



STATEMENT
OF FINANCIAL RESOURCES
for Fall Semester 2017 International Graduate Enrollment

APPLICATION NUMBER

Please fill out this form and check appropriate source of finance below for the tuition, fees, and living expenses you need during your study at KAIST and submit this form along with other necessary documents to complete your application.

APPLICANT INFORMATION

English Name : _____
(as appeared in your passport) Family / Last First Middle

Gender: ☐ Male ☐ Female

Intended Program: ☒ MS ☐ MS+Ph.D ☐ Ph.D Intended Major: Finance MBA

Year of Birth: _____ Nationality: _____

I certify that all information given above is true and complete. I understand that any omission or misrepresentation herein may result in cancellation of my admission to KAIST.

Applicant's Signature

Date (dd/mm/yyyy)

FINANCIAL RESOURCE

Resource	Sponsor Name	Amount (USD)	
		First Year (Guaranteed)	Ensuing Years (Expected)
<input type="checkbox"/> Self-Support (Please attach the bank statement indicating your capacity to pay expenses at KAIST)	<input type="checkbox"/> Tuition & Fees <input type="checkbox"/> Living Expenses		
<input type="checkbox"/> Parental and/or Individual Sponsor (Please attach the bank statement(s) indicating sponsor(s)' capacity to pay expenses at KAIST)	<input type="checkbox"/> Tuition & Fees <input type="checkbox"/> Living Expenses Name: _____ Relationship: _____		
<input checked="" type="checkbox"/> Sponsoring Organization, Firm or Government	<input checked="" type="checkbox"/> Tuition & Fees <input checked="" type="checkbox"/> Living Expenses Name: <u>KOICA & KAIST</u>	40,000	2
<input type="checkbox"/> KAIST Scholarship	<input type="checkbox"/> Tuition & Fees <input type="checkbox"/> Living Expenses	N/A	N/A

SPONSOR INFORMATION

Note: Please provide us the following information for each sponsor. (No needed to fill out this part for KAIST Scholarship applicants.)

Name: Korea International Cooperation Agency (KOICA)

Occupation: _____

Contacting Information:

Mailing Address: 825 Daewangpanygyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do

E-mail: _____ Fax: _____

Telephone: 031-7400-114 Cell Phone: _____

I hereby guarantee that I will be responsible for the aforementioned applicant's Tuition fee and(or) Living expenses for the duration of the whole program at KAIST once admitted.

Korea International Cooperation Agency (KOICA)

Sponsor's Signature or Stamp

Date (dd/mm/yyyy)

[Form #2]

KAIST

For Fall Semester 2018 International Graduate Enrollment
LETTER OF RECOMMENDATION
by Academic Professor / Academic Advisor / Company

APPLICATION
NUMBER

Please type neatly.

To be filled by the Applicant

Name in English			
Date of Birth		Nationality	
Intended Program			
Intended Department/Division			
<p>I hereby agree that this letter of recommendation remains strictly undisclosed, and will not request any reading or disclosure of information given in this letter.</p>			
Applicant's Name		Date (dd/mm/yyyy)	

To be filled by Recommender

Name in English					
Position / Title					
Affiliation					
E-mail					
Postal Address	Zip code		City		Country
Telephone			Fax		
<p>I hereby duly recommend the aforementioned applicant. I have carefully filled out this letter of recommendation by myself, and I am aware that my opinions provided herein may continue to serve as a reference in the subsequent admission process within KAIST.</p>					
Recommender's Signature			Date (dd/mm/yyyy)		

Please return this letter by post after sealing and signing across the back of the envelop by the deadline to:

International Graduate Admissions Office
KAIST E11 Bldg. #508, 291 Daehak-ro,
Yuseong-gu, Daejeon, Republic of Korea (305-701)

Phone: (+82-42) 350-2352 Fax: (+82-42) 350-2930
E-mail: advanced.adm@kaist.ac.kr (We do not accept
recommendation letters through email)
<http://admission.kaist.ac.kr/> <http://www.kaist.ac.kr>

[Form #2]

Background Information

Teaching Experience: () years and () months

How long have you known the applicant?: () years and () months

How well do you know the applicant? : ☐ very well ☐ well ☐ moderately ☐ do not know well

What are the three adjectives that come to your mind to describe the applicant? :

1) , 2) , 3)

Evaluation

1. Please give your opinion on the applicant's qualifications and potential for academic and professional achievement in the field of the applicant's application. (200 words or less)

