

# KOICA-KNU Master's Degree Program in Agricultural Economics

August 16 2024 – December 26 2025  
Chuncheon & Seongnam, Republic of Korea



Korea International Cooperation Agency



Kangwon National University

***\*We strongly recommend that applicants carefully review and adhere to the instructions provided in the Program Information.***

# Contents

★ IMPORTANT NOTICE from KOICA .....	3
I . PROGRAM OVERVIEW .....	4
II. PROGRAM CONTENTS.....	6
III. TRAINING INSTITUTE.....	10
IV. ACADEMIC REGULATIONS.....	16
V. PRECAUTIONS .....	19
VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY).....	20
VII. HOW TO SEND ORIGINAL DOCUMENT .....	23
VIII. CONTACTS .....	24

## ★ IMPORTANT NOTICE from KOICA

The 2024 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA office in your country, or in the case of countries without a KOICA office, at an affiliated KOICA office or the Embassy of the Republic of Korea. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter KOICA Guidelines).

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements.

**[This Program Information](#) (hereinafter PI) serves as a guide for the second round, the Institution (University) Selection.**

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institution circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information. For any inquiries, please refer to Section **VIII.CONTACTS** and contact us accordingly.

<b>① KOICA Round Conducted by KOICA overseas Office (Korean Embassy)</b>	
February 2024	Submission of Application (Via KOICA overseas Office (Korean Embassy) e-mail)
	Document Screening
	On-site Interview
	First Round Result
<b>② INSTITUTION(University) Round (Only for those who pass the first Round)</b>	
March to June 2024	Submission of Application Package (Via University email /system)
	Document Screening
	Local Health Check-up
	Original Document Submission (Using DHL / to Institution)
	Interview (or/and Exam)
	Second Round Result

**NOTE: Upon successfully passing the second stage of the selection process, candidates who have also cleared the health examination in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-stage selection process will be provided exclusively to successful candidates.**

# I . PROGRAM OVERVIEW

▣ **Program Title: KOICA-Kangwon National University Master's Degree Program in Agricultural Economics**

▣ **Duration**

- **Stay duration: August 16, 2024 ~ December 26, 2025 (17 months)**

*During the 17 months at Kangwon National University, participants are strongly recommended to complete their thesis.*

- **Academic duration: September 1, 2024 ~ February 22, 2026 (19 months)**

*In accordance with the university regulations, the diploma will be issued in February 22, 2026*

***The schedule is subject to change in accordance with internal circumstance or KOICA's Instruction.***

▣ **Degree: : Master of Science Economics**

▣ **Objectives**

- 1) **To provide young leaders from developing countries in the agricultural sector with graduate level education in order to enhance their comprehensive competency in agricultural economics**
- 2) **To share Korea's experience on agricultural development and help developing countries apply it to their agricultural industry**
- 3) **To help developing nations achieve socio-economic development through human resource development in the agricultural sector**

▣ **Training Institute: Department of Agricultural and Resource Economics in Kangwon National University**

▣ **Number of Participants: 15 Government Officials**

▣ **University Admission Qualification:**

- 1) **Applicants who meet the qualifications of KOICA scholarship Program**
- 2) **Must be in good physical and mental health to complete the program.**

**(\*Note: Pregnancy, tuberculosis, or any kind of contagious disease are regarded as disqualifying conditions.)**

- 3) **Preferential treatment for those majoring in agricultural resource economics, agricultural science, food science, agronomy and economics.**

**\* Kangwon National University's admission regulation**

**▣ Language:**

- 1) **The training is conducted entirely in English, and a high level of English proficiency in reading, writing, speaking, and listening, equivalent to that required for university-level studies, is necessary.**
- 2) **Preferential treatment for basic Korean language skills (submission of evidence is required)**
  - If you have attained a level 4 or higher on the Test of Proficiency in Korean (TOPIK), you will be granted additional points during the interview (proof of certification required).

