

# SURVIVAL GUIDE 2024

## INTERNATIONAL STUDENTS



# Life as KCB Student



KAIST  
COLLEGE OF BUSINESS



## Introduction to KAIST College of Business



KAIST College of Business (KCB) is the 1<sup>st</sup> business school to be established in Korea and currently umbrellas two Schools: School of Management Engineering(Seoul) and School of Business and Technology Management(Daejeon). KCB is accredited by AACSB, and is a member of GMAC, PIM, and AAPBS.

KCB is located on a forested slope in the northeastern part of Seoul, about 100 miles from the main campus of KAIST. Seoul reflects the economic dynamism of Northeast Asia and allows students and faculty to maintain both a global perspective and a Korean base. In addition, our location in the heart of Korea's business and political capital fosters close relationship with a large number of companies and government organizations. KCB shares numerous opportunities to meet and interact with prominent business leaders in the city.



### Incheon International Airport – Seoul

: 1.5 ~ 2 hours(bus or subway), 1.5hours(taxi)

Airport Limousine Bus #6102 will bring you near the campus where you can take a cab for basic fare. Get off at “Sungrye Elementary School(Korea Univ.)” Station and take a taxi(5-10 minute ride).

Bus Route	Airport Bus #6102	
	Terminal 1	Terminal 2
Bus Stop	1F (1 <sup>st</sup> floor) Gate 7A-2	B1F (Basement 1 <sup>st</sup> floor) Bus Stop 22
Buy Ticket at:	Counter near Gate 4 or 9 Bus ticket booth outside gate 4, 6, 7, 8, 11, 13	Bus ticket booth on B1

Link:

[https://www.calt.co.kr/lang/en/contents/limousine2.php?b\\_n=6102](https://www.calt.co.kr/lang/en/contents/limousine2.php?b_n=6102)

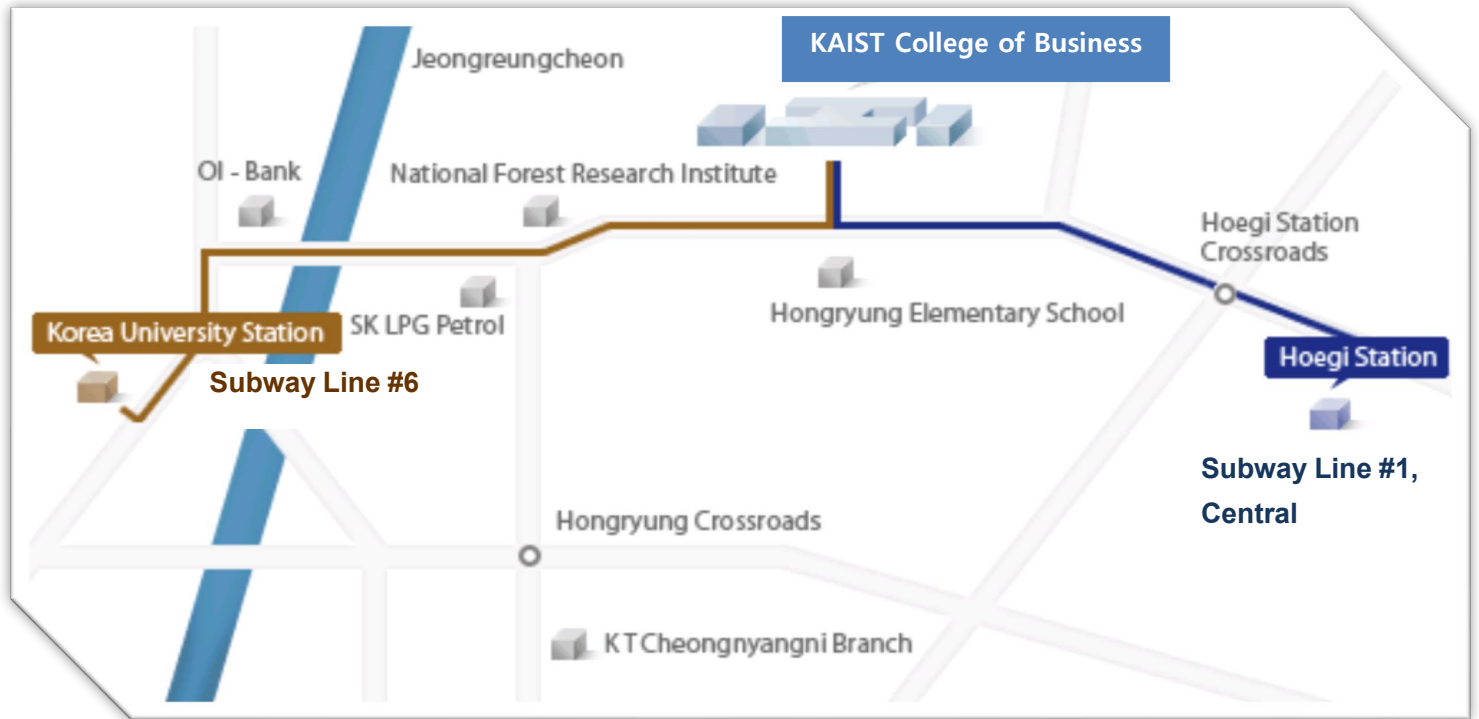
You can also choose to travel by subway. Please use google map/Naver map/Kakao Map.



