnel will provide information on hospitals and clinics where you can receive high-quality medical treatment.

- Business hours Mon - Fri 9:00 - 22:00, Weekends 10:00 - 18:00 (Lunch hours: 12:00 - 13:00)
- Ext. 4817 - 8

Sports Facilities

The Main Campus offers a wide variety of sports facilities for all KAIST members. To utilize them, you may need to make a reservation first. For information related to making reservations, see "Quick Tips."

Sports Complex (N3)

At the Sports Complex you can enjoy a variety of sporting activities such as basketball, badminton, volleyball, screen golf, weight training, table tennis, and dance. You can make reservations for courts at the URS website (urs.kaist.ac.kr).

You can borrow sports equipment such as balls in the office located near the entrance of the Sports Complex. Note that you will need your KAIST ID card to borrow equipment.

- Business hours Mon - Fri 07:00 - 22:00 / Sat 08:00 - 18:00



To use the gym in the Sports Complex, you must first become a member. You can apply for a monthly membership in the first week of each month, and a select number of applicants will be chosen by random. To register for the gym at the Sports Complex, please go to the reservation system at urs.kaist.ac.kr.

Undergraduate Field (beside N13)

The undergraduate field is primarily used for football and baseball. However, no lighting is available.

Futsal Stadium (beside N13)

Futsal is a variant of football that is played on a smaller pitch. The two futsal courts have lights available until midnight. You'll need to make reservations to use these facilities.

Swimming Pool (E15 basement)

KAIST members with ID card can use the swimming pool for a fee of 2,000 won (payment possible only in cash). Just remember to bring your KAIST ID card, own swimwear, swimming cap (mandatory), toiletries, and towel. Your spouse can also use the pool. To apply for a pass, please bring the following documents to the swimming pool counter:



- Your KAIST ID
- ARC of your spouse
- Passport size photo of your spouse
- Marriage certificate or Certificate of Alien Registration that shows family ties

If you pay for 20 tickets at once, you can get a discount of 20%, and you can get a 40% discount for a 6-month payment.

- Business hours Mon - Fri 08:00 - 21:00 Sat 08:00 - 18:00.
- ※ An entry card cannot be used for using the swimming pool.



Main Stadium (E17)

The stadium has a turf field for soccer, track lanes for running, and a stand for spectators. Many school-wide sporting events take place here. Keep in mind that the lights go off after 22:00.



West Gym (W2 basement)

Here you can find a large court where you can play basketball, badminton, or volleyball. There are facilities for squash and table tennis, which can be used without prior reservation if there are free time slots. The facilities are open until midnight.

Tennis Courts (near N19)

The tennis courts are open 24/7; however, there are no lights. You must bring your own equipment.

Gyms (E15, N1, N3)

Professors, researchers and staff can use three on-campus gyms located in N1, E15 (basement), and the Sports Complex (N3). The gyms are free except for the one in the Sports Complex (N3).

※ E15 Gym: Mon - Fri 8:00 - 21:00, Sat 8:00 - 18:00



Global Talent Visa Center

- Location W2-1, 2F, #206
- Business hours 09:00-18:00
(weekdays, lunch break: 12:00-13:00)



Post Office

- Location N11, 1F
- Business hours Mon - Fri, 09:00 - 18:00



Woori Bank

- Location W2, 1F
- Business hours Mon - Fri 09:00~16:00

Printing Services

OB Print and Copy (Posters, pamphlets, copy, binding, thesis)

- Location E9 (4F), N10 (1F), E6 (2F), W1 (1F)
- Business hours 9:00 - 18:00 (weekdays), W1 business hours: 09:30 - 17:30 (weekdays)

Sinjin Print and Copy (Posters, pamphlets, copy, binding, thesis)

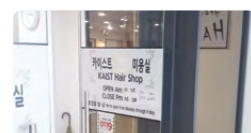
- Location W8 (1F)
- Business hours 9:00 - 18:00 (weekdays)

Mobile Phone Store (KT Apple Communications)

- Location N13, 2F
- Business hours Mon - Fri 10:00 - 19:00

Barbershop North Student Center

- Location N11, 1F
- Business hours Mon - Fri 08:30 - 18:00, Sat 08:30 - 12:00



Beauty Parlor

- Location W2, 2F
- Business hours Mon - Fri 10:00~18:30

Drycleaners

Near the International Faculty Apartment (IFA)

- Location W6, floor B1
- Business hours Mon - Fri 09:00 - 18:00, Sat 09:00 - 13:00

Sejong Hall (Student Dorm)

- Location E8, 1F
- Business hours Mon - Fri 09:00 - 19:00, Sat 09:00 - 12:00

KAIST Laundromat (Student Center)

Services: Laundry cleaning and delivery (to dormitories), including express (one-day) services

- Location W2, 1st floor
- Business hours Mon - Fri 07:00 - 16:00
- Ext. 0391
- How to use Go to: <http://www.kgcoop.kr> ▶ Click "laundry orders" ▶ choose the laundry service you want and put in an order. (no English service available)

KAIST Coin Karaoke (Outdoor(Nocheon) Theater)

- Location W9
- Business hours Everyday 12:00 pm - 2:00 am
- Fee 900 won /Two songs

※ Please check their Facebook page (KAIST KOIN karaoke <https://goo.gl/9Hxg6T>) for announcements about holidays and changes in operation.



KI House

The KAIST International House aims to support and help all international members of KAIST. It provides many services, such as free one-to-one Korean lessons with Korean volunteers and various cultural events.

- Location W2-1, #202
- Email kihouse@kaist.ac.kr
- Ext. 2446

Landmarks



Academic Cultural Complex Building (E9)

The Academic Cultural Complex located at the center of KAIST newly reopened in March 2018. The left side of the building is the main library with a faculty lounge on the second floor. On the first floor is the Vision Hall (exhibition of the university history, research achievements, vision, and other special exhibitions). The complex also offers conference halls, discussion rooms, and a Global Lounge.



The Carillon & Duck Pond (In front of E4)

Located near the main gate, the O-ri-yeon-mot (Duck Pond) is home to KAIST's ducks and is one of the most famous sites on campus. You can easily come across ducks and geese strolling on the grass and enjoying snacks from visitors. There is also the Carillon, a bell tower that plays tunes during certain times of the day.



Outdoor (Nocheon) Theater (W9)

This is an outdoor performance theater where you can watch concerts, drama productions, and other types of performances. Take the small pathway towards the mountain near N7 and W10 to get there. It is also possible to set up BBQs in this outdoor area with prior reservation to the Undergraduate Student Council. You can also rent BBQ equipment.



KI Building (E4)

The KI Building boasts excellent research facilities and an amazing view of the campus. There is also a large auditorium (Fusion Hall) on the first floor. A refreshment from Mango Six (1F) and a view of the Duck Pond from the 2nd floor can make your afternoon a relaxing one.



Statue of Jang Yeong-sil

Located on the grass lawn next to the Main Library and the Duck Pond, the statue honors one of Korea's most prolific inventors and mechanical scientists, Jang Yeong-sil. The rain gauge in front of the Jang Yeong-sil statue is one of his many inventions.



Kim Beang-Ho & Kim Sam-Youl ITC Building (N1)

The ITC Building is home to an array of laboratories fitted with the most advanced systems and equipment for the research and development of information technology. Also, Education 3.0 Classrooms and multiple lecture halls can be found here, as well as the popular café “A Twosome Place.”

KAIST Intranet

Information on IT Services: itguide.kaist.ac.kr

KAIST Official Website (www.kaist.ac.kr)

This website offers information for professors, employees, students, and the public, including an overview of KAIST, along with general notices.

KAIST Portal (portal.kaist.ac.kr)

This website is the hub of KAIST information services including search, groupware, administrative systems (ERP), as well as integrated access to email, the academic system (grades/classes), and the library for KAIST members. The KAIST Portal serves as a gateway to KAIST, providing services based on Single Sign On (SSO). You can register for a Portal ID from the first date of your contract.

Portal ID Registration

KAIST web services use the SSO system where a single ID (Portal ID) can be used to connect to all KAIST intranet websites. You can register for a Portal ID through the “KAIST Unified Identity and Access Management Service” from the first date of your contract.

Step 1

Go to iam.kaist.ac.kr (or go to the KAIST Portal ► IAM service) and click “Create Your Account.”

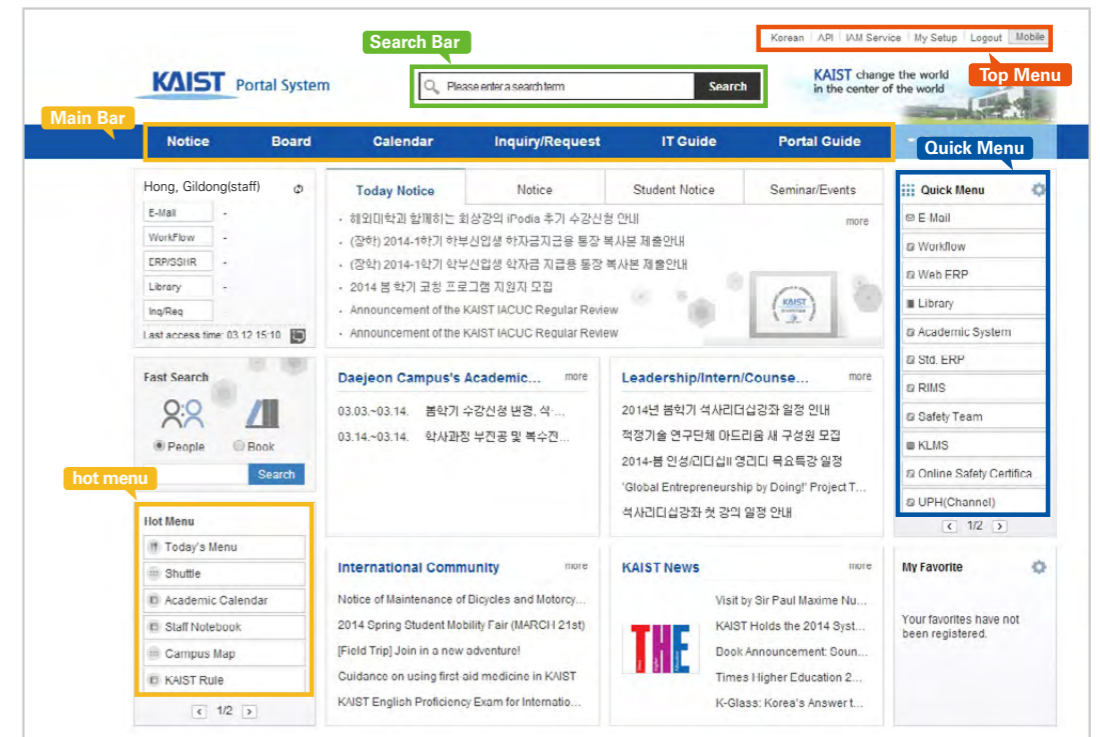
Step 2

Choose a method to identify yourself. If you do not have a mobile phone yet, click “Authenticate user information.”