2. Please rate the applicant in the table below, in comparison with all the students you have taught:

	Exceptional	Very Good	Above Average	Average	Below Average	No Basis for Judgment	Remarks
Overall Academic Achievement							
Academic Passion							
Creative Problem-solving Ability							
Research Aptitude							
Promise as a professional in the field							
Interpersonal Relationship							
Leadership and Impact							
Responsibility							
Integrity							
Ability to Cope with Hardships							
Reading/Writing Ability in English							
Listening/Speaking Ability in English							

3. Please summarize your overall opinion on the applicant. (100 words or less)

Sworn Statement**- For KOICA Scholarship Student Only -**

Name	
Program	KAIST Finance MBA Program for Government Officials of Emerging Economies
Application No.	
Current Occupation	

*Keep 'Application No.' BLANK. Application no. will be assigned by KAIST once applications are registered by KAIST.

I swear that;

- 1) I am fully committed to complete 'KAIST Finance MBA Program for Government Officials of Emerging Economies'.
- 2) I will return to my current job as soon as I complete 'KAIST Finance MBA Program for Government Officials of Emerging Economies'.
- 3) I recognize the difference between the financial supports I will receive from KOICA (for the first 3 semesters) and the supports I will receive from KAIST during the last semester, and I fully agree with this arrangement.

Date: _____

Applicant's Signature: _____

Hoon Cho, Ph.D.

Academic Director of Finance MBA Program

[Form #3]

KAIST

LIST OF HONORS AND AWARDS
for Fall Semester 2017 International Graduate Enrollment

Application Number		Applicant Name	
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Please list up to five honors or awards you have obtained during university in order of importance. Each item below will be considered valid only when respective testimonial/evidence is submitted.

No	Title	Rank	Date (yyyy/mm)	Level of Recognition (National/International)
1			/	
	Issuing Institution			
	Name:	Website:	Email:	
	Explanation of the Award/Honor (up to 100 words):			
2			/	
	Issuing Institution			
	Name:	Website:	Email:	
	Explanation of the Award/Honor (up to 100 words):			
3			/	
	Issuing Institution			
	Name:	Website:	Email:	
	Explanation of the Award/Honor (up to 100 words):			
4			/	
	Issuing Institution			
	Name:	Website:	Email:	
	Explanation of the Award/Honor (up to 100 words):			
5			/	
	Issuing Institution			
	Name:	Website:	Email:	
	Explanation of the Award/Honor (up to 100 words):			

Application Guidelines

In completing the attached application form, please be advised to:

- a. Carefully read your Course Information (CI) prior to completing the application form;
- b. Use a personal computer in completing the form, or handwrite in **block letters**;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. Send the completed form to your country's KOICA Office - or the Embassy of Korea stationed in your nearest country if the former is not available- together with a **copy of your passport**; and
- f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

Items	Page No.	Check(✓) if completed
a. Filled in every item of Applicant Information	2-4	
b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information	5-6	
c. Ticked agree/disagree box for Agreement on Sexual Harassment Policy	7	
d. Signed the declaration for terms and conditions	8	
e. Signed and filled in every part of Medical Report 1	9	
f. Had an authorized physician to complete and sign Medical Report 2	10	
g. Had an authorized official from your government to complete and sign the Nomination form	11-12	
h. Have a copy of passport ready for submission	-	

*This is to certify that I have completed every part of the application form
 to apply for the KOICA Fellowship Program.*

Date: _____ Applicant's Name: _____ Signature: _____

Application Form for the KOICA Fellowship Program

This form is to be used to apply for the Fellowship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.

(Photo)

PART. 1. APPLICANT INFORMATION (to be completed by the applicant)

I. PROGRAM OF APPLICATION (as in the Program Information)					
Program Title					
Name of Degree					
Duration	from _____ to _____ (DD-MM-YYYY)				
II. PERSONAL DATA					
Name (as in the passport)	First Name				
	Middle Name				
	Family Name				
Date of Birth	Day		Month		Year
Sex	<input type="checkbox"/> M <input type="checkbox"/> F		Airport of Departure		
Nationality			Religion		
Home Address					
Contact Information (Including Country Code)	Telephone			Fax	
	Mobile			E-mail	
Emergency Contact	Name			Relation	
	Telephone			E-mail	
Emergency Contact (2)	Name			Relation	
	Telephone			E-mail	
III. CURRENT EMPLOYMENT					
Organization					
Department					
Present Position		Employment Duration from _____ to present (MM-YYYY)			
Type of Organization	Government	<input type="checkbox"/> Central <input type="checkbox"/> Local			
	Institution	<input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> International <input type="checkbox"/> NGO			
	Others	(Please specify)			

Job Description	Describe your main duties. Specify any technical equipment or facilities you work on with if applicable.
	Describe any themes, topics and places of interest you would like to see in the Course related to your tasks mentioned aforesaid.
	Elaborate on organizational setback or challenges that you wish to address through the Course.
	Elaborate on your plans to apply the lessons learned from the Course to your organization.