## COVID Etiquette

Even though COVID is almost over, some people still prefer to wear facial masks in populated areas. Try to bring a mask with you when taking a bus, subway, or when visiting a hospital.

## How to Get to KAIST College of Business



### Subway

- Hoegi Station, Line # 1, Exit No. 1: 15 minutes on foot
- Korea University Station, Line # 6, Exit. No 6: 15 minutes on foot

### Bus

- Blue Bus # 201, #273
- Bus Stop: Korea Advanced Institute of Science and Technology & Hongreung Elementary School

### Taxi

- Mostly gray or orange car with taxi cap on top
- Ask for KAIST Seoul Campus, Hoegiro 85 Dongdaemun-gu, Seoul



\* Show the taxi driver:

**KAIST 서울캠퍼스 부탁드립니다! (언덕 위까지 올라가 주세요!)**

주소: 서울시 동대문구 회기로 85

네비게이션 입력: **카이스트 서울캠퍼스** 또는 **한국과학기술원 경영대학**

위치: 고려대와 경희대 사이, 홍릉초등학교 맞은편 위치



## Campus Arrival by Taxi



The route to the dormitory is a long uphill. Please show this map to the taxi driver and tell them which dormitory(Pajungsa/Sojungsa) you are headed to. On your first day to campus when you have big and heavy baggages, it is **highly recommended** that you take the taxi all the way up to the dormitory building. You can explore the campus and drop by our office after you've safely checked in to your room.

“ 기사님, **회기동 KAIST 경영대학**까지 운행 부탁드립니다. 저희 학생 학교 정문에서 내려주지 마시고, 노란 화살표 따라 안쪽으로 올라가셔서 **기숙사 앞**에서 내려주시면 감사하겠습니다. 안전운행 감사합니다 ☺ ” (주소:서울특별시 동대문구 회기로 85)

## Academic Information

2024	Academic Calendar	
	Spring	Fall
Orientation	Feb. 23 (tentative)	Aug. 30 (tentative)
Dormitory Check-in	Feb. 17 - Feb. 25	Aug. 24 - Sep. 01
Semester	Feb. 26 - June 14	Sep. 02 - Dec. 20
Course Registration (Add/Drop)	Feb. 19 - March 04	Aug. 26- Sept. 09
Mid-term Exams	April 15 - April 19	Oct. 21 - Oct. 25
Course Evaluation Period	May 27 - June 07	Dec. 02 - Dec. 13
Final Exams	June 10 - June 14	Dec. 16 - Dec. 20
Dormitory Check-out	June 14 - June 30	Dec. 20 - Dec. 31

### Courses

- You must join KAIST Portal in advance to be able to register courses.
- Exchange students must take minimum 6 credits and maximum 15 credits during exchange semester.
- Courses are either 3 credit courses or 1.5 credit courses.
- 3 credit courses run for one full semester = 16 weeks(Week 1-16).
- 1.5 credit courses run for half semester = 8 weeks(Week 1-8 or Week 9-16).

### Grades

- Exams are given on a class-by-class basis.
- Grades are based on attendance, participation, individual and group projects, assignments, presentation, and exams.
- Official transcript will be sent to your home school 1.5 month after the end of semester.

### KAIST Grade Scale

A+	4.3	B+	3.3	C+	2.3	D+	1.3	F	0
A	4.0	B	3.0	C	2.0	D	1.0	W	Withdraw
A-	3.7	B-	2.7	C-	1.7	D-	0.7		



## Academic Information

### Korean Language Course

- 3-credit Korean language course is offered for all international students.
- You must go to class the first day to see which level you need to take: beginners or intermediate.

### Lab System

- All international students will be assigned to a study lab along with Korean students.
- 8-10 students share one lab, and each student is given a private desk.
- Lab is open 24 hours with free printing.

### KAIST Email

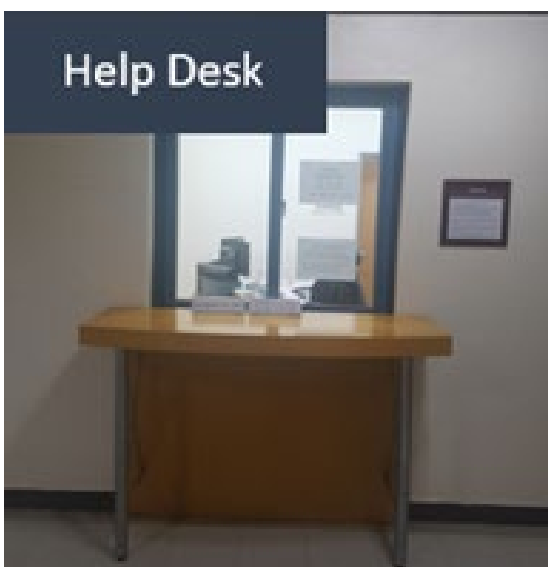
- You will get important school information via KAIST email so please check your mailbox regularly.