**▣ Accommodations:**

- 1) **Building Name : Global Dorm at Kangwon National University**
- 2) **Address : KNU Dormitory(Global Dorm), 1 Kangwondaehak-gil, Chuncheon-si, Gangwon-do, 24341, Republic of Korea**
- 3) **Type of Residence : Single room for two occupants (Two occupants required).**

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
<b>Pre - Course</b>	2024.08.16 ~ 21	KNU Preliminary Course <i>*will be conducted via ZOOM.</i>
<b>Preparatory Session</b>	2024.08.28 ~ 29	Arrival, KOICA Orientation, Medical Check-up in Korea
	2024.08.30	KNU Facility Tour & KNU Orientation
	2024.09 (TBC)	Entrance Ceremony
<b>Fall Semester (1st semester)</b>	2024. 09. 02 – 2024. 12. 26	15 weeks
<b>Winter Session (2nd semester)</b>	2024. 12. 27 – 2025. 01. 17	3 weeks
	2025. 01. 20 – 2025. 02. 07	2-3 weeks (supplementary session and Non-credit course)
<b>Winter Break</b>	2025. 02. 10 – 2025. 03. 01	2-3 weeks
<b>Spring Semester (3rd semester)</b>	2025. 03. 03 – 2025. 06. 13	15 weeks
<b>Summer Session (4th semester)</b>	2025. 06. 16 – 2025. 07. 11	4 weeks
	2025. 07. 14. – 2025. 08. 01.	2 -3 weeks (supplementary session and Non-credit course)
<b>Summer Break</b>	2025. 08. 04 – 2025. 08. 31	4 weeks (with supplementary session)
<b>Fall Semester (5th semester)</b>	2025. 09. 01 – 2025. 12. 12	15 weeks
<b>Wrap-up Session</b>	2025.11.29	Final Oral Defense Presentation
	2025.12.18	Graduation Ceremony
	2025.12.26	Departure

\*According to the confirmed academic schedule for 2024, the above schedule timetable may be subject to change.

\*\*A detailed Program Schedule will be provided upon arrival.

## 2. CURRICULUM

### 1) Curriculum & Credits

- The major study areas of the degree are comprised of Agricultural Economics, Agricultural Development, and Rural Survey and Practices.

- The credits required to complete the Master's program: 30 credits

Type	Type	Course Title
Pre-Course (0)	Required (0)	<ul style="list-style-type: none"> <li>• Basic Korean (0) (Elementary Level Korean, Korea History and Culture)</li> </ul>
Foundation Courses (24)	Required (10)	<ul style="list-style-type: none"> <li>• Applied Microeconomics (3)</li> <li>• Agricultural Economics (3)</li> <li>• Statistics for Economics (3)</li> <li>• Research ethics and thesis writing (1)</li> <li>• Basic Korean 1~5 (0)</li> </ul>
	Electives (12)	<ul style="list-style-type: none"> <li>• Mathematical Economics (3)</li> <li>• Applied Econometrics (3)</li> <li>• Farm Management (3)</li> <li>• Economics of Consumption (3)</li> </ul>
Field Practicum (11)	Required (5)	<ul style="list-style-type: none"> <li>• Sustainable Agricultural Policy (3)</li> <li>• International Agricultural Graduate Seminar (1)</li> <li>• Masters' Thesis (1)</li> </ul>
	Electives (6)	<ul style="list-style-type: none"> <li>• Rural Survey and Practices (3)</li> <li>• Agricultural Marketing (3)</li> </ul>
Specialty Courses (25)	Required (4)	<ul style="list-style-type: none"> <li>• Understandings of International Agricultural Development Cooperation (3)</li> <li>• International Agricultural Graduate Seminar (1)</li> </ul>
	Electives (21)	<ul style="list-style-type: none"> <li>• Theory of International Agricultural Trade (3)</li> <li>• Economic Policy &amp; Agriculture (3)</li> <li>• Environmental Economics (3)</li> <li>• Rural &amp; Regional Economics (3)</li> <li>• Theory of Cooperative Policy (3)</li> <li>• Livestock Economics (3)</li> <li>• Understandings of ODA Project Plan &amp; Formulation (3)</li> </ul>

\* The above curriculum is subject to change.

### 2) Graduation Requirements.

- In order to graduate, students must complete 30 credits, complete the Korean Language Courses, earn a GPA higher than 3.0 (higher than B), and submit a Master's thesis.

### 3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

#### 1) Field trip (Industrial Visit)

During the program period, students will have numerous opportunities to visit relevant institutions such as the Korea Rural Economic Institute, Rural Development Administration, National Agricultural Cooperative Federation, 6th Industrial Village, and related departments.



#### 2) Workshops & Conference

Students will have the chance to participate in various conferences and presentations both on and off-campus. Throughout the scholarship program, information on workshops and conferences in diverse fields, including the future of agriculture and ODA projects in agriculture, will be provided, and participation is encouraged.