Step 3

Follow the instructions provided in the website to complete the Portal ID registration. For authentication, you need to enter the KAIST UID (Unique ID = 8-digit unique number) you received via email (on an external email account) when you entered KAIST.

In case you forgot your UID, click “Search UID” button in the following first step to find your UID.



• KAIST Academic System

The KAIST Academic System can be found on the KAIST Portal (Portal main page ▶ Quick Menu ▶ Academic System). This page provides all academic services including syllabus, teaching records, class & attendance roster, student feedback, grade entry, grade report, etc.

• RIMS (Research Information Management System)

RIMS is a system for the collection, registration, management, and use of research achievements for full-time and part-time faculty. KAIST faculty can manage their own research information using RIMS. For more inquiries, contact the Academic Information Development Team at rims@kaist.ac.kr.

• E Mail- mail.kaist.ac.kr

This is a default email service for all members (professors, staff, and students) registered to the KAIST Portal. Based on the POP3 protocol, you can use MS Outlook Express, Mozilla-Thunderbird, and other e-mail client programs.

Your KAIST UID is required to make an e-mail account. You will receive your UID on the first date of your contract. For assistance on your UID, please contact your department office (for inquiries about the mail system, send an e-mail to mailadmin@kaist.ac.kr).

There is also a mail app for both iOS and Android users, which can be downloaded by going to the Mail System website on our phone. For inquiries, contact mailadmin@kaist.ac.kr

ERP (Web ERP)

• Web ERP

ERP is a system for administrative work, budget, accounting, human resources management, wages, and research management. This website is currently available in Korean and English.

• Connecting to ERP

These services can be accessed by clicking on the “Web ERP” tab on the KAIST Portal.

• Using the default menu (Web ERP)

Below are the functions you can use via Web ERP. Here you can manage ordinary expenses, business trips, procurement, and research management.

- Expenses and budget: Application for ordinary expenses, budget view.
- Research: Registration of letter of research plan initiation, registration of participating researchers, application for change in participating researchers, application for change in budget, research project view, notice of R&D businesses, and participation rate view.

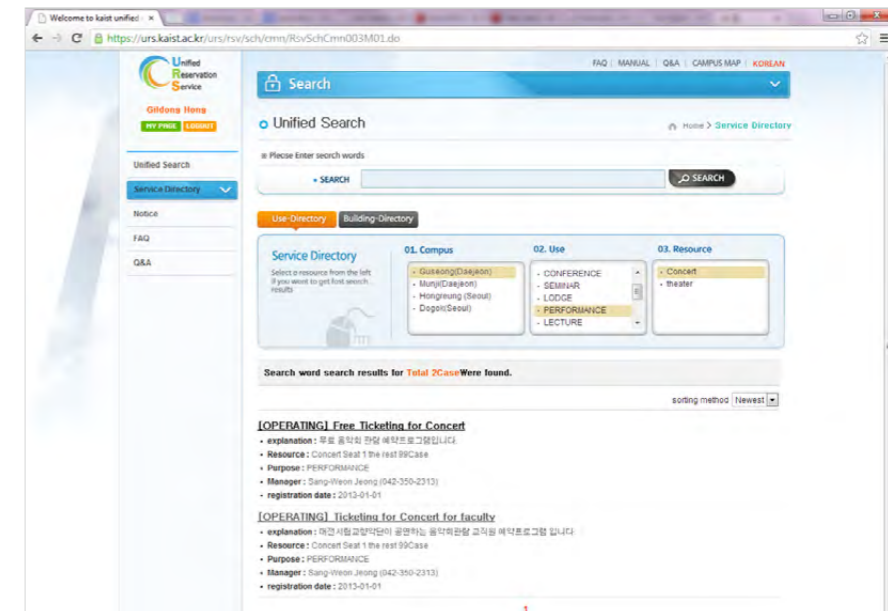
• Using the Human Resource Menu

- By clicking on Web ERP (Quick Menu) ▶ Human Resource in the KAIST Portal, you can apply for a certificate of employment, check your personnel/salary information, designate a person to be responsible for a given task, apply for vacation (leave), apply for business trips, and duties regarding approval/application of leave or overtime work.

Unified Reservation Service (URS)

On the URS website (urs.kaist.ac.kr), you can make reservations for various campus facilities, including lecture rooms, seminar rooms, and sports facilities. A link to the site can also be found on the KAIST Portal (portal.kaist.ac.kr) under “Quick Menu” ▶ “Reservation.” On the URS website, click on “Internal users,” then log in using your Portal ID and password. Reservations for seminar rooms in department buildings can be made through the respective department website. Be aware that some seminar rooms may only be reserved by that department’s faculty/staff.

In addition to reserving campus facilities, it is possible to reserve tickets for certain concerts under the “PERFORMANCE” category in the Guseong (Daejeon) campus category.



Downloading Documents and Software

- **Document download – form.kaist.ac.kr**

Official KAIST document forms can be searched and downloaded here.

- **Software download – kftp.kaist.ac.kr**

KAIST provides licensed software including Microsoft Office, Adobe Creative Suite, and Hancom Office for free to faculty, staff, and students. Hancom Office is the Korean version of Microsoft Office and is widely used in KAIST and Korea.

You will often come across document files made with Hancom (.hwp files), so it is strongly advised to download and install Hancom Office onto your PC. You can download many software, including Hancom Office, from the KAIST Software Hub (kftp.kaist.ac.kr). Instead of using illegal copies downloaded through the internet, we recommend the use of licensed software provided by KAIST. This website is only accessible when you are on the KAIST internet network.

KAIST Rules and Regulations

KAIST regulations can be found at rule.kaist.ac.kr, but they are in Korean. Essential regulations have been translated into English for the international community.

To see the translated regulations, please go to io.kaist.ac.kr ▶ Campus Life ▶ KAIST Regulations. Please note that the translated regulations are for reference only. The most recent, Korean version of the regulations takes precedence over the English translations.

CHAPTER 09.

Settlement and Research Subsidies

- ➔ Settlement/Research Subsidies for Newly-hired Faculty
 - ➔ Management of Settlement and Research Subsidies
-

Settlement/Research Subsidies for Newly-hired Faculty

Note

For more details on the execution of subsidies, contact your department office. The subsidy amount is subject to change by the school.

A. Eligible Recipients and Classifications

- Expenses will be paid to newly-hired tenure track faculty members, and the expenses are categorized into research subsidies and settlement subsidies.
- Newly-hired faculty members (principal researchers) will have authority over and be responsible for the execution of the settlement/research subsidies.

B. Research (Execution) Period

- In principle, research should be completed by Dec. 31 of the third year from the date of appointment.
- If there is a special request, such as for the establishment of a laboratory, settlement and research subsidies may be allocated in advance at the request of the Head of Department six months prior to the date of appointment; until the date of appointment, the Head of Department shall be the person in charge of research.

C. Provision Procedure

- ① Newly-hired faculty members are required to submit a research proposal and written oath to their respective department head.
- ② After reviewing the documents, the department head will request the allocation of settlement/research subsidies from the Dean of Academic Affairs.
- ③ Once the proposal is approved by the Dean of Academic Affairs, the appropriate department head shall be notified of the allocation of settlement/research subsidies and an account.

D. Details concerning settlement/research subsidies (equally applicable to international faculty)

- ① Research subsidies
 - Subsidies may be used for the purchase of research and office equipment, the establishment of a laboratory, etc.

② Settlement subsidies

- The maximum amount of settlement subsidies is KRW 10 million.
- Settlement subsidies are provided to assist the early settlement of newly-hired faculty members and can be spent on relocation expenses including airfare and moving charges. Subsidies will be paid after the official appointment.
- Payment of settlement subsidies
 - A newly-hired faculty member can choose between option "A" or "B".
 - A newly-hired faculty member can treat part of the settlement subsidies as expenses and get paid the balance in cash (in this case, 17% tax will be deducted).

A	Treatment as expenses	<ul style="list-style-type: none"> - After paying relocation expenses first, a newly-hired faculty member can request reimbursement with the receipts (airfare and moving charges, etc.). The exact amount stated in the receipts will be paid. - Up to KRW 10 million
B	Cash Payment	<ul style="list-style-type: none"> - At the request of a newly-hired faculty member, KRW 10 million will be paid in cash. <ul style="list-style-type: none"> • The actual amount payable is KRW 8.3 million after taxes (17%). - Documentation of purchases is not required. Money will be deposited into the account of the appropriate faculty member.

Management of Settlement and Research Subsidies

ARTICLE 1 Objective

These Guidelines are aimed at specifying details needed for the management of settlement and research subsidies for newly-hired faculty members, which are provided, pursuant to Article 3, Subparagraph 3 and Article 38, Paragraph 2 of the Research Task Management Regulations, to help a newly-hired faculty member (hereafter referred to as "New Faculty Member") quickly settle and lead a stable life so that he/she can concentrate on education/research activities. [Revision: April 23, 2002; August 23, 2007]

ARTICLE 2 Subject of Payment

Settlement and research subsidies shall be provided to a full-time New Faculty Member.

ARTICLE 3 Classifications

Subsidies shall be classified as research subsidies and settlement subsidies. [Revision: April 23, 2002; June 9, 2005]

ARTICLE 4 Period of Research

The period of research shall be from the date of appointment to the end of the year when the 36th month passes.

The faculty member's basic research fund will be allocated only if the overall settlement research fund has been consumed before the end date of settlement research. [Revision: June 9, 2005; June 8, 2006; April 27, 2009; July 26, 2011; Feb.3, 2012]

ARTICLE 5 Financial Resources

Settlement and research subsidies shall be provided out of government funds and KAIST's own budgets. [Revision: July 6, 2004, Feb. 3, 2012].