### Student ID Card

- You will get your student ID card during the orientation period.
- This ID card will give you access to the school building, dormitory building, gym, library, and other facilities on campus.
- If you lose it, it will take 2 weeks and re-issuance fee will be charged.

### WiFi & IT Help

- You can visit the Help Desk located on the 1<sup>st</sup> floor of SUPLEX building if you have difficulties with WiFi or computer-related devices.
- You can also borrow a KAIST laptop for one day in case of emergency.





## Campus Facilities

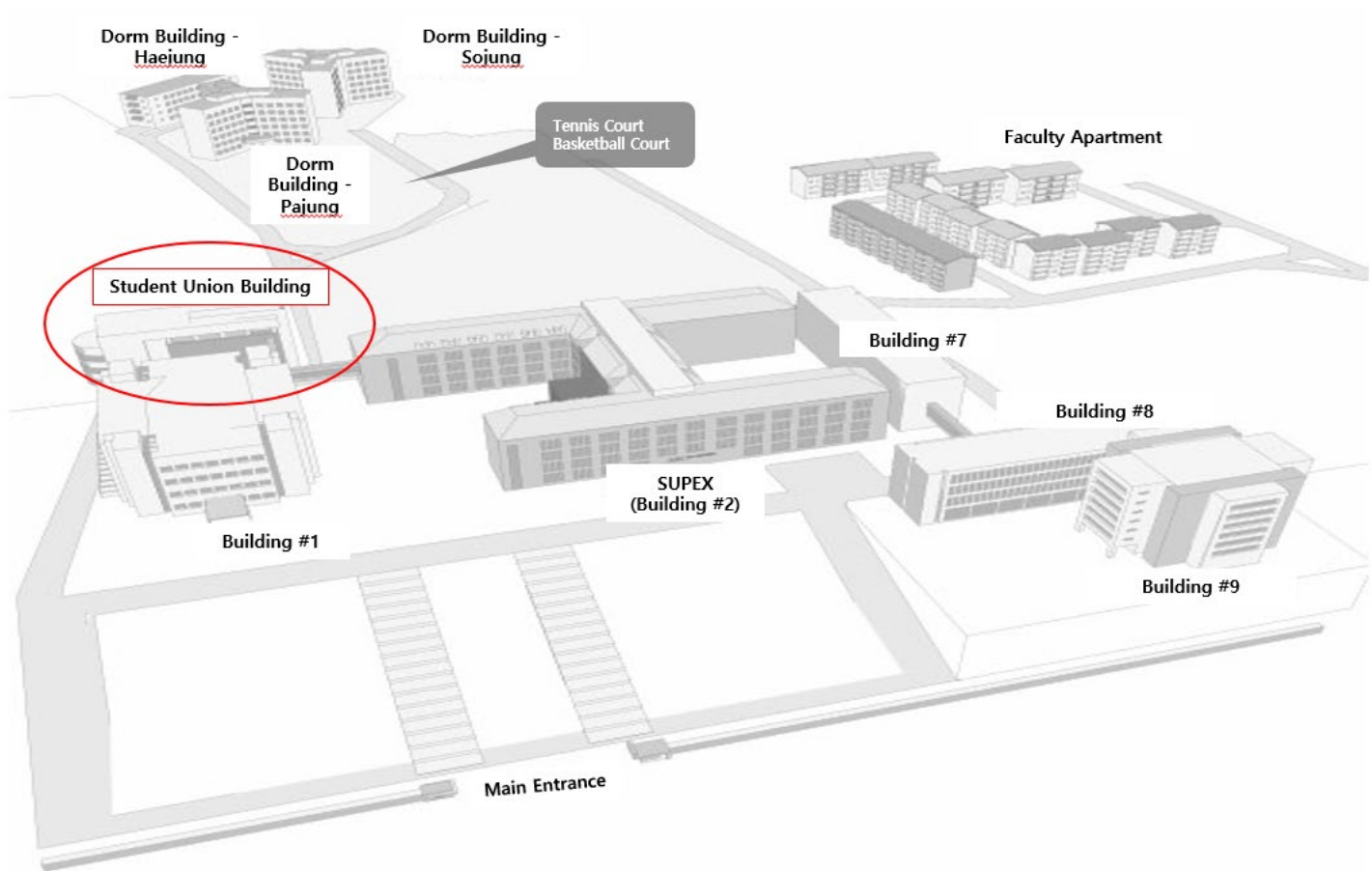


### SUPLEX Building

Main building of Seoul Campus (H-shape building in the middle)

Library (1F)	Digital multi-media library to obtain necessary resources online
Help Desk (1F)	WiFi, email, computer problems
Atrium (2F)	Snacks & coffee
Classrooms (1, 3, 4, 5F)	Amphitheater-type classrooms with modern audiovisual and multimedia equipment, laptop port for each seat available