#### 3) Seminars & Special Lectures

KOICA-Kangwon National University SP offers special lectures and seminars by prominent figures in agricultural economics. Through these special lectures outside the regular academic schedule, students are provided with opportunities for broader perspectives and critical thinking.





#### 4) Fellowship Event

Beside academic events, our scholarship program also offers monthly fellowship meetings with diverse programs including Culture Day, monthly birthday parties, and recognition of outstanding students of the month.



#### 5) Korean Culture and Language Study

There are abundant opportunities for students to learn the Korean language and culture. The Office of International Affairs of KNU also hosts a variety of cultural programs for participants.



#### 6) KNU Buddy Program

The KNU SP Office operates a buddy program to help scholarship students quickly adapt to university life in Korea. Composed mainly of undergraduate students majoring in Agricultural and Resource Economics, the buddy pairs share common interests with SP students, creating a supportive connection



### III. TRAINING INSTITUTE

#### 1. GENERAL INFORMATION

##### 1) About Kangwon National University

Kangwon National University (KNU), founded in 1947, has 20 colleges with 133 departments and 9 graduate schools, including the medical school and law school. Currently, there are approximately 21,000 undergraduate participants and 3,000 graduate participants. KNU is one of the 10 major national universities in the Republic of Korea, and is located in Chuncheon, the capital of Gangwon Province (<http://www.kangwon.ac.kr/english>). Chuncheon is a beautiful lakeside city, and known as the most livable city in the Republic of Korea.

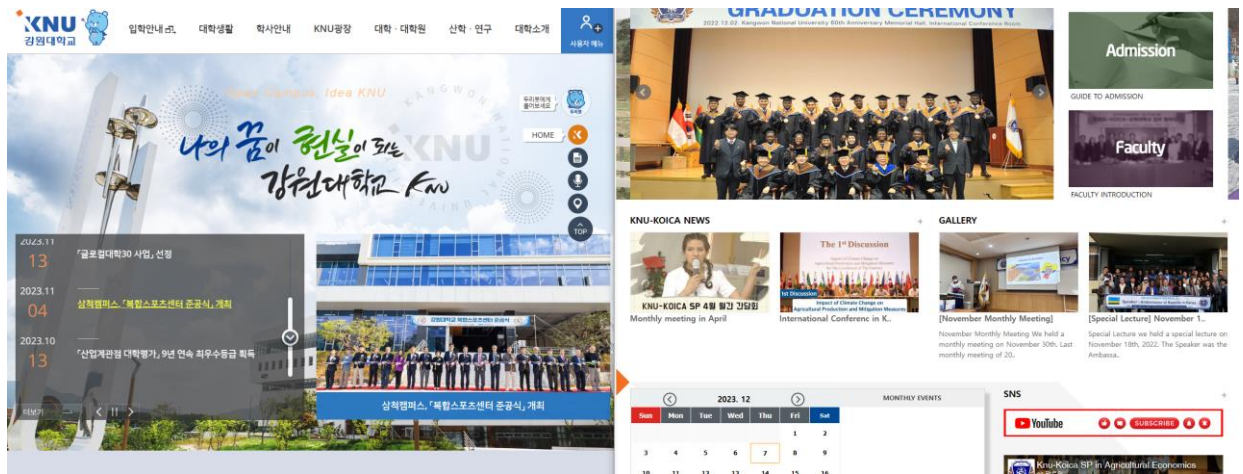


##### 2) Mission Statement of KNU



Our ideal education is the realization of education in the spirit of Sil-Sa- Gu-Si (Inquirere Veritatem Ex Praxe), a proverb meaning "seek for the truth from reality, seek for the very truth to enable us to renovate the world as it should be from the world as it is." For the century to come, we will devote ourselves to proliferate knowledge and facts. We will make headway with **Sil-Sa-Gu-Si** to implement true education.

### 3) Homepage



- Kangwon National University: <https://www.kangwon.ac.kr/english/index.do>
- KOICA-KNU Scholarship Program in Agricultural Economics: <http://gaem.kangwon.ac.kr>



- KOICA-KNU SP Youtube : <https://www.youtube.com/channel/UCv8ni-YttgcGh8hd4vY-3iw>
- KOICA- KNU SP Facebook : <https://www.facebook.com/profile.php?id=10083352996272>

## 2. ACCOMMODATION

### 1) Dormitories at KNU

- Participants at the Graduate School of the Department of Agricultural Resource Economics at KNU live in the dormitories at KNU.