VI. CAREER RECORD

Career Background (Past 5 Years)

Organization	Department	Position / Responsibilities	Period (MM-YYYY)	
			From	To

Educational Background (Higher Education)

Name of Institution	City / Country	Field of Study and Degree	Period (MM-YYYY)	
			From	To

Previous Attendance to Training Program in Foreign Countries

Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries?			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			If yes, please specify as below	
Training Institute	City / Country	Course Title	Period (MM-YYYY)	
			From	To

Y. LANGUAGE PROFICIENCY

Native Language : _____

English

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Other Languages (please specify) : _____

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

IV. OTHERS

Restriction on Food/Behavior/ Medication	Any restrictions on food, behavior or medication due to health or religious reasons?				
	<input type="checkbox"/> NO	<input type="checkbox"/> YES >>	<input type="checkbox"/> No Beef	<input type="checkbox"/> No Pork	<input type="checkbox"/> No Fish
		<input type="checkbox"/> Others()			

PART. 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and /or employer.

I. PRIVACY & COPYRIGHT POLICY

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA).
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI), or send an email to ciat@koica.go.kr.
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.

Agreement on Collection and Use of Personal Information

- ① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
 - **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
 - **Purpose** : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ② If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.

☐ Agree

☐ Disagree

Agreement on Collection and Use of Sensitive Information

- ① KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Sensitive Information Collected** : religion, medical information
 - **Purpose** : implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
 - **Retention Period** : 3 years for hard copy / permanent preservation for soft copy
- ② If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

☐ Agree ☐ Disagree

Agreement on Collection and Use of Unique Identifying Information

- ① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
- **Unique Identifying Information Collected** : passport number, alien registration number
 - **Purpose** : visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
 - **Retention Period** : 5 days after the accomplishment of the purpose specified above
- ② If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

☐ Agree ☐ Disagree

II. POLICY ON SEXUAL HARASSMENT

- a. Sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- b. Once a sexual harassment case is filed, it is proceeded either to a review with the Program Manager, or to a review by KOICA Advisory Board. Sexual harassment cases may result in serious repercussions including 1) dismissal from the Program, 2) report to the pertinent embassy and/or government, 3) civil and criminal lawsuits and penalties.
- c. Participants are encouraged to file a complaint in accordance with KOICA's complaint procedure, when they feel that they are sexually harassed.

Agreement on Sexual Harassment Policy

- ① I fully understand and agree to abide by KOICA's policy on sexual harassment.
- ② I understand the definition of sexual harassment as clarified above, and will not engage in any behavior that may be regarded as sexual harassment.
- ③ I understand that there are serious repercussions to engagement in sexual harassment cases.
- ④ I understand that I can file a complaint in accordance with KOICA's complaint procedure when I feel that I am sexually harassed.
- ⑤ I agree that when I am involved in civil and/or criminal lawsuits for my misconduct during the course period, KOICA has the right to acquire any information regarding the case.

☐ Agree ☐ Disagree

III. GENERAL TERMS & CONDITIONS

a. Attendance & Punctuality

- ① Participants should be on-time and professional when submitting/presenting any reports and documents requested for the KOICA Fellowship Program.
- ② Participants should be punctual and devoted to following the schedule of the KOICA Fellowship Program. Participants are monitored and evaluated on their professional behavior while participating in the Program. KOICA may report the monitoring and evaluation results to Participants' government and/or employer when necessary. Absence without prior notice or acceptable reasons, and habitual tardiness are subject to evaluation, and may cause disadvantages.
- ③ Participants must leave Korea upon the completion of the Fellowship Program within three calendar days (seven calendar days for the Scholarship Program) unless they have obtained prior approval from KOICA and the government of their country of residence.

b. Misconduct

- ① Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KOICA policy.
- ② Any kind of disturbance to the efficient implementation of the Fellowship Program, including a breakaway from the Program, immoderate drinking, and other arbitrary and irresponsible behavior, will not be tolerated.
- ③ Participants are obliged to report immediately to KOICA of any damage incurred as a result of, or in connection with their act.

c. Security & Well-being

- ① Participants are responsible for their own personal belongings, safety, health and well-being.
- ② KOICA supports participants' medical expenses for accidents or diseases up to a limit covered by the insurance.
- ③ Participants, however, should pay for deductibles; and are solely responsible for the expenses

exceeding the insurance coverage.