5.1. [Revision: April 23, 2002, Elimination: July 6, 2004]

5.2. [Revision: April 23, 2002, Elimination: July 6, 2004]

ARTICLE 6 Amounts of Payment

The amounts of settlement and research subsidies to be paid shall be determined separately based on the faculty member's major, the average net per-capita research subsidies that his/her department gave to professors in the previous year, field of research, and types and amount of financial resources. [Revision: March 4, 2002; April 23, 2002; June 9, 2005, June 8, 2006, Feb. 3, 2012]

ARTICLE 7 Allocations

7. 1. A New Faculty Member (one in charge of research) shall fill out a Research Proposal (Appended Chart 1) and submit it to the head of his/her department or chief major professor (for faculty members belonging to an undergraduate program, the document should be submitted to the head of the corresponding department, who shall be hereafter referred to as "Head of Department"); after deliberating on the proposal, the Head of Department shall ask the director of the Office of Academic Affairs for allocation of settlement and research expenses, with the Research Proposal attached. [Revision: June 9, 2005]

7. 2. After the director of the Office of Academic Affairs approves of the allocation of settlement and research subsidies for faculty members, the research work management related department will provide an account, and the Head of Department will be notified of the

allocation along with the account; the allocated settlement and research subsidies shall be managed by the department to which the faculty member belongs. [Revision: March 4, 2008]

7. 3. For the allocation of settlement and research subsidies for a faculty member at the Graduate School of Management, the procedure shall be made pursuant to that specified by the president of the Graduate School of Management. [Feb. 3, 2012]

7. 4. If there is a special request (the establishment of a laboratory, settlement, and research subsidies), it can be arranged in advance, at the request of the Head of Department, six months prior to the date of appointment; until the date of appointment, the Head of Department shall be the person in charge of research. [Establishment: June 9, 2005]

ARTICLE 8 Executions and Restriction

8. 1. The person in charge of research holds rights and responsibilities regarding the execution of settlement and research subsidies. In principle, he/she shall execute the subsidies within the term of research cited in Article 4, with the provision that he/she may extend the execution to the end of the year in which the date of research termination falls and that the balance after execution shall be disused. [Revision: June 9, 2005; July 26, 2011]

8. 2. The execution of settlement and research subsidies and restrictions on its use shall be made pursuant to standards cited in each of the following subparagraphs. [Revision: June 9, 2005]

8. 2.1. External labor subsidies may be provided for participating researchers (post-doc fellows, etc.), but not for current KAIST faculty members and staff. [Revision: August 23, 2007]

8. 2.2. For a student attending KAIST, commissioned research subsidies may be offered, provided that the amounts of commissioned research/survey subsidies shall be within the range of amounts paid as stipulated in Article 23 of the Research Work Management Regulations, and that the total amounts paid during the term of research shall not exceed 30,000,000 Korean won. [Establishment: August 23, 2007, Revision: September 29, 2009; July 26, 2011]

8. 2.3. Subsidies for relocating and establishing a laboratory may be executed.

8. 2.4. Overall miscellaneous subsidies may be executed up to 20,000,000 Korean won within 50% of the full research fund. [Revision: December 19, 2006; March 4, 2008; December 4, 2008]

8. 3. Settlement subsidies are provided to new faculty members for early settlement into their new occupational positions and life in Korea. Settlement subsidies should be executed according to the rule on research fund credit card management. Should an exceptional case arise, subsidies may be executed with a primary receipt. [Revision: June 9, 2005, Feb.3, 2012]

ARTICLE 9 Redemption

If a new faculty member resigns within three years after the date of appointment, he/she shall repay the allocated settlement and research expenses, the details of which are as follows: [Revision: September 8, 2010; July 26, 2011]

9. 1. Devices, material and/or supplies purchased
9. 2. All settlement and research expenses other than funds spent for purchasing devices, material and/or supplies (balance included)

ARTICLE 10 Submission of Report

The person in charge of research shall submit a Report on Research Results (Appended Chart 2) to the Head of Department within one month after termination of the research period. [Revision: Feb. 3, 2012]

CHAPTER 10.

Health/medical

- ⇒ National Health Insurance (NHI)
 - ⇒ Annual Medical Checkup
 - ⇒ Medical Service Systems in Korea
 - ⇒ General Hospitals
 - ⇒ OBGYN and Pediatrics
 - ⇒ Emergency Service
 - ⇒ Pharmacies (Drug Stores)
-

National Health Insurance (NHI)

Having National Health Insurance (NHI) is very helpful while living in Korea. Foreigners residing in Korea can receive the same medical benefits Korean citizens receive by enrolling in NHI and paying monthly insurance bills. Non-KAIST employees can also enroll in NHI by visiting the NHI office.



What is National Health Insurance?

- The National Health Insurance Corporation (NHIC) is the only public insurance institution operated by the Ministry of Health and Welfare. NHI benefits applicants based on the funds accumulated by the bill payments of enrollees. This system was established to reduce applicants' burden for medical expenses and to provide quality medical services.
- For international employees with employment insurance, fees are calculated with the insurance rate proportional to monthly pay. 50% of insurance fees is charged to the employer, and the other 50% is charged to the employee (deducted from monthly salary). Insurance fees are calculated from the first day of employment.
- Korean citizens and foreigners receive the same insurance benefits. Korean citizens and foreigners must make the same co-payments when doing the following:
 - Visiting a medical clinic or a hospital: 20% - 50% of the total NHI-applicable medical charges.
 - Purchasing prescription drugs at a pharmacy: 30% of the total NHI-applicable charges.

How to Subscribe?

- All KAIST scholars, their spouses, and children younger than 20 years of age will be automatically enrolled in NHI after their alien registration number has been registered to the school. However, as it usually takes 2 weeks for your ARC to be issued, it is highly recommended to get any type of insurance, such as traveler's insurance, before you come so that you can be covered for the first three weeks of your stay in Korea.
- You will receive the NHI application form with documents for an appointment. After you submit the application, you must submit the following documents to the Human Resources Management Team or your department office to complete NHI registration.

Required Documents

For KAIST employees

- Dependency registration application form (You can get it from Human Resources Management Team)
- Copy of Alien Registration Card (ARC) of KAIST employee

To also register your family members to NHI, prepare:

- Copy of Alien Registration Card (ARC) of KAIST employee
- Copy of Alien Registration Card (ARC) of the family

- Certificate that can prove family ties: Certificate of Alien Registration of KAIST employee that shows family ties, Certificate of Marriage (spouse), or Birth Certificate (children) are all acceptable.
- Notarized copy(Apostille) of certificate that can prove family ties

*If you need to be enrolled in NHI before you receive your ARC, you can submit a Certificate of Alien Registration(외국인등록사실증명서) as a substitute for ARC to complete NHI registration. The certificate can be issued at the Global Talent Visa Center on campus after you apply for alien registration. However, a copy of your ARC must be submitted when the card is ready.

- If you are a visiting scholar without a KAIST employee (ID) number (such as a D-4-2 visa holder), you, your spouse, and children younger than 20 years of age can enroll in NHI six months after you and your family enter Korea. Therefore, it is highly recommended to get any type of insurance, such as traveler's insurance, before you come so that you can be covered for the first six months of your stay in Korea. For more information on NHI enrollment, call 02-390-2000 (English Call Center).

How to pay?

The insurance fee will be automatically deducted from your salary.

Daejeon NHIC (Yuseong-gu Branch)

- Address: 114 Gyeryong-ro Yuseong-gu Daejeon (BYC building 10F)
- English Call Center: 02-390-2000 • Website: www.nhic.or.kr/english

NHI Suspension and Re-enrollment

You can temporarily suspend your NHI enrollment if you will be away from Korea for more than 1 month. If your family will remain in Korea, you need to pay half of your NHI fees. If both you and your family are leaving, you do not have to pay any fees.

When you come back to Korea, you must re-enroll in NHI. For NHI suspension or re-enrollment, contact your department office so that they can make a request to the Human Resources Management Team.

Annual Medical Checkup

A medical checkup is mandatory for tenure-track faculty and staff (recommended for project employees) every year. The checkup must be done at a KAIST-designated medical checkup center. If you would like to go to a center with English service, visit either the Yuseong Sun Hospital or the KAIST Clinic. You must make reservations beforehand to do a health check up.

Since the KAIST Clinic reservation period ends early, it is recommended to make your reservation as soon as possible.

Medical Service Systems in Korea

Medical doctors provide quality medical services at hospitals or clinics that are generally equipped with the latest medical equipment, machines, and devices. With more foreigners residing in Korea and their increasing need for medical care, many hospitals strive to provide quality medical services for them.

• Types of Medical Service Institutions

Primary Healthcare Institutions	Provides comprehensive diagnosis of the initial symptoms of diseases. Public health centers, their branches, and dispensaries
Secondary Healthcare Institutions	Hospitals that have specialists for four or more disciplines Hospitals that have 30 - 500 beds for treating both in- and out-patients
Tertiary Healthcare Institutions	Hospitals that have specialists for all disciplines General or university hospitals that have 500 or more beds

※ A written referral issued by a doctor at a primary or a secondary healthcare institution is required to receive treatment at a tertiary healthcare institution. This does not apply to emergencies.

General Hospitals

While you can visit the KAIST Clinic for quality medical treatment, there are also general hospitals in Daejeon where you can receive help for more serious illnesses.

Name	Address	Contact	Language(s)
Eulji University Hospital	1306 Dunsan-dong, Seo-gu	042-611-3399	English
Sun Hospital, Yuseong	923 Jijok-dong, Yuseong-gu	042-609-1715	English, Japanese
Chungnam University Hospital	640 Daesa-dong, Jung-gu	042-280-8429	English, Japanese, Chinese
Daejeon Sungmo Hospital	520 Daeheung-dong, Jung-gu	042-220-9114	English
Gunyang University Hospital	685 Gasuwon-dong, Seo-gu	042-600-9028	English, Chinese
Sun Hospital	10-7 Mok-dong, Jung-gu	042-220-8049	English
Daejeon Korea Hospital	496-15 Seongnam-dong, Dong-gu	042-606-1890	English
Daejeon Bohun Hospital	220 Shintanjin-dong Daedeok-gu	042-939-0111	English
Daechong Hospital	1322 Gyebaek-ro, Seo-gu, Daejeon	042-1899-6075	English

OBGYN (Obstetrics & Gynecology) and Pediatrics (English speaking doctors available)

※ The following OBGYNs also cover pediatrics.