- **Living Conditions: one of the three dormitories (assigned based on vacancies)**

◦ All dormitories have **double occupancy** rooms that are equipped with a **cooling and heating system**. Each room has a bed, a desk, and a personal closet per person, as well as a bathroom, an air conditioner and a balcony. A security guard stays in the dormitories 24 hours a day.

◦ Communal facilities: resting area with a TV, a vending machine (drinks, noodles, or snacks), a water purifier (hot & cold), a laundry room, a fitness center and a parking lot

**(1) Global Dormitory 1:** has cooking facility including a refrigerator in each room.

**(2) Global Dormitory 2:** does not have cooking facility

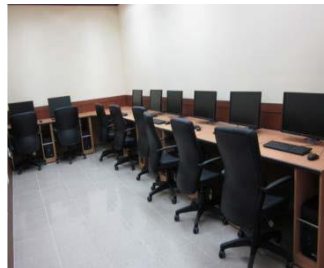
**(3) BTL Dormitory:** single sex building with a cafeteria, a convenient store, a PC room, a fitness center, a café and a study room



**Global Dormitory**



**BTL Dormitory**



**PC Room (BTL)**



**Fitness Center**

### 3. OTHER INFORMATION

#### 1) Lecture Rooms: for KOICA-KNU Scholarship Program only



#### 2) KNU Sports Center: Swimming Pool, Fitness Center and Exercise Prescription Center



#### 3) KNU Library: for Free Screening and Seasonal Cultural Events



Central Library



Mirae Library

#### 4) KNU Art Center: for Concerts and Cultural Performance



**5) Amenities:** Hairdressers, Café, Post Office, Bank, Copy Store, etc.



ChunJiGwan Post Office (1F)



ChunJiGwan Book Store (1F)



DuriGwan Souvenirs Store (1F)

**6) Cafeteria:** Cheonji Hall Student Cafeteria, Baekrock Hall Student Cafeteria, Knuteria, Seokjae Student Cafeteria



DuriGwan Student Cafeteria (1F)



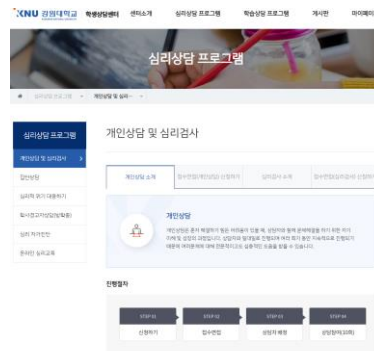
BaekRokGwan Student Cafeteria (1F)



ChunJiGwan Student Cafeteria (1F)

**7) KNU Health Clinic**

- Many activities are taking place for the health management of participants and faculty, such as medical consultations, prescription drugs administration, tuberculosis examinations, and provision of first-aid medicine for official events.



- A. Location: 1st floor, Na-Rae-Kwan
- B. Business hours are Monday through Friday, from 9:00 to 18:00
  - Tel: 033-250-8091

\* Psychological Counseling: Every Thursday from 14:00 to 16:00 (Reservations: 033-250-8091)