※ *Pregnancy or treatment for any kind of chronic disease is excluded from the insurance coverage.*

d. General Rules

- ① Participants should abide by the terms and conditions of both KOICA and the training institute with regards to the Fellowship Program.
- ② Participants should not bring any family members (dependants) to Korea or the country of training.
- ③ Participants should refrain from engaging in political activities and any form of employment for profit or gain during the course period.
- ④ Participants are solely responsible for any claims, losses, damages, demands, actions, suits, and costs for legal proceedings that arise from their fault, misconduct, negligence, and/or failure to abide by the terms and conditions aforesaid during the course period.

IV. DECLARATION

I, _____, of _____ have read and fully agree to
(name of applicant) (name of country)

the terms and conditions set forth above and declare that all the information given above is true and complete.

*I will accept any penalties and consequences for failure to abide by the above terms and conditions,
including dismissal from the Program and report to my government and/or employer.*

Date: _____ Applicant's Name: _____ Signature: _____

PART. 3. MEDICAL REPORTS

I. MEDICAL REPORT 1 (to be completed by the applicant)

1. Present Status

- a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

☐ No ☐ Yes >> Name of Medication (), Quantity ()

- b. Are you pregnant? (female only)

☐ No ☐ Yes >> (months)

- c. Please indicate any needs arising from disabilities that may require additional support or facilities.

()

Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

- a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

Past: ☐ No ☐ Yes >> Name of illness (), Place & dates ()

Present: ☐ No ☐ Yes >> Present condition ()

- b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

Past: ☐ No ☐ Yes >> Name of illness (), Place & dates ()

Present: ☐ No ☐ Yes >> Present condition ()

- c. High blood pressure

Past: ☐ No ☐ Yes

Present: ☐ No ☐ Yes >> Present condition () mm/Hg to () mm/Hg

- d. Diabetes (sugar in the urine)

Past: ☐ No ☐ Yes

Present: ☐ No ☐ Yes

- Present condition ()

- Are you taking any medicine or insulin? ☐ No ☐ Yes

- e. What illness(es) have you had previously?

☐ Thyroid Problem ☐ Liver Disease ☐ Heart Disease ☐ Kidney Disease

☐ Tuberculosis ☐ Asthma ☐ Stomach and Intestinal Disorder

☐ Infectious Disease >> Specify the name of illness ()

☐ Others >> Specify ()

- f. Has the above illness(es) been cured?

☐ Yes ☐ No

- Specify the name of illness ()

- Present condition ()

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date: _____ Applicant's Name: _____ Signature: _____

II. MEDICAL REPORT 2 (to be completed by an authorized physician)

1. Basic Health Information

Name					
Age		Blood Type		Height	cm
Sex		Blood Pressure	/ mmHG	Weight	kg

2. Health Examination Result

Name	Result	Remarks
EKG	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Chest PA	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Urinalysis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Diabetes	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Hepatitis B	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Syphilis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
AIDS	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Infectious disease	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Endemic disease	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Pregnancy test	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	

3. How long have you known the person named above?

- ☐ Less than 6 months
 ☐ More than a year
 ☐ More than 5 years
 ☐ More than 10 years

4. Has this person received any medical treatment for the last 5 years?

<input type="checkbox"/> Yes <input type="checkbox"/> No	- Specify () - Present condition ()
----------------------------------------------------------	------------------------------------------

5. Does he/she have any conditions, whether in the past or present, that requires special care/attention or possibly disturb his/her participation to an intensive training course away from home?

<input type="checkbox"/> Yes <input type="checkbox"/> No	- Specify () - Present condition ()
----------------------------------------------------------	------------------------------------------

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date : _____ Contact Information of Clinic : _____

Name of Clinic : _____ Address of Clinic : _____

Name of Physician : _____ Signature : _____

PART. 4. NOMINATION (to be completed by nominating government / organization)

I. Reasons for Nomination

e.g.) relevance of the Course to the applicant's duties; applicant's capabilities of developing the institutional capacity of the organization, etc.

II. Please attach ORGANIZATION CHART with an appropriate marking of the nominee's position

III. OFFICIAL NOMINATION

The Government of _____ officially nominates _____

 (Name of Country) (Full Name of Nominee)

to participate in _____ as organized by the Korean Government(KOICA)

 (Title of Course)

and I, _____, on behalf of the Government of _____, certify that

 (Name of Authorized Official) (Name of Country)

- (a) All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Course.
- (c) On behalf of the organization I agree to the terms and conditions of KOICA.
- (d) My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Fellowship Program.
- (e) Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____