## Campus Facilities

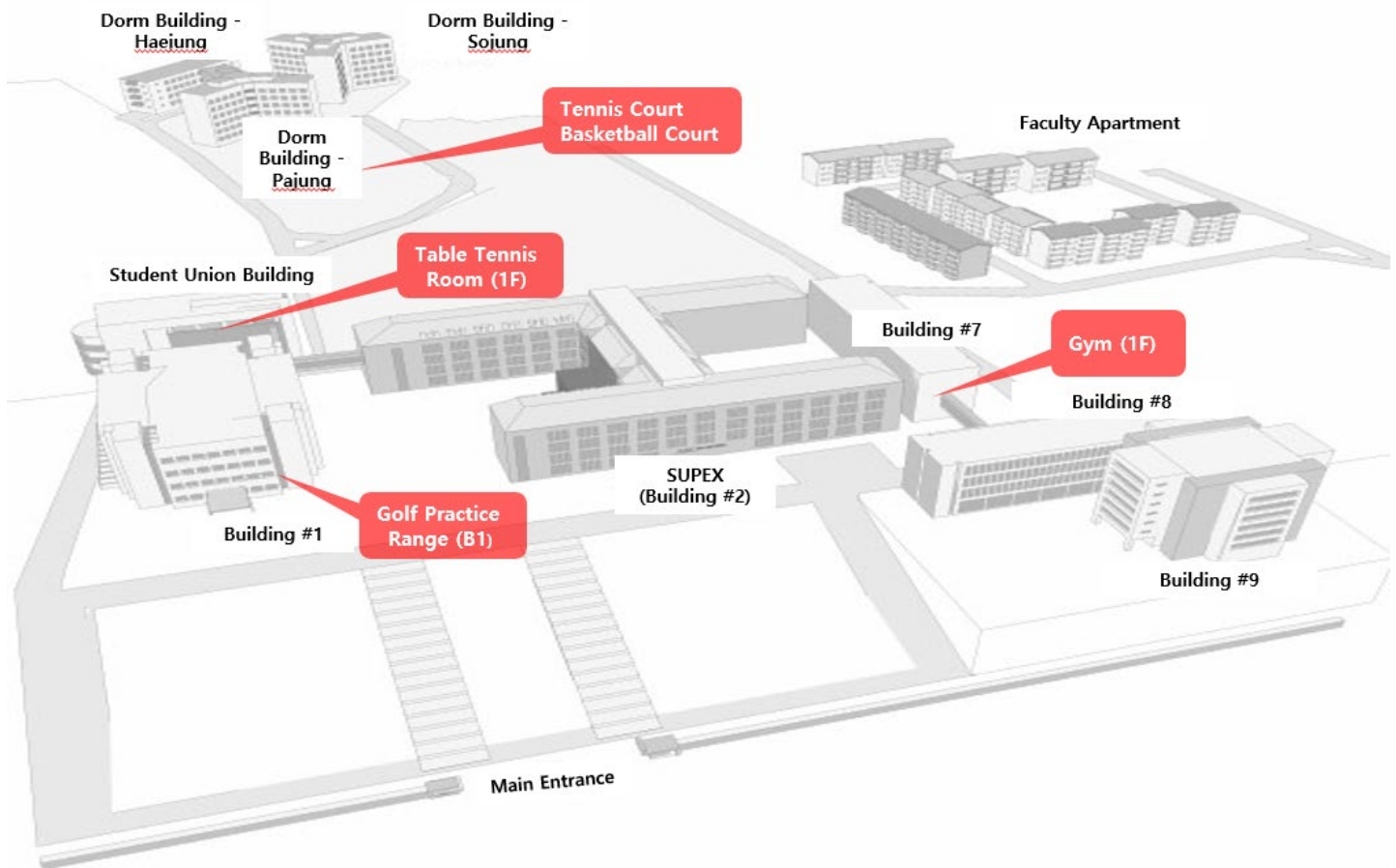


### Student Union Building

Student Cafeteria (2F)	<ul style="list-style-type: none"> <li>- Lunch &amp; dinner</li> <li>- 5,500 KRW for each meal</li> <li>- Meal ticket can be purchased at the ticket machine in front of the cafeteria entrance</li> </ul>
Infirmary (Nurse's Office, 3F)	<ul style="list-style-type: none"> <li>- Get medication for minor illness and injuries</li> </ul>
Bank ATM (3F)	<ul style="list-style-type: none"> <li>- Opening a bank account is free of charge.</li> <li>- You may visit Wooribank off campus for details.</li> </ul>
Convenience Store (3F)	<ul style="list-style-type: none"> <li>- Snacks</li> <li>- Lounge available</li> </ul>
Copy Room (3F)	<ul style="list-style-type: none"> <li>- Textbooks for your class</li> </ul>
Post Office (3F)	<ul style="list-style-type: none"> <li>- Send &amp; receive post</li> </ul>



## Sports Facilities



### Indoor Gym (fitness center)

- Location: Building No. 7, 1F
- Open with student ID card
- Lockers and shower rooms available
- Must wear indoor sneakers



### Indoor Table Tennis Room

- Location: Student Union Building, 1F
- No reservation needed.
- Must bring own rackets.