Seoul Women's Hospital (in Daejeon) (서울여성병원)

- Website: www.seoulmom.com • Phone: 042-488-8275 ※Note: 24 hour emergency care for childbirth
- Address: 7 Moonjeong-ro, Seo-gu, Daejeon (문정로 7)

Motae Women's Hospital (모태산부인과)

- Website: www.motae.com • Phone: 042-472-0080 ※Note: 24 hour emergency care for childbirth
- Address: 191 Daedeokdae-ro, Seo-gu, Daejeon(대덕대로 191)

Joey Pediatric Hospital (조이소아과)

- Website: www.joey.co.kr • Phone: 042-485-2235
- Address: 18, Gyeryong-ro 553beon-gil, Seo-gu, Daejeon (계룡로 553번길 18)

Emergency Service

• 119 Service

This is an emergency call service comparable to 911 in North America. When the caller's address is confirmed or traced, prompt actions are taken to aid the caller, including the transportation of patients to a nearby hospital. The 119 service is now available in 16 different languages including English, Japanese, and Chinese. When a non-Korean speaker calls, the call is automatically connected to the 'Help Me 119' service system and interpreters will help communicate with 119. The 119 ambulance service is provided free of charge.

• Health Issues during Public Holidays

ER centers of the general hospitals below are available 24 hours during public holidays.

Eulji University Hospital	- emc.ac.kr	- ER Room: 042-611-3000
Konyang University Hospital	- kyuh.ac.kr	- ER Room: 042-600-9119/9129/9139
Sun Hospital	- eng.sunhospital.com	- ER Room: 042-609-1118/1119
Chungnam University Hospital	- foreign.cnuh.co.kr	- ER Room: 042-280-8000

Pharmacies (Drug Stores)

Although you can buy digestives, flu medicines, or vitamins at pharmacies without a prescription, you are required to present a doctor's prescription for antibiotics, hormone preparations, or specialized medicines. There is a pharmacy on-campus at E21, next to the KAIST Clinic.

CHAPTER 11.

Pension

- ⊖ National Pension
- ⊖ Korea Teacher's Pension

※ For inquiries, please contact the Human Resources Management Team (hrmt@kaist.ac.kr).

National Pension (국민연금)

A non-tenure track faculty, researcher or staff might be enrolled in National Pension. If you are eligible for the pension program, you will be automatically enrolled. Eligibility and refund policies differ according to government agreements.

Payments are calculated with the insurance rate proportional to monthly pay (monthly pay X insurance rate) and deducted from your monthly salary. 50 % of the pension payment is charged to the employer and the other 50% is charged to the employee(deducted from monthly salary). For more information on the National Pension and benefits, visit their website at <http://www.nps.or.kr> (English service available).

Korea Teacher's Pension (사학연금)

Tenure-track faculty will be automatically enrolled in the Korea Teacher's Pension, not the National Pension. Pension payments will be deducted from your monthly salary. Both employer and employee are charged to pay for a certain ratio of the pension fees, and the ratio depends on employment type. For more information on the Korea Teacher's Pension, please visit <http://www.tp.or.kr> (English service available). General information on the pension can also be provided by ISSS at your request.



CHAPTER 12.

School Information for Children

- ⇒ Daycare and Kindergarten
- ⇒ Taejon Christian International School (TCIS)
Other Schools

Daycare and Kindergarten

Note

- Korean Education System
- If there are any difficulties in communicating with the schools below, ISSS can provide assistance.

Preschool - Kindergarten	
Elementary School	Grades 1 - 6
Middle School	Grades 1 - 3
High School	Grades 1 - 3

※ The school year begins in March.

A. KAIST Childcare Center (on-campus)

- Location: W2-1 International Center
- Registration Period: Registration in November, final selection in early December
- Starting date: Early March
- Child Care Fees (※fees are subject to change)

Age Range	Registration Fee (KRW)	Monthly Fee Range (KRW)
(Ages 0 - 3)	90,000	220,000 - 430,000

※ KAIST offers a monthly fee waiver program for its international members. For inquiries, please contact the KAIST Childcare Center.



• Opening Hours & Meals

Opening Hours	Mon - Fri (weekdays), 08:00 - 21:30
Meals	Snacks and meals are prepared with organic ingredients.

- Contact: ext. 0853
Website: cafe.daum.net/kaistbaby
Email: youngshin411@gmail.com

B. Science Daedeok Childcare Center (사이언스 대덕어린이집)

- Registration: November
- Starting Date: March
- Child Care Fees (※fees are subject to change)

Age Range	Monthly Fee Range(KRW)
Ages 1-5	220,000 - 368,000

- Opening Hours - Mon - Fri (weekdays), 07:30 - 22:30
- Contact: 042-863-2231~2
Website: <http://stkids.anyline.kr>



C. Science Sinsung Daycare Center (사이언스 신성어린이집)

- Registration: November
- Starting date: March
- Child Care Fees (※fees are subject to change)

Age Range	Monthly Fee Range (KRW)
Ages 1 - 5	220,000 - 368,000

- Opening Hours - Mon - Fri (weekdays), 07:30 - 22:30
- Contact: 042-864-3177~8
- Website: <https://www.sciencekids.or.kr>



D. (Public) Bongam Elementary School Kindergarten (봉암초등학교병설유치원)

- Type: Public school
- Eligibility: 3 - 5 years old
- Registration: November
- Starting Date: March
- Monthly Fee : Around 60,000 won (※fees are subject to change)
- Opening Hours
 - Mon - Fri (weekdays), 07:30 - 14:00 (If you would like after-school classes, 18:30)
- Contact: 042-822-2192

E. (Public) Munji Kindergarten (문지유치원)

- Type: Public school
- Eligibility: 3 - 5 years old
- Registration: November
- Starting date: March
- Monthly fee: Around 60,000 won (※fees are subject to change)
- Opening Hours - Mon - Fri (weekdays), 07:30 - 14:00 (If you would like after-school classes, 18:30)
- Contact: 042-862-9123

F. (Public) Daedeok Elementary School Kindergarten (대덕초등학교병설유치원)

- Type: Public school
- Eligibility: 3 - 5 years old
- Registration: November
- Starting date: March
- Monthly Fee: Around 60,000 won (※fees are subject to change)
- Opening Hours - Mon - Fri (weekdays), 07:30 - 14:00 (If you would like after school classes, 17:30)
- Contact: 042-862-4339

Taejon Christian International School (TCIS) (www.tcis.or.kr)

Founded in 1958, the Taejon Christian International School (TCIS) is accredited by the Western Association of Schools and Colleges (WASC) and also offers the International Baccalaureate Diploma Program. Approximately 600 students attend elementary (kindergarten - 5th grade), middle (6th - 8th grade), and high school (9th - 12th grade) programs. Through years of effort towards better organization and standardization, TCIS has consistently delivered outstanding performance. The campus is equipped with dormitories, a gymnasium, libraries, computer labs, sports fields, and various educational facilities.

- Location: 77 Yongsan-2-ro, Yuseong-gu, Daejeon
- Contact: 042-620-9000
- Tuition reduction available*
- Curriculum: Preschool - 12th grade
- Tuition and Fees (per year): For more information on tuition & fees, please visit their website.

Curriculum	Tuition (UDS, approximately)	Fees (KRW, approximately)
Elementary School (Grades K-5)	6530.00	- High School Senior fee: 250,000 - Lunch: Elementary 892,000
Middle School (Grades 6-8)	7690.00	Middle, High School: 1,005,000 - School Bus: 2,300,000
High School (Grades 9-12)	9450.00	- Dorm Fee: 14,000,000 (if needed) - Admission Fee: 4,800,000

※ TCIS tuition reduction for children of KAIST faculty and staff: Based on the "Agreement on Cooperation between KAIST and TCIS" and its Addendum, tuition can be reduced for the children of KAIST faculty and staff as follows:

Grades K-5: 30% reduction	Grades 6-8: 20% reduction	Grades 9-12: 15% reduction
※ Sibling discount : 20% from second child		

Other Schools

KAIST is located near the best schools in Daejeon, as listed below. Many students are returnees, and they can speak English quite fluently from the experience of living abroad. Some schools offer international classes to support returnees and international students: Daedeok Elementary School, Jaun Elementary School, Jeonmin Elementary School, Heungryong Elementary School, and Daedeok Middle School (marked below with an asterisk). In general, international students are initially placed in regular classes and also take Korean language classes or extra classes for key courses (math, etc.) on a regular basis.

A. Eoeun Elementary School
(www.eoeun.es.kr)

- Location: 45 Nongdae-ro, Yuseong-gu, Daejeon (20 minutes by foot from the West Gate of KAIST)
- Contact: 042-879-0704

B. *Daedeok Elementary School
(www.djdaedeok.es.kr)

- Location: 102 Daedeok-daero, 556-gil, Yuseong-gu, Daejeon
- Contact: 042-861-7615

C. *Jaun Elementary School
(www.jaun.es.kr)

- Location: 380 Jaun-ro, 97-gil, Yuseong-gu, Daejeon
- Contact: 042-862-6472

D. *Jeonmin Elementary School
(www.jeonmin.es.kr)

- Location: 42 Expo-ro, 466-gil, Yuseong-gu, Daejeon
- Contact: 042-864-5491

E. *Heungryong Elementary School
(www.djdaedeok.es.kr)

- Location: 21 Dongdaejeon-ro, 256-gil, Yuseong-gu, Daejeon
- Contact: 042-623-2645

F. Eoeun Middle School
(www.eoeun.ms.kr)

- Location: 56 Nongdae-ro, Yuseong-gu, Daejeon
- Contact: 042-861-9764

G. *Daedeok Middle School
(www.daedeok.ms.kr)

- Location: 515 Daedeok-daero, Yuseong-gu, Daejeon
- Contact: 042-860-8919

H. Daedeok High School
(www.taedok.hs.kr)

- Location: 158 Daedeok-daero 556-gil, Yuseong-gu, Daejeon
- Contact: 042-860-0307

※ Distribution of schools near KAIST



For more detailed maps, please visit io.kaist.ac.kr ▶ Campus Life ▶ International Scholar Support ▶ Children's Education

CHAPTER 13.

Off-Campus Life

- ⊕ About Daejeon
- ⊕ Transportation
- ⊕ Shopping
- ⊕ Restaurants

About Daejeon

Daejeon is the fifth largest city in Korea with a population of approximately 1.5 million people living in an area of 540 km² (the total area of the Korean peninsula is 222,154 km²).