## 8) Medical Facilities in the City

Type	Medical Facility	Location and Contact Info.	Operating Hours
General	Kangwon National University Hospital	Baengnyeong-ro 156, Chuncheon-Si, Gangwon-Do 24289 / +82-33-258-2000	Mon- Fri 8:30 – 17:30 ER 24h
	Insung General Hospital	Geumgang-ro 39 Chuncheon-Si, Gangwon-Do 24272 / +82-33-253-3030	Mon- Fri 8:30 – 18:00 Sat 08:30 - 14:30 ER 24h
Orthopedics	Kimhyunmin orthopedics	Amakgol-gil 333 Chuncheon-Si, Gangwon-Do 24323 / +82-33-261-6217	Mon- Fri 9:00 – 18:00 Sat 9:30 - 12:30 Thu: Day off
Internal Medicine	Meongseokjin Internal Medicine	Huseok-ro 186 14 Chuncheon-Si, Gangwon-Do 24320 / +82-33-263-0938	Mon- Fri 09:00 - 18:00 Sat 09:00 - 13:30
	Leebonghui Internal Medicine	Geumgang-ro 72 Chuncheon-Si, Gangwon-Do 24353 / +82-33-243-4020	Mon, Tue, Tur, Fri 08:30 - 17:30 Wed 08:00 - 13:00 Sat 08:30 - 12:30
Otolaryngology	Yeonsei Gang Otolaryngology	Geumgang-ro 72 Chuncheon-Si, Gangwon-Do 24353 / +82-33-243-0815	Mon- Fri 09:30-18:00 Sat 09:30 - 13:00
	Bak Otolaryngology	Geumgang-ro 62 Chuncheon-Si, Gangwon-Do 24353 / +82-33-253-4503	Mon- Fri 09:00 - 18:00 Sat 09:00 - 15:00 Sun 09:00 – 14:00
Dental	Seoul Mirae Dental	Huseok-ro 186 16 Chuncheon-Si, Gangwon-Do 24320 / +82-33-262-6369	Mon, Tue, Thu, Fri 09:30 - 17:30 Wed, Sat 09:30 - 13:00
Dermatology	Point Dermatology	Geumgang-ro 69 Medical building Chuncheon-Si, Gangwon-Do 24352 / +82-33-252-9700	Mon, Tue, Thu, Fri 09:00 - 18:00 Wed, Sat 09:00 - 14:00
Ophthalmology	Seoungsim Ophthalmology	Geumgang-ro 69 Medical building Chuncheon-Si, Gangwon-Do 24352 / +82-33-256-7585	Mon- Fri 09:00-18:00 Sat 09:00 - 13:00
Pediatrics	Dana Yeonsei Hospital	Jungang-ro 593 <sup>rd</sup> Chuncheon-Si, Gangwon-Do 24353 / +82-33-253-6701	Mon- Fri 9:00 - 18:00 Sat 9:00 – 13:00

## IV. ACADEMIC REGULATIONS

### 1. Attendance and Absenteeism

Participants are expected to attend all of the classes he / she has registered for each semester. Any participants who, without a good reason, has failed to attend class for at least one-thirds of the total class hours shall be prohibited from sitting for the exam.

\*= Matters not specified in this document shall be governed by school regulations. (Including dormitory regulations)

(1) In the event a participant is absent for any of the reasons below, the participant must notify the appropriate department, faculty, and dean and get approval in advance:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Graduate School Dean
- Other events as approved by the Graduate School Dean

(2) In the event of participant illness or emergency situations, participants who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to the Graduate School Dean. For absences longer than seven days, participants must submit a written diagnosis by a physician.

### 2. Must reside in dormitory

- Participants must reside in dormitory that assigned by Dean of the KNU Scholarship Program.  
**(Off-campus accommodation is not permitted)**
- All rooms are double occupancy.

### 3. Must abide by residency regulations

- KNU has very strict residency regulations and all students must abide by them.
- A student who violates residency regulations will be evicted from the KNU Dormitory, and he/she must return to his/ her country immediately.
- A participant who violates residency regulations will be evicted from the dormitory and he / she would not get any housing grant or any support from KOICA nor University.

### 4. Examinations and Grade Evaluations

#### - Minimum Grade Point Average Requirements

- Participants must maintain at a minimum **B0 (3.0/4.5) grade point average.**

#### - Regular Exams and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of the semester), Final (last two weeks of semester)



- Make-up Exams: In the event a participant cannot sit for an exam due to military service, illness, or any other emergency, the participant must notify the faculty before the test date, and obtain the Graduate School Dean’s approval to sit for the exam at another time.

**- Qualifications to Sit for an Exam**

- **Any participant who, without good reason, has failed to attend class for at least one-thirds of the total classes shall be prohibited from sitting for the exam.** In the event of illness or emergency situations, participants need to provide a written explanation of their absence.

**-Scholastic Performance Evaluation Method**

- Scholastic performance will be based on a 100-point scale for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).

- Grades will be calculated on a curve as follows: A+, A0, B+, B0, C+, C0, D+, D0, F

Grades	Score (%)	Grade Point	Grades	Score (%)	Grade Point
A+	95 - 100	4.5	P		Pass
A0	90 - 94	4.0	I		Incomplete
B+	85 - 89	3.5			
B0	80 – 84	3.0			
F	79 – 0	0			

**5. Graduation Requirements**

- In order to graduate, participants must complete **30 credits**, earn a GPA higher than 3.0 (higher than B).

- Participants must submit a thesis and it must be approved by the thesis committee.

- To submit a thesis, participant must pass the thesis qualification exam and complete a Korean Language Class (attendance should be higher than 80%).