### Golf Practice Zone

- Location: Building No. 1, B1F



### Outdoor Tennis & Basketball Court

- Must wear appropriate garments and shoes
- Must bring own rackets, balls, shoes

## Housing Information

### Dormitory Buildings

- There are 3 dormitory buildings named Pajung-sa, Sojung-sa and Haejung-sa.
- Pajung-sa is facilitated with a small kitchen and there is a sink, microwave oven, and mini-fridge at Sojung-sa as well.
- Students are responsible for their own mattress covers, pillows, and blankets.

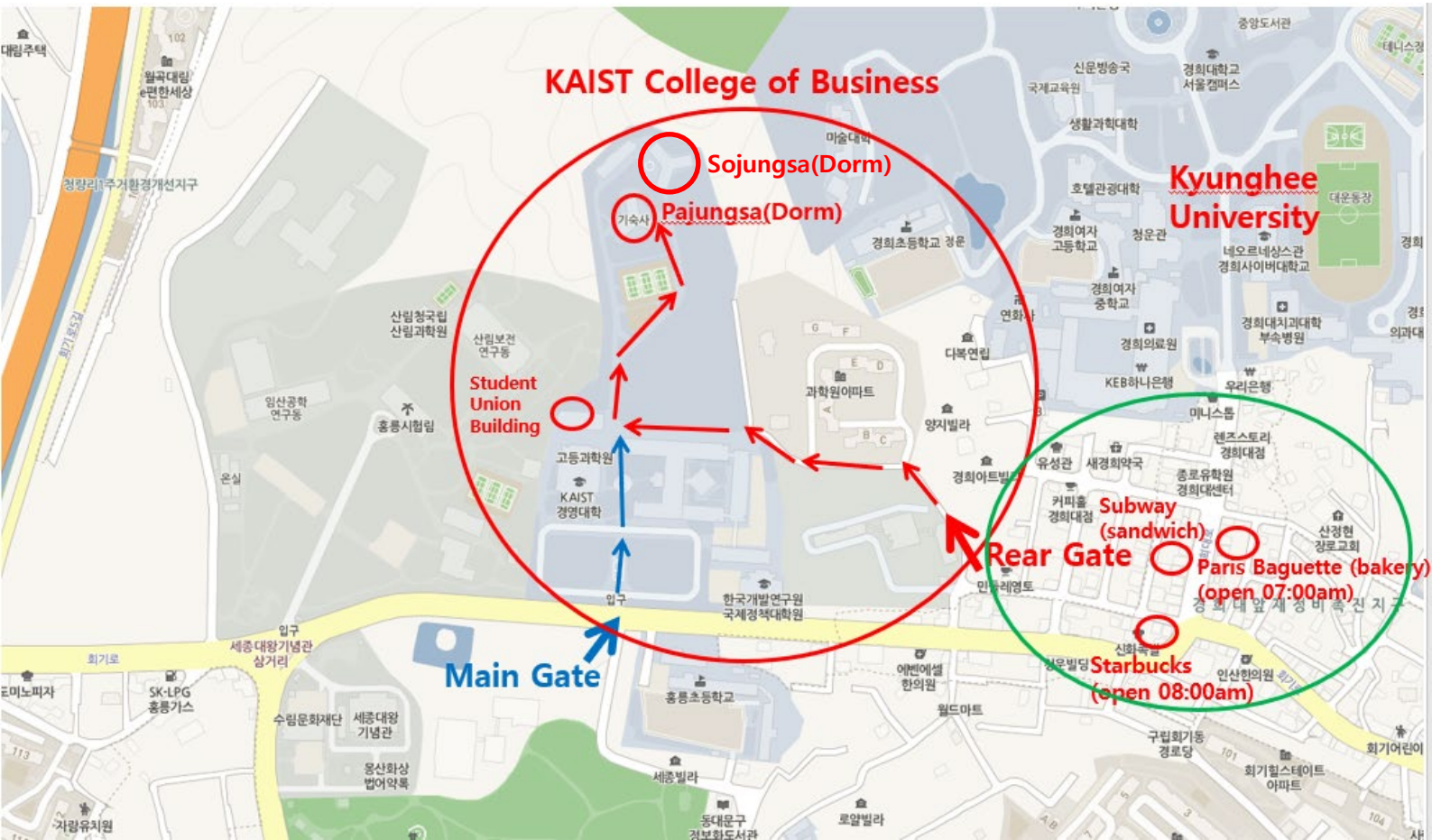
Dormitory Facilities	
Dormitory Room	<ul style="list-style-type: none"> <li>- Double occupancy</li> <li>- Provided with desk, bed, and wardrobe</li> </ul>
Bathroom	<ul style="list-style-type: none"> <li>- Shared bathroom with shower booths</li> <li>- Cleaned by staff regularly</li> </ul>
Kitchen	<ul style="list-style-type: none"> <li>- Located on 7F of Pajung-sa</li> <li>- Shared mini-fridge, microwave and a sink</li> <li>- No flammable cooking allowed</li> </ul>
Lounge	<ul style="list-style-type: none"> <li>- Located on 7F</li> <li>- TV &amp; vending machine</li> </ul>
Air Conditioning & Heating System	<ul style="list-style-type: none"> <li>- Central controlled system</li> <li>- No electronic devices allowed.</li> </ul>
Laundry	<ul style="list-style-type: none"> <li>- Washing machine available on each floor</li> <li>- Must buy own detergent, etc.</li> </ul>