The city name comes from the Chinese characters 大 (dae) and 田 (jeon), which means "great field." Located in the center of Korea, Daejeon serves as a hub of transportation.

Major expressways and railways connecting the country from the north to south converge in Daejeon. With this wonderful transportation network, it is possible to travel anywhere in the country in under half a day from Daejeon. Daejeon is also known as the city of science, and many science and research institutes are established here. KAIST is located in the northwestern part of Daejeon.

- Daejeon Tourism : www.daejeon.go.kr/toe/index.do
- Daejeon City : www.daejeon.go.kr/dre/index.do

Transportation

Public transportation is the most convenient and affordable method of traveling around Daejeon with many bus routes and one main subway line. A typical bus or subway ride costs about 1,400 won (1,250 won if you use a transportation card).

Transportation Card (Hankkumi Card & T-money Card)

It is a good idea to buy a transportation card if you use public transportation often. You can purchase, recharge, or reimburse a transportation card at the nearest convenience store or subway station. Using a transportation card makes payment quick and easy, and you can also receive discounts when transferring between public transportation options. The transfer discount only applies if you transfer within 30 minutes.

Daejeon City Bus

Daejeon has 79 bus routes. In most cases, buses operate between 5:30 - 22:30. Three buses (#5, #104, and #121) stop near the main gate of KAIST, and one bus (#604) stops near the east gate. For more information on bus routes and bus stops, please visit traffic.daejeon.go.kr.

Subway

The Daejeon City subway comprises of one line which operates at 10-minute intervals. The subway operates between 5:30~23:32, with a fare of 1,400 won (1,500 won for longer distances). The closest subway station to KAIST is the Wolpyeong Station (20-30 minute walk). Note that there are shuttle buses from KAIST to the Wolpyeong Station.



Intercity/Express Buses & Train

Intercity Buses are cheaper than trains and link most cities and towns in Korea, with most journeys lasting less than a couple of hours. KAIST members frequently use 4 bus terminals in Daejeon: the Daejeon Dunsan Terminal, the Government Complex Terminal, the Kumho Express Bus Terminal (in Yuseong), and the Daejeon Terminal Complex.

Trains are the fastest and slightly pricier option for transportation. There are many types of trains in Korea, of which the KTX, Saemaeul-ho/ITX-Saemaeul-ho and Mugunghwa-ho are most prominent. The two train stations in Daejeon are the Daejeon and Seodaeyeon Stations.

For detailed information about bus/train schedules, reservations, and locations of the terminals, please visit the following websites:

- Intercity Bus: busterminal.or.kr (Incheon Airport Bus) bustago.or.kr (Dong-Seoul Bus Terminal)
- Express Bus: kobus.co.kr
- Train: letskorail.com



Seoul-Daejeon Route: by Train

Route	Available Trains	Website
Daejeon Station ↔ Seoul Station	KTX, ITX-Saemaeul-ho, Mugunghwa-ho	letskorail.com
Seodaeyeon Station ↔ Yongsan Station (Seoul)	KTX, ITX-Saemaeul-ho, Mugunghwa-ho	letskorail.com

Seoul-Daejeon Route: by Express Bus

The Seoul Express Bus Terminal and the Central City Bus Terminal are located right next to each other. Check your ticket and destination to avoid confusion.

Route	Departure	Destination	Website
Daejeon → Seoul	Daejeon Dunsan Terminal (대전청사)	Seoul Express Bus Terminal (서울경부)	App: 고속버스모바일 Website: kobus.co.kr
		Central City Bus Terminal (서울호남)	
	Kumho Express Bus Terminal (유성)	Central City Bus Terminal (서울호남)	
	Daejeon Terminal Complex (대전복합)	Seoul Express Bus Terminal (서울경부)	
	Daejeon Dunsan Terminal (대전청사)	Dong-Seoul Bus terminal (동서울)	App: 버스타고 Website: bustago.or.kr
Seoul → Daejeon	Seoul Express Bus Terminal (서울경부)	Daejeon Dunsan Terminal (대전청사)	App: 고속버스모바일 Website: kobus.co.kr
		Daejeon Terminal Complex (대전복합)	
	Central City Bus Terminal (센트럴(서울호남))	Daejeon Dunsan Terminal (대전청사)	
		Kumho Express Bus Terminal (유성)	
	Dong-Seoul Bus terminal (동서울)	Daejeon Dunsan Terminal (대전청사)	App: 버스타고 Website: bustago.or.kr

Shopping

In Korea, you can easily find shops, markets, and department stores for apparel, food, electronics, utensils, and much more. Daejeon has several supermarkets and department stores, and below are a list of the ones closest to KAIST.

Supermarkets



Homeplus

669 Bongmyung-dong, Yuseong-gu, Daejeon (Tel. 042-841-2080)

- Open hours: 10:00 - 24:00 (closed on 2nd and 4th Sundays)
- You can easily walk or bike to the mall by using the path along the Gapcheon River. Estimated time: 10 min bike, 20 min walk
- Taxi: takes about 8 min, costs around 4,000 won



E-Mart

959-2 Dunsan-dong, Seo-gu, Daejeon (Tel. 042-479-1234)

- Open hours: 10:00 - 23:00 (closed on 2nd and 4th Sundays)
- Take bus #604 at the KAIST East Gate ▶ Get off at the Emart stop. Estimated time: 15 min, cost: 1,400 won
- Taxi: takes about 12 min, costs around 5,000 won



Emart Traders

510 Wolpyeong-dong, Seo-gu, Daejeon (Tel. 042-718-1234)

- Sells items in bulk, similar to Costco.
- Open hours: 10:00 - 23:00 (closed on 2nd and 4th Sundays)
- Take the KAIST-Wolpyeong Shuttle Bus ▶ walk to Emart Traders. Estimated time: 15 min
- Taxi: takes about 10 min, costs around 4,000 won

Department Stores



Galleria Time World (Department Store)

1036 Dunsan 2-dong, Seo-gu, Daejeon (Tel. 042-480-5000)

- International food products and ingredients can be found in the department grocery store (B2).
- Open hours: 10:30 - 20:00 (closes at 20:30 on Fri - Sun)
- Take bus #604 at the KAIST East Gate ▶ Get off at the Galleria Time World stop. Estimated time: 30 min, cost: 1,400 won
- Taxi: takes about 13 min, costs around 6,000 won



Lotte Department Store

423-1 Goejeong-dong, Seo-gu, Daejeon (Tel. 042-601-2500)

- Open hours: 10:30 - 20:00
- Take bus #604 at the KAIST East Gate ▶ Get off at the Lotte Department Store stop. Estimated time: 30 min, cost: 1,400 won
- Taxi: takes about 16 min, costs around 8,000 won



Daejeon Shinsegae Art & Science (Department Store)

1, Expo-ro, Yuseong-gu, Daejeon (Tel. 042-6071-0008)

- Open Hours: 10:30 - 20:00 (closes at 20:30 on Fri - Sun)
- Take bus #121 at the KAIST Main Gate ▶ Get off at the Shinsegae Department Store stop. Estimated time: 6 min, cost: 1,400 won
- Taxi: takes about 5 min, costs around 4,000 won

Other Shopping Locations



Eunhaeng-dong Shopping Street

Eunhaeng-dong is the downtown shopping district of Daejeon where there are many popular cafes, restaurants, clothing stores, and much more.

- Open around 10:00 - 20:00. Underground shops close on the 1st and 3rd Tuesdays.
- Take bus #604 at the KAIST East Gate ▶ Get off at the Jungang-ro Station Exit no.7 stop / Estimated time: 42 min, Cost: 1,400 won
- Subway: about 25 min (Wolpyeong ▶ Oryong), cost: 1,100 won
- Taxi: takes about 30 min, costs around 11,000 won



Costco

116-3, Oryu-dong, Jung-gu, Daejeon (Tel. 042-539-1234)

- Open hours: 10:00 - 22:00 (closed on 2nd and 4th Sundays)
- Costco membership card required (35,000 won/year) and payments must be made by cash or a Samsung credit card.
- Subway: Take the KAIST-Wolpyeong Shuttle Bus ▶ Take the subway at Wolpyeong Station
- Get off at Jungang-ro station / Estimated time: 45 min, Cost: 1,400 won
- Taxi: takes about 24 min, costs around 10,000 won



Hanbit Plaza (Eoeun-dong)

99, Eoeun-dong, Yuseong-gu, Daejeon

- About a 5-min walk from the West Gate (map on page 41)
- Photo studio, mobile phone store, grocery, etc.
- Open hours - Lotte Super(B1): 10:00 - 22:00 (Closed on 2nd and 4th Sundays)
- Other stores(1F): 09:30 - 22:00 (Closed on 1st and 3rd Sundays)



Jungangsijang (Traditional Market)

Won-dong, Dong-gu, Daejeon

- Open hours: Around 9:00 - 19:00 (Closed on the 1st Sunday of every month)
- Take bus #604 at the KAIST East Gate ▶ Get off at the Daeheung-dong Catholic Church stop ▶ walk to the Market street(10 mins)
Estimated time: 57min, Cost: 1,400 won
- Taxi: takes about 30min, costs around 11,000 won
- Subway: Take the KAIST-Wolpyeong Shuttle Bus ▶ Take the subway at Wolpyeong Station ▶ Get off at Jungang-ro station / Estimated time: 40min, Cost: 1,400 won



World Food Market (near Daejeon Station)

64-4 Joong-dong, Dong-gu, Daejeon (Tel. 042-255-8818)

The World Food Market is one of the only stores within the Daejeon area that caters to international customers with a variety of international foods, ingredients and supplies, such as Halal, Kosher, and ingredients that are difficult to find in the standard Korean grocery market.

- Open hours: 09:00 - 22:00
- Subway: Take the KAIST-Wolpyeong Shuttle Bus ▶ Take the subway at Wolpyeong Station ▶ Get off at Daejeon Station ▶ The World Food Market is across the street from the Daejeon Station / Estimated time: 45 min, Cost: 1,400 won
- Taxi: takes about 30 min, costs around 11,000 won

Online Shopping

One of the most convenient ways to buy products at low prices is through online shopping. It is recommended that you apply for internet banking at Woori Bank. Internet banking is convenient for electronic transfers and online shopping.

