

# Directory for Exchange Program

- Requirements for Exchange Program
  - : OPI level 6 or above
  - : TOEFL/TOEIC score requirements from each school
  - : Good GPA
  - : Positive and active attitude in classes and group work
  - : Duty as an ambassador of KAIST Business School
- \* Spring 2010 graduates are disqualified.
- Required Documents:
  - Completed application form : [Application Form for Outgoing](#)
  - Study plan / purpose essay : [Study plan for Outgoing](#)  
**(No staples please)**
  - Recommendation Letter : [Recommendation Form for Outgoing](#)
    - Please ask your professor to seal it.
    - All documents should be A4 sized
    - No staples please**
  - Curriculum vitae / Resume
  - Transcripts from KAIST Business School
  - TOEFL score (Depending on the school)
  - GMAT score (Depending on the school)
  - 2 passport-sized photographs
- How to Download Application Form Package
  - ➔ Outlook->Public Folder->International Program->Exchange Program-> Fact Sheet
  - ➔ 아웃룩 -> 공용폴더 -> 국제화프로그램 -> 교환프로그램 -> 교환학교 정보
  - ➔ [http://business.kaist.ac.kr/eng/p\\_interna/inter.asp?left\\_01=01&left\\_02=01\\_01](http://business.kaist.ac.kr/eng/p_interna/inter.asp?left_01=01&left_02=01_01)
- How to Download Fact Sheet of Partner Schools
  - Fact Sheet 보는 법
  - ➔ Outlook->Public Folder->International Program->Exchange Program-> Fact Sheet
  - ➔ 아웃룩 -> 공용폴더 -> 국제화프로그램 -> 교환프로그램 -> 교환학교 정보
- How to Check Exchange Program Reports
  - 교환학기 보고서 확인하는 법
  - ➔ Outlook->Public Folder->International Program->Exchange Program-> Exchange Report
  - ➔ 아웃룩 -> 공용폴더 -> 국제화프로그램 -> 교환프로그램 -> 교환학기 Report