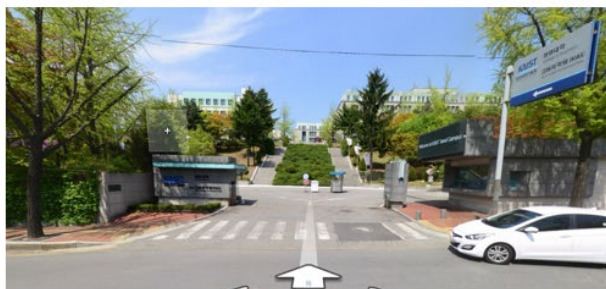
**\* Loud noise, music, and heavy drinking in the dormitory is strictly prohibited!!**



## Campus Area



KCB shares neighborhood with Kyunghee University, you can find many restaurants and shops in this area(green circle).



**Main Gate**



**Way to  
dormitory**



**Rear Gate**



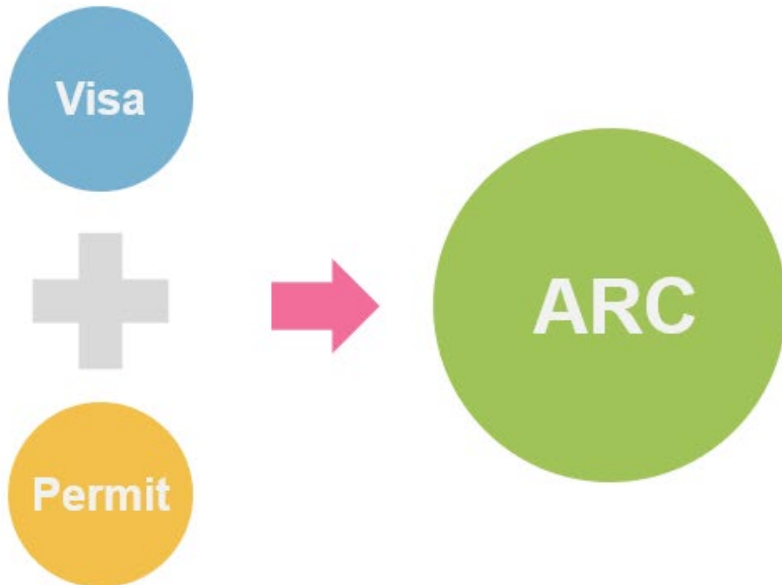
**Dormitory  
Building –  
Pajungsa  
(Pajung Hall)**

## ARC Information

### Alien Registration Card(ARC)

- All international students are required to obtain student visa(D-2) prior to entering Korea.
- After entering Korea, students must apply for Alien Registration Card if they are staying inside Korea for more than 90 days.
- Incoming exchange students will sign-up for ARC together during orientation period.
- ARC will be your ID card during your stay in Korea.

Permit to **enter** Korea



Permit to **stay** in Korea for more than 90 days

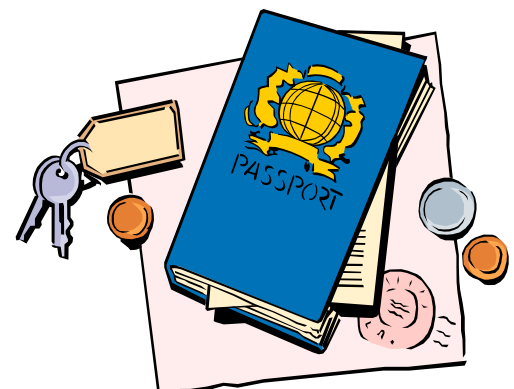
### ARC = ID Card

ARC will be your ID card in Korea allowing you to stay in Korea for more than 90 days and re-enter Korea multiple times.



## ARC Application Documents

- Application Form
- Certificate of Enrollment (issued by KCB)
- Proof of Residence (issued by KCB)
- Passport original & copy
- Photo (passport photo style, 3cm x 4cm)
- Registration fee: KRW 30,000





## National Health Insurance Service

- After your ARC registration is complete, you will automatically be signed up for Korean National Health Insurance.
- As the NHI will start around mid or late March, you will be charged with insurance fee for 3 months: April, May, and June.
- You will need to pay **around 75,000 KRW** per month, a total amount of **around 225,000 KRW** for 3 months. The exact amount of the payment for 2024 will be announced during orientation.
- How to make payment will be announced during orientation as well.