When you sign up for internet banking, a digital authorized certificate(공인인증서) will be issued. The digital certificate is necessary for internet banking and online credit card payments. Using international credit cards to make online payments is complicated because you will need verification, and not all online shopping sites accept international credit cards.

Following are some of the most famous shopping websites in Korea:

- www.gmarket.co.kr (available in English and Chinese)
- www.11st.co.kr (available in English and Chinese)
- www.interpark.com (available in English, Chinese, and Japanese)

Restaurants

If you walk out through the West Gate and around the Eoeun-dong and Gung-dong areas, you will be able to find many restaurants. Prices are reasonable, and you can enjoy many Korean food and drinks.

You can also find various international restaurants in the Daejeon area. Listed below are popular restaurants among KAIST members.

Name	Menu	Address	Telephone
NewTaj Mahal	Indian food	6-34 Gung-dong, Yuseong-gu	042-825-3786
Indy	Indian food	1370 Dunsan 2-dong, Seo-gu	042-471-7052
Ali-Baba's Treasure	Moroccan food	6-11 Gung-dong, Yuseong-gu	042-823-2722
Very Sinjuku	Japanese food	113-16 Eoeun-dong, Yuseong-gu	042-863-7339
111-7 Meal	Japanese food & Western food	111-7 Eoeun-dong, Yuseong-gu	042-863-7111
Hoabinh	Vietnamese food	241 Wolpyeong-dong, Seo-gu	042-488-0815
Ganamji	South-East Asian food	395-1 Doryong-dong, Yuseong-gu	042-861-7557
Eat MyThai	Thai food	62, Eoeun-ro, Yuseong-gu	042-355-5466
Nuovo Napoli	Italian food	406-10, Gung-dong, Yuseong-gu	042-322-9582
Wangbisung	Chinese food	48, Eoeun-ro, Yuseong-gu	042-862-9292
Santa Clause	Pub	25 Nongdae-ro, Yuseong-gu	042-825-5500
The Ranch Pub	Pub	88, Gungdong-ro 18beon-gil, Yuseong-gu	042-825-4157
Hong's Kitchen	Thai food	10, Eoeun-ro 58 beon-gil	070-4236-3392
Bobots	Pizza	1, Eoeun-ro 52 beon-gil	042-861-9959
Mom's touch	Chicken & Burger	5, Eoeun-ro 42 beon-gil	070-4233-1112

Delivery Food

Korea is well-known for its fast and convenient food delivery service. There are many restaurants in Daejeon that provide delivery service via phone call. Below is a list of popular places among KAIST members.

Name	Menu	Price Range (won)	Tel.
GubNe Chicken	Chicken, beverages	15,000 -	042-826-8294
BBQ Chicken	Chicken, beverages	16,000 -	042-863-9292
CheoGatJib Chicken	Chicken, beverages	15,000 -	042-861-9255
Hoolala Chicken	Chicken, beverages	15,000 -	042-863-5577
Chicopadak	Chicken, beverages	13,000 -	042-257-8926
KyoChon Chicken	Chicken, beverages	15,000 -	042-861-0670
BHC Chicken	Chicken, beverages	15,000 -	050-7460-7529
MaRu	Rice bowl topped with sashimi, udon	5,000 - 10,000	042-822-9281
WangBiSung	Jajangmyeon, spicy seafood noodle soup, etc	5,500 -	042-862-9292
Pizza Hut	Pizza, side dishes, beverages	13,000 -	042-862-5583
Domino Pizza	Pizza, side dishes, beverages	22,000 -	042-861-3083
Mr. Pizza	Pizza, side dishes, beverages	15,000 -	070-8832-1277
Pizza 2001	Pizza, side dishes, beverages	11,000 -	042-864-4242
McDonald's	Fastfood	5,000 -	070-7204-4420
Bon Dosirak	Lunch box	5,000 - 20,000	042-824-9933
JangChungDongBoSSam	Korean pork meal (bossam, jogbal)	24,000 -	042-823-2506

As most restaurants do not have English-speaking employees, it is recommended to learn some basic Korean that will help in making orders.

KAIST forbids delivery motorcycles to enter campus grounds, so most deliveries will arrive at the gate beside W11/N19. You must go to this gate to pick up your delivery.

CHAPTER 14.

Immigration

Note

Immigration duties are matters of your own responsibility first and foremost. Please take note of the information below to avoid visa/immigration-related issues.

Key mandatory immigration duties

Your Alien Registration Card (ARC) and permitted sojourn period (printed in the back of your ARC) should be kept valid during your contract with KAIST.

Once you enter Korea, your permitted sojourn period (printed in the back of your ARC) will automatically become your valid visa period. You must extend the period before it expires to continue working in Korea. If not, you will be in violation of immigration law for working without a proper visa.

You must have a valid ARC to re-enter Korea after leaving for sabbatical, sick leave, research leave, etc. If your ARC expires during your stay overseas, you must obtain a new visa before re-entering Korea. If not, a fine will be levied to both you and KAIST. To apply for a new visa, please make a request to ISSS through your department office.

- By the Korean immigration law, your ARC and visa will expire automatically regardless of the originally permitted period of stay if you were not in Korea for twelve consecutive months or longer, unless you apply for a re-entry permit before you leave Korea. Applying for a re-entry permit is possible only if your ARC is still valid when you come back to Korea.

If your ARC is not valid when you return to Korea, you may be asked to return your ARC at the international airport. Afterwards, you must apply for a new Alien Registration Card since your ARC and visa is no longer valid.

Immigration-related forms

• Proof of Residency

- If you live in KAIST accommodation, please fill in the proof of residency form and get it signed by the Customer Management Team (E14, 4th floor).
- If you live in an off-campus, non-KAIST accommodation, you can just submit your house contract without the proof of residency form. [Note: If the house contract is not under your name, please submit the proof of residency form with the house contract. The form should be signed by the lessee (person whose name the contract is under) and his/her copy of identification card should be submitted as well.]

- If you are temporarily staying in a hotel or guest house, you only need to submit a receipt with the residential address without a proof of residency form. However, you must report the changed address to the Immigration Office within 14 days of your moving date.

*How to report: 1) Apply online at hikorea.go.kr 2) Visit the Global Talent Visa Center (#206, W2-1) or Daejeon Immigration Office

• Certificate of Health Check-up Form

Those who are from one of the 35 countries below and didn't submit a health check-up form to an overseas Korean embassy when applying for a Korean visa should submit the health check-up form for alien registration and extension of stay.

- 35 Countries: China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos, Kazakhstan, Tajikistan, Ukraine, Azerbaijan, Belarus, Republic of Moldova, Nigeria, South Africa, Ethiopia, the Democratic Republic of Congo, Kenya, Mozambique, Zimbabwe, Angola, Peru, and Papua New Guinea.

- Find health check-up form in 'Application Form' section at HiKorea(<http://www.hikorea.go.kr/>) and get a health check-up at hospitals that are designated by Ministry of Justice.

Get the list of available hospitals at ISSS office, as it gets updated frequently.

※ Regulations and required documents for the following immigration duties are subject to change. Please contact ISSS beforehand so that you can prepare all necessary documents.

Alien Registration and Alien Registration Card Issuance

If you are staying in Korea for more than 90 days, you must complete your alien registration within 90 days of arrival to Korea. When alien registration is completed, you will receive your alien registration card (ARC). Be reminded that your permitted sojourn period (printed in the back of your ARC) will automatically become your valid visa period.

To apply for Alien Registration Card, you need to visit the Global Talent Visa Center (#206, W2-1) or Daejeon Immigration Office.

It will take about 2 - 3 weeks for your ARC to be ready. Therefore, it is highly recommended to get a Certificate of Alien Registration (외국인등록 사실증명서; costs 2,000 won) upon applying for an Alien Registration Card (ARC) at the Immigration Office and submit the Certificate to the Human Resources Management Team through your department office.

The Certificate will temporarily act as a substitute for your ARC and will be used for school affairs such as National Health Insurance enrollment and registration of your personnel information in the KAIST Human Resource Management System (*Note: the certificate cannot be used to open a bank account or for mobile phone subscriptions).

Required documents

- Application form (available at ISSS)
- Passport (original & copy, including the visa page)
- A passport photo (3.5 cm X 4.5 cm, taken against a white background)
- Application fee: 30,000 won in cash
- KAIST Business Registration Certificate (available at ISSS)
- Proof of Residency
- Foreigner Occupation and Annual Income Report Form (available at ISSS)
- Employment Contract
- Certificate of Health Check-up (only applies to those who are from the aforementioned 35 countries)

Loss of ARC

Loss of ARC must be reported to the Immigration Office within 14 days of occurrence, after which you must pay a penalty. To report the loss of ARC and apply for re-issuance, please visit the ISSS office for required documents.

Reissuance of Alien Registration Card

If you lose your Alien Registration Card, it is important that you report the loss to the Immigration Office within 14 days for re-issuance. You will need the following documents when visiting the Global Talent Visa Center (#206, W2-1) or Daejeon Immigration Office.

- Application Form (Report Form)
- Copy of passport (ID page) and Passport
- Report of Loss Form (분실신고서)
- Fee: 30,000 won in cash
- Proof of Residency
- Only applies to those who are from the aforementioned 35 countries

※ If you've ever submitted the health check-up result to Korean Embassy/Consulate or Immigration Office before, you don't need to submit it again.

Reporting Changes in Alien Registration

If you do not report changes in alien registration within 14 days of the change, you will be considered to be in breach of Article 35 of the Immigration Act and will be fined accordingly.

- Change of name, sex, date of birth, or nationality
- Change of passport number, issuance date, or its expiration date
- Change in address of residence in Korea
- Change of university, workplace, or details of the organization you are part of (including changes in name)
- Change of occupation or annual income level

You can report the changes 1) through the HiKorea (<https://www.hikorea.go.kr>) online website 2) to the Global Talent Visa Center (#206, W2-1) or 3) to the Daejeon Immigration Office.

Required documents

- Application form
- Passport (original & copy)
- Alien Registration Card (original & copy)
- Additional documents to prove change of information

※ Failure to report can result in a fine of up to 1 million KRW. KAIST international scholars have been fined 500,000 KRW - 700,000 KRW for failing to report change of address. Reporting the changes and renewing your ARC or visa are your own responsibility. Please keep this in mind to prevent any inconveniences.

Termination of Visa

If you resign before your contract ends, your visa will expire 30 days from the resignation date. You must leave Korea or change the visa status within 30 days. Please send a copy of your Alien Registration Card (front and back) to isss@kaist.ac.kr so that your changes in status can be reported to the Immigration Office.

Extension of Sojourn Period (Extension of Stay)

A registered foreigner must apply for an extension of sojourn (which is normally called visa extension or extension of stay). Extension is possible from 60 days before the expiration date.

You can also apply for extension through the online immigration system (www.hikorea.go.kr). For online application, the extension fee will be discounted from 60,000 won to 56,000 won.

If you apply for an extension after the expiration date, a fine will be levied on both you and KAIST according to Article 25 of the Immigration Act.

Required documents

- Application form
- A copy of passport (ID page)
- Alien Registration Card (original & copy)
- Renewed employment contract (original and copy)
- Fee: 60,000 won in revenue stamps (available at Woori Bank in W2) glued to the application form
- KAIST Business Registration Certificate (available at the ISSS office)
- Proof of Residency
- Certificate of Health Check-up Form
(only applies to those who are from the aforementioned 35 countries)
- Foreigner Occupation and Annual Income Report Form
- Certificate of Income (available from www.hometax.go.kr or tax office. If the form is not yet available, you should prepare a Receipt for Wage & Salary Income Tax Withholding instead. It is available through 'Web ERP – Human Resource – Issue of Certification' or by Human Resources Management Team (if the form is not available on the ERP system.)

Temporary Extension of Stay: Short-Term (less than 30days)

※ Can only be done through an online application at the HiKorea website (due to COVID-19)

Extension of stay for travel or other miscellaneous purposes after completing courses at KAIST

- Passport
- Copy of flight ticket (e-ticket)

Permit for Activities Uncertified for Current Sojourn Status

There is no need to get permission for certain activities, such as delivering one-time lectures related to your major in other institutions. However, permission is needed in the following cases:

- If the activity is more than a one-time event
- The period is longer than the contract period with KAIST
- The payment is higher than the pay from KAIST

Dependent Family (F-3)

The simplest way to get the F-3 visa for your family is to apply along with your Application for Confirmation of Visa Issuance before you come to Korea.

However, if you are already in Korea and your family wishes to join you, they must apply for their visas at the Korean embassy in their country.

Alien Registration Card

- Application form
- Copy of passport (ID & visa page)
- A passport photo (3.5 cm x 4.5 cm taken against white background)
- Fee: 30,000 won in cash (and an additional 60,000 won in revenue stamps if your visa is valid for less than 3 months)
- Copy of Alien Registration Card of spouse or parent (E-1 or E-3 holder)
- Copy of Marriage Certificate(for spouse)/Birth Certificate(for children)
- Proof of Residency
- Certificate of Health Check-up Form
(only applies to those who are from the aforementioned 35 countries)

Extension of Sojourn Period (Extension of Stay)

(Application is possible from 60 days before the expiry date)

- Application form
- Passport (ID & visa page)
- Alien Registration Card (original & copy)
- Fee: 60,000 won in revenue stamps (available at Woori Bank in W2) glued to the application form
- Copy of Alien Registration Card of spouse or parent (E-1 or E-3 holder)
- Proof of Residency
- Certificate of Health Check-up Form
(only applies to those who are from the aforementioned 35 countries)

Alien Registration for Newborn Baby

If your baby is born in Korea and will stay in Korea for more than 90 days, you must complete your baby's alien registration within 90 days from the date of birth.

Since it may take several months to get a baby's passport from your country, please apply for it as soon as possible.

Required documents

- Application form
- Copy of baby's passport (ID page)
- Passport photo (3.5 cm x 4.5 cm taken against white background) pasted to the application form
- Fee: 30,000 won in cash and 80,000 won in revenue stamps
(available at the Woori Bank in W2), attached to the application form
- Copy of Alien Registration Card of parents
- Copy of Birth Certificate (issued by the embassy)
- Proof of Residency and Confirmation of Residence***
***Recipient: Baby, Provider: Parent

Multiple Entry/Single Entry

If your visa is for single entry but you wish to leave Korea for a trip, make sure you receive your Alien Registration Card (ARC) before leaving. Otherwise, you cannot re-enter Korea on the same visa. If you have completed your alien registration, the single entry visa is automatically changed to a multiple entry visa.

Note: Those with the C4 single entry visa cannot return to Korea on the same visa.

Korea Immigration Service

(Website: www.hikorea.go.kr, www.immigration.go.kr)

If you need more information on immigration procedures or other related issues, please contact the Korea Immigration Call Center.

- Serviced languages: 18 languages including English
- Operation Hours: 09:00 - 18:00, Monday to Friday
- Telephone number: 1345 (no area code needed)

Daejeon Immigration Office (대전출입국·외국인사무소)

- **Address:** 16-8, Jungchon-dong, Jung-gu, Daejeon (대전 중구 중촌동 16-8) *Beside the Sun Hospital.
- **How to get there**
 - By Bus
 1. Go to the bus stop across the front gate of KAIST and take Bus #104.
 2. Get off at the Seo-gu Bogunso (서구보건소) bus stop and transfer to Bus #705.
 3. Get off at the Jungchondong Jumin Center bus stop (중촌동 주민센터).
 4. Walk the remaining distance to the Immigration Center.
 - By Taxi
 1. Catch a taxi and ask for a ride to the Immigration Office (or the Sun Hospital in Jung-gu).
Show the taxi driver the following sentence:
“대전출입국관리사무소로 가주세요. 중촌동 선병원 옆에 있습니다.”
 2. The trip should cost about 9,000 won.
 3. To return to KAIST, you can find taxis near the Sun Hospital.
- ※ Prior reservation is required.
 1. Please visit the website at www.hikorea.go.kr
 2. Go to Reserve Visit
 3. Click Visit reservation (non-member)
 4. Make a reservation by entering your visa issuance number or passport details

Global Talent Visa Center

- **Immigration Services:** The Global Talent Visa Center provides immigration administration services, including the issuance of Alien Registration, extension of stay, change of sojourn status, and consultation of permanent residency and nationality of international students, professional workers, and their families in Daedeok Innopolis.
- **Location:** KAIST International Center (W2-1), #206
- **Business Hours:** 09:00-18:00 (lunch break: 12:00-13:00), closed weekends & public holidays
- **Contact Number:** 1345
- ※ Prior reservation is required.
 1. Please visit the website at www.hikorea.go.kr
 2. Go to Reserve Visit
 3. Click Visit reservation (non-member)
 4. Make a reservation by entering your visa issuance number or passport details



CHAPTER 15.

Quick Tips

Reservation of Sport Venues

Venue	Details
- Sports Complex - Fitness Center (N3) - Sports Complex Screen Golf (N3)	1 st Reservation Period: 1 st day of the month - Monday of the 2 nd week (noon) - Reservations for the following month can be made during this period. A ballot draw will take place at 3 p.m of the 2 nd Monday. Ballot results will be announced by e-mail to successful applicants, who can then make reservations for when they wish to use the facility.
- Stadium(E17) - Undergraduate Field (Beside N13) - Futsal Stadium (In front of N13)	1 st Reservation Period: 1 st day of the month - Monday of the 2 nd week (noon) - Reservations: same procedure as the Sports Complex Fitness Center (see above) 2 nd Reservation Period: end of the first period - end of the month - Reservations can be made for remaining timeslots.
- West Gym Basketball Courts (W2) - Table Tennis tables(W2) - Sports Complex Courts (N3) - Tennis Courts (Beside N7, E17)	Reservations for the current and following month can be made from the first day of the current month.
- Sports Complex - Table Tennis tables(N3) - Squash Rooms (W2)	No reservation required

Rules

- Reservations can be made through urs.kaist.ac.kr.
- Sports/fitness classes and club activities have priority over individual/group reservations.
- You may not make reservations on behalf of non-KAIST members, and you may not use facilities with non-KAIST members in your group.
- You can make a payment via bank transfer to use lighting in the Futsal and Stadium (E17). Submit the bank transfer receipt to the Sports Complex Administrative Team before 17:00 on the day before the reservation date.
- Contact the Sports Complex Administrative Team for inquiries. (Ext. 4814)

Reservations for Seminar Rooms

Most reservations can be made on the Unified Reservation System (urs.kaist.ac.kr), which can also be accessed from the KAIST Portal. Click on "Internal Users" and you can log in using your Portal ID and password. You can make a reservation for a group study session or seminar by selecting a room and time. Reservation services for department-building seminar rooms are available on their respective websites. Be aware that some seminar rooms may not be accessible if you are from a different department.

Shuttle Bus Schedule for the Main Campus-Munji-Hwaam Dormitory

Operation: Every day (including vacations and holidays)

Stops: N5 ▶ Main Auditorium (E15) ▶ Education Support Building (W8) ▶ Duck Pond ▶ Faculty Apt. in Doryong-dong ▶ Munji Campus ▶ Hwaam Dormitory ▶ Munji Campus ▶ Rothen Haus (opposite Faculty Apt.) ▶ Duck Pond ▶ Education Support Building (W8) ▶ Main Auditorium (E15)

Bus departure times are subject to change according to the number of passengers. Please check the latest timetable on the KAIST website. (KAIST ▶ Campus Information ▶ Shuttle Bus)

* The bus operates from 13 (holidays) to 27 times (weekdays) a day (07:40- 03:40)

* The interval between buses is 30 minutes (during peak hours) to 90 minutes.

OLEV Electric Shuttle Bus Schedule

Operation : Weekdays (excluding weekends and holidays)

Stops : North Cafeteria (N11) ▶ Sport Complex (N3) ▶ Creative Learning B/D (E11) ▶ Biomedical Research Center (E7) ▶ KAIST Clinic (E21) ▶ Duck Pond ▶ Educational Support B/D (W8) ▶ W11 ▶ W4-3 ▶ North Cafeteria (N11)

*The bus begins operating from the first stop at quarter-hourly intervals, from 8:45 a.m - 11:45 a.m and 1:15 p.m - 4:55 p.m. Service may be unavailable during school-wide event periods, or when road conditions are unsafe. Sudden changes in the OLEV schedule will be posted on the KAIST Portal Notice Board.



KAIST-Wolpyeong Station Shuttle Minibus Schedule

The bus operates from Monday to Friday (excluding weekends and holidays).