## Private Insurance for your first 1 month

- NHI will not go into effect until your ARC is created, which will be approximately mid or late March. Hence, you need to purchase traveling insurance covering from your arrival date in Korea to at least late March.

## NHI Benefits

- This insurance will cover approximately 70% of your medical expense. Present your ARC when paying at the hospital /doctor's office. (Some non-insured tests, medications, and treatments may not be covered by NHI.)

## National Holidays

National holidays are shown in red numbers on the calendar, and there will be no classes on these days.

2024		
01/01	New Year's Day	First day of the New Year is recognized and celebrated.
02/09~02/12	Lunar New Year's Day (Seollal Holidays)	Lunar New Year's Day is one of the most important traditional events of the year, still much more significant than January 1 <sup>st</sup> . People take several days off to visit their hometowns to be with their families. Members of the family get up early, put on their best clothes(often Hanbok: a Korean traditional costume), and bow to the elders as a reaffirmation of family ties.
02/16	KAIST Foundation Day	KAIST was founded on Feb. 16 <sup>th</sup> of 1971. To celebrate this day, this day will be a day off.
03/01	Independence Movement Day	This day commemorates the Declaration of Independence proclaimed on March 1 <sup>st</sup> , 1919, while under Japanese colonization.
04/10	Election Day	The legislative election for the 22st National Assembly.
05/05	Children's Day	Offices will be closed on this day.
05/15	Buddha's Birthday	It is celebrated on the 8th day of the 4th lunar month every year. Elaborate, solemn rituals are held at many Buddhist temples across the country and lanterns are hung in the temple courtyards.
06/06	Memorial Day	Memorial Day is set aside to honor the soldiers and civilians who have given their lives for their country.



## National Holidays

National holidays are shown in red numbers on the calendar, and there will be no classes on these days.

2023		
08/15	Liberation Day	This day commemorates Japanese acceptance of the Allies' terms of surrender and the resulting liberation of Korea in 1945.
09/16~09/18	Chuseok	Chuseok is one of the year's most important traditional holidays. It is celebrated on the 15th day of the 8th lunar month. Chuseok is often referred to as Korean Thanksgiving Day. It's a celebration of the harvest and thanksgiving for the bounty of the earth. Family members come from all over the country to visit their ancestral homes.
10/03	National Foundation Day	This day commemorates the founding of the Korean nation in 2333 B.C. by the legendary god-king Dangun.
10/09	Hangeul Proclamation Day	Hangeul Proclamation Day, also referred to as Korean Alphabet Day, commemorates the creation of Hangeul, the country's native alphabet as proclaimed by the publication of Hunmin Jeongeum on this day in 1446. It is officially the 9 <sup>th</sup> of October
12/25	Christmas	Christmas is observed as a national holiday in Korea as in many other countries.

## Special Days

Although schools and offices remain open, these days are also celebrated.

- \* Parents' Day (05/08): Sons and daughters show their love and respect for their parents on this day.
- \* Constitution Day (07/17): Commemorates the proclamation of the Constitution of the Republic of Korea that was made on July 17, 1948.

# Life in Korea





# About Korea



**Capital: Seoul**

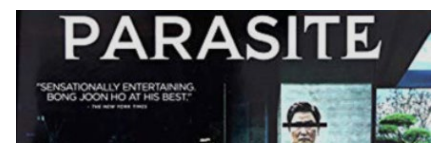
**Known as: Land of Morning Calm**

**National Flag: Taeguekgi**

**Climate: Distinct 4 seasons**

**Population: 51,821,669**

**Language: Korean – Hangul, composed of 10 vowels and 14 consonants.**





## Subway

- Most favored and convenient way to travel to most parts in Seoul
- Line 1 ~ 9 and more with different colors
- One-time ticket available in each station but the T-Money Card is recommended



## Fare

- Single journey ticket: 1500 KRW(in cash)
- 1400 KRW with T-Money Card(in card)
- Additional fare for long distances



## Public Bus

- 4 different colors of city bus(blue, green, red, yellow)
- Cash or T-Money card
- Mostly, the driver will only carry small change. Using T-Money Card is highly recommended

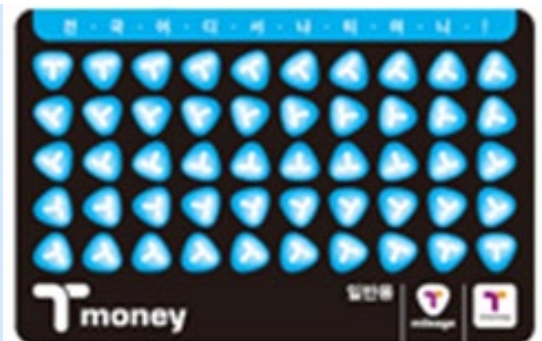


## Fare

- Cash: 1500 KRW(in cash)
- T-Money Card: 1500 KRW(in card)
- For the town bus(Small bus in Green color): 1200 KRW in case and T-Money Card