Stops: Main Campus (same as Munji-Hwaam Shuttle Bus stops) ▶ Chungnam National University ▶ Wolpyeong Stn. ▶ Galleria Timeworld ▶ Government Complex Intercity Bus Terminal ▶ Wolpyeong Stn. ▶ Main Campus

Bus timetable (From the Main Auditorium Stop)

1.	9:05	6.	15:05
2.	10:05	7.	16:05
3.	11:05	8.	17:05
4.	13:05	9.	18:05
5.	14:05		

Bus Timetable

The schedule is subject to change due to traffic conditions.

KAIST Podcast

Professor Mik Fanguy of the School of Humanities and Social Science and co-hosts Holly Wang and Dan Kopperud discuss the latest research breakthroughs, campus life, and upcoming events at KAIST in weekly podcasts. Listen to find out what's happening around the campus.

KAIST Podcast Facebook:

<https://www.facebook.com/kaistpodcast> or <http://www.kaist.ac.kr/html/en/news/podcast.html>

Useful KAIST Intranet & Related Websites

International Scholar & Student Services Team (ISSS)	io.kaist.ac.kr
Portal	portal.kaist.ac.kr
Wireless	rd.kaist.ac.kr
Information Communication Team	ict.kaist.ac.kr
One-stop Information for IT Services	itguide.kaist.ac.kr
KAIST Email	mail.kaist.ac.kr
Licensed Software	kftp.kaist.ac.kr
KAIST Language Center	lang.kaist.ac.kr
KAIST Clinic	clinic.kaist.ac.kr
KAIST Form Service	form.kaist.ac.kr
Papers	webofknowledge.com
KAIST Library	library.kaist.ac.kr
Unified Reservation Service (URS)	urs.kaist.ac.kr
The KAIST Herald (English newspaper)	herald.kaist.ac.kr
Facebook Pages & Groups	Search for: ISSS, KAplus, Daejeon Peeps, KAIST ONE, Daejeon Trade and Bartering Club
Instagram	instagram.com/kaist_iss

KAIST International Community

Find them on facebook

Country	Name of facebook group
Bangladesh	KAISTIAN Bangladeshi Students and Alumni Association
China	KAIST 中国
ECOWAS	ECOWAS Scholar and Students In KAIST (ESSIK)
Ethiopia	Ethiopians in KAIST
India	KAIST Indian Students and Researchers Association (KISRA)
Indonesia	KAIST Indonesia
Kazakhstan	Kazakhs in KAIST
Latin America	KAIST Latin American Students and Researchers Association
Malaysia	KAIST Malaysians
Mongolia	KAIST-ын Монголчууд
North America	International Student Activities - North America
Pakistan	Kaistian-Pakistani
Tajikistan	KAIST Tajik Student Association
Thailand	Thai Students Association at KAIST (TSAK)
Turkmenistan	Turkmen Society at KAIST
Turkey	Turkish Students in KAIST
Vietnam	VN.KAIST

CHAPTER 16.

Frequently Asked Questions

Settling

Where can international members get help on settling and living in Korea other than at ISSS?

In general, ISSS provides services for international scholars. In addition, you can also get help from the KI House and KAplus regarding any matter related to settling and living in Korea. You are always welcome to contact or visit them.

kaipius@kaist.ac.kr, W2, 2F KAplus: Facebook (KAplus)	KAplus is a voluntary organization consisting of the spouses of KAIST faculty members that helps members of the KAIST family. <i>*Wednesday Morning Coffee (every Wednesday at W2, 2F) is a get-together to promote a better understanding of different cultures and allow exchange of useful information.</i>
KI House: kihouse@kaist.ac.kr (ext.)2446, W2-1, 2F, Rm#202	The KAIST International House(KI House) provides a place for rest, cultural festivals, one-to-one Korean classes, etc.

Are there any activities for the family of international scholars?

Your spouse can join KAplus for culture exchange and social gatherings. In addition, ISSS provides culture classes for spouses and children, including regular culture classes and special events throughout the year. Online notices for culture classes are posted on the KAIST Portal notice bulletin and Facebook page (www.facebook.com/kaistiss) and instagram (www.instagram.com/kaist_iss). Culture class posters can be found on the ISSS Notice Board outside the ISSS Office.

My spouse has an F3 visa. What kind of jobs can he/she have in Korea?

F3 holders can have jobs by receiving authorization or by changing their status of sojourn to engage in activities not covered by their status of sojourn.

- Jobs permitted under the F2 visa: strictly limited to international school teacher/English conversation teacher positions, etc. Job qualifications must also be met.
- Jobs permitted by changing status of sojourn: if your spouse meets the necessary qualifications, it is possible to change his/her visa to a professor or researcher visa.

However, they cannot hold administrative or manual labor jobs. Please call ext. 1345 for more information.

Is there a website for the KAIST international community where international members can find useful information and notices?

ISSS runs a website (io.kaist.ac.kr), Facebook Page ("KAIST ISSS") and Instagram (kaist_iss) which ISSS uses to communicate with the international community. On the website, international members can find recent notices as well as many guidelines and services provided by ISSS, such as visa, settling issues, and KAIST regulations that concern international faculty.

The Facebook page is convenient for those with Facebook accounts, as many notices and photos are posted there. For official notices and announcements from the school, you should check the Portal Noticeboard on a regular basis. ISSS also sends out e-mails for important notices.

Where can I learn Korean?

There are many Korean classes offered at KAIST. The KI House provides free Korean lessons, where participants are partnered with a Korean volunteer for one-on-one lessons. The KAIST Language Center also provides Korean lessons.

KAIST Language Center: lang.kaist.ac.kr

Where are religious services held?

There are lots of opportunities for Christian and Muslim students to practice their religion.

For Christians

There are two places for worship on campus:

- KAIST Church (Sunday Worship Service)
 - Time: 11:00 - 13:00 - Location: W2, 3rd floor, room 308
- KAIST International Chapel (Sunday Worship Service)
 - Time: 11:00 - 13:00 - Location: W2, 3rd floor, room 312

There are also many churches outside the campus that provide English and/or Chinese services.

For Muslims

- Islamic Center of Daejeon
 - Time: Open 24 hours
 - Location: 106-6 Eoeun-dong, Yuseong-gu, Daejeon
 - Website: sites.google.com/site/daejeonmosque
- Prayer room (W2, #302)
 - The KAIST Muslim Student Association (MSA) can provide you with more information. You can contact them on their Facebook page, "MSA At KAIST."

Immigration

I'm going abroad for several days and will come back to Korea. Do I need to apply for a re-entry permit? (Not applicable during COVID-19 Pandemic, must obtain re-entry Permit)

You don't need to apply for a re-entry permit if you are away for less than a year. Once you have received your Alien Registration Card, you can freely depart and return to Korea as long as your Alien Registration Card is valid. However, if you are going to leave Korea for more than one year, you must get a re-entry permit even if your visa is valid.

※ The above information is not valid after the breakout of COVID-19. The government of the Republic of Korea (ROK) implemented a re-entry permit system and a medical certificate submission system effective from June 1st, 2020. Application for Re-entry Permit is available through online (HiKorea website) and please contact ISSS (iss@kaist.ac.kr) if you need information on the re-entry permit system.

Human Resource Management

How can I (and my family) get public medical insurance?

All KAIST scholars, their spouse, and children younger than 20 years of age will be automatically enrolled in National Health Insurance (NHI) after their alien registration number and other required documents have been submitted to the Human Resources Management Team.

The insurance fee will be automatically deducted from your salary. Refer to the "Health/Medical" section for more information on NHI. (page 70)

What is Year-end Tax Settlement?

At the beginning of the year, all faculty and researchers at KAIST must apply for income tax settlement for the previous year. Your final income tax for the previous year will be settled through tax settlement. If you have paid more than the final income tax, you will receive a reimbursement. If you have paid less, then you will be required to pay for the difference.

KAIST will send out notices on tax settlement application dates and methods. You can apply for tax settlement through the KAIST ERP system, and English guidelines will be provided. Also, a digital authorized certificate is necessary for tax income settlement so make sure to have one prepared.

If you could not apply for tax settlement at the beginning of the year, you can apply during the income tax settlement period in May. In May, however, you cannot apply through the KAIST ERP system and will have to apply at hometax.go.kr, which is run by the National Tax Service. English guidelines may not be available.

Where can I get certificates such as a certificate of employment or tax statement (세금 납부증명서)?

You can download certificates yourself through the ERP system after you log in to the KAIST Portal.

- **Certificate of Employment** Web ERP ▶ Human Resource ▶ Issue of Certification
- **Tax Statement**
 - For the previous year: Web ERP ▶ Human Resource ▶ Issue of Certification ▶ Receipt for Wage & Salary Income Tax Withholding
 - For the Current Year: You must make a request to the Human Resource Management Team (insa@kaist.ac.kr)

Where can I view my salary statement?

Web ERP ▶ Human Resource ▶ Salary & Benefits ▶ Salary Details & History

Procuring Research Grants

Where can I find public notices for R&D projects that seek applicants?

To find information on R&D projects that are seeking applicants, go to:

KAIST Portal ▶ Web ERP ▶ Research ▶ Notice of R&D businesses

The notices are only available in Korean. It is recommended to ask a lab assistant or your department office for assistance. In addition, the Office of Research Affairs sends out a "Latest R&D Projects" newsletter by e-mail in both English and Korean.

Please visit the National Research Foundation of Korea website for research related notices at <http://www.nrf.re.kr/eng/index> under the section News & Notices.

KAIST Rules and Regulations

Where can I find KAIST regulations?

KAIST regulations can be found at rule.kaist.ac.kr, but they are in Korean. Essential regulations have been translated into English for the international community.

To see the translated regulations, please go to io.kaist.ac.kr ▶ Campus Life ▶ KAIST Regulations. Please note that the translated regulations are for reference only. The most recent, Korean version of the regulations takes precedence over the English translations.

KAIST Cultural Events

Are there any cultural or art performances on campus?

KAIST holds a variety of cultural and art programs. These events provide culture and leisure not only to KAIST students and faculty but also the general public and has contributed to enhancing KAIST's image in the local community.

You can find performance schedules at: kaist.ac.kr ▶ Campus Life ▶ Cultural Events.

The performances are free but you do need to make on-line reservations for tickets in advance. The website for reservations is only in Korean, but you can find English instructions on how to make reservations at: io.kaist.ac.kr ▶ News & Events ▶ Community Bulletin ▶ Info.

If you could not make on-line reservations, tickets are also available on a first-come, first-serve basis at the performance information desk one hour prior to the performance.



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