## T-Money Card

- Transportation card used in Seoul
- Available in convenience stores and bus stop kiosks
- Basic card is 2500 KRW and 4000 with design. You can charge a minimum 1,000 KRW and maximum 90,000KRW at one time and keep refilling
- Transfer from bus to subway or from subway to bus within 30 min is free when using T-Money card





## Korean Currency

Korean currency, written as KRW or won, uses both bills and coins.  
USD is approximately 1300 KRW.( 1 EUR is approximately 1400 KRW)

### Bills



10,000 won  
man won



5,000 won  
ocheon won



1,000 won  
cheon won



50,000 won  
oman won

### Coins



500 won  
obaek won



100 won  
baek won



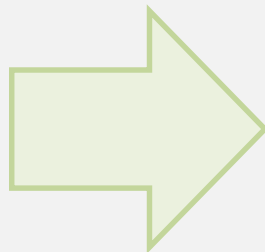
50 won  
osip won



10 won  
sip won

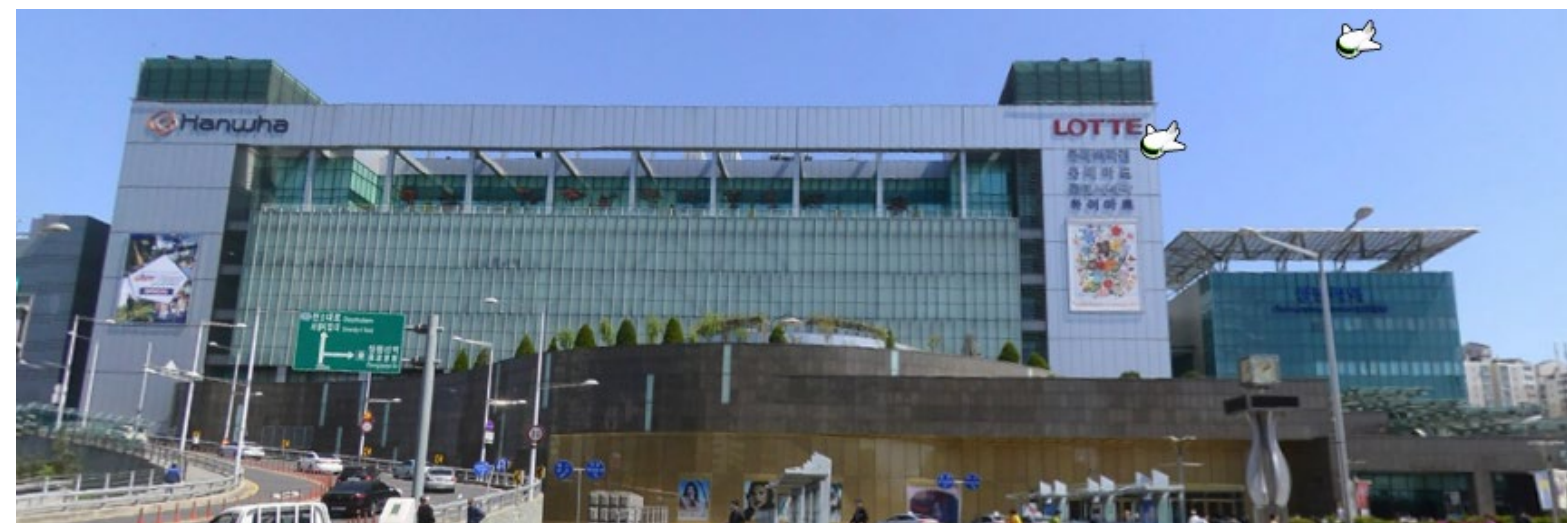
\* Buses and vending machines may only accept 1,000 won bills and coins.

## Ex. Approximate taxi fare from ICN to KAIST





# Visiting Lotte Mart



- Go into the "Lotte" building
- The whole area is a shopping mall - be sure to go into Lotte "Mart" instead of Lotte "Department Store" where the prices are higher.
- Lotte Mart has 3 floors;  
4F Grocery (fruit & veg./food/drink)  
5F Blankets, slippers, clothes, etc  
6F Electric devices





## Medical Services & Hospitals

Most of the hospitals in Korea are open from Monday to Saturday. Medical expenses are relatively inexpensive compared to other countries, especially with NHI covers.

Neighborhood Clinics	<ul style="list-style-type: none"> <li>- Most frequently used</li> <li>- No reservation, walk-in and wait</li> <li>- Different clinics for different symptoms</li> <li>- Cost: 20,000 ~ 50,000 KRW</li> </ul>
General Hospitals	<ul style="list-style-type: none"> <li>- Health examination or surgeries</li> <li>- Must make reservation and must also have letter of recommendation from neighborhood clinics</li> </ul>
Emergency Room	<ul style="list-style-type: none"> <li>- Located inside general hospitals</li> <li>- Only use in case of emergencies when clinics are closed</li> <li>- Cost can be 10 times regular price</li> </ul>
Pharmacies	<ul style="list-style-type: none"> <li>- Many pharmacies are located near Kyunghee University Hospital</li> <li>- Can purchase medication with prescriptions as well as over-the-counter medicines</li> </ul>