## V. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to pandemic and public health regulations thereof, the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions.
2. **Vaccination requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.
  - Participants in the KOICA Kangwon National University-Scholarship program must submit a **tuberculosis report** conducted around August before entering to Korea. If the result is positive, dormitory admission is not allowed.
3. **Religious meals & personal food preferences:**
  - Near Kangwon National University, there are six self-service salad and sandwich shops, seven vegan bakeries. However, please be aware that the standards for vegan practices within these establishments may not be stringent. It is advisable to inform the university about your dietary preferences in advance to ensure that your needs are accommodated.
4. KOICA SP participants are expected to adhere to the guidelines outlined in the KOICA CIAT Fellows' Guidebook and the internal rules and regulations of the university. Failure to comply with these requirements may lead to forfeiture of one's status as KOICA scholarship program participant and university student.

## VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

- This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office(Korean Embassy).

### ■ Application Method

- The designated university personnel will send an email to each successful applicant, providing the necessary documents for university enrollment and offering guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)

**(1) Scan the documents listed below and submit them as PDF attachments via email.**

- Document Submission Email: gaem@kangwon.ac.kr

**(2) After the initial review, send the original documents to Kangwon National University by post mail.**

- Document Submission Address:
  - Postal code: **24341**
- Address: **KOICA-SP office, Room 2313, Department of Business Administration Bldg. 2 (No. 305B), 1, Kangwondaehak-gil, Chuncheon-si, Gangwon-do, Republic of Korea**
  - Person in charge: Coordinator, Lee, Yoon hee
  - Tel : +82-33-250-8836

**NOTE:** Original documents must be submitted to the university during the document submission process.

Admission Steps	Contents	Period
Step 1	Application Package Submission (Via University email)	March
Step 2	Document Screening	April
Step 3	Medical Check-up (Local)	April
Step 4	Original Document Submission (Using DHL / to University)	<b>March to May</b>
Step 5	Interview	May
Step 6	Admission Notification	<b>June to July</b>
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August

\*The above schedule is subject to change.

1) Step 1: University Documents Submission:

- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the institution via designated email address. Applicants are requested to email scanned copies of the university-required materials to gaem@kangwon.ac.kr
- Details about all the required documents can be found on page 20-21.

2) Step 2: The 1st Round: Document Screening (Kangwon National University)

- Documents of the applicants who have been nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also scrutinize whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. Factors such as the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience will be carefully considered.
- The results of the first round of the selection process will be communicated to both the applicants and KOICA, respectively.

3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the 1st round of the selection process (Successful applicants of document screening) must submit the medical examination result by the designated date.

4) Step 4: Original Document Submission:

- Applicants are respectfully requested to submit original documents to the university. The university will provide precise information concerning the requisite documents in their original version, along with the stipulated period for document submission. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only by KOICA. For details information of sending original document, please refer to Section III. HOW TO SEND ORIGINAL DOCUMENT

5) Step 5: Interview

- Applicants who successfully pass the first round selection process (document screening) will undergo a real-time interview via Zoom. The interview schedule will be coordinated and notified by the university at least one week prior to the date.
- If it is impossible for an applicant to attend the designated interview date, applicant must inform the university in advance. Failure to attend the interview on the scheduled date will result in disqualification of the application.

- If conducting the interview via Zoom is not feasible, alternatives such as Skype or landline phone interviews are acceptable. Applicants must provide contact information in advance to the university for such preparations.

6) Step 6: Admission Notification

- Admission result will be notified to the regional KOICA overseas offices or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.

▣ **Required documents**

- [University documents \(should be submitted to University via an official university email first and should be submitted original documents via post mail right after initial review.\)](#)

**1) Copy of KOICA Application Form**

**2) Kangwon National University Form 1: Document Check List**

**3) Kangwon National University Form 2: KNU Application Form** (Type in English and Print out, Hand writing is not acceptable)

**4) Kangwon National University Form 3: Study Plan** (Type in English and print out, hand writing is not acceptable)

**5) Kangwon National University Form 4: Recommendation Letter**

**6) A Curricular Vitae**

**7) A Copy of the Applicant's Passport** (Please check the expired date; it must be after the end of the scholarship program)

**8) An Official Diploma (Bachelor's Degree) (in English, Apostille or South Korean Consulate notarization required)**

- ♦ Title of degree, department name and undergraduate institution name must be specified.

- ♦ [Apostille or South Korean Consulate notarization required](#)

A. Students from the country that participate in the Hague Apostille Convention

- Document: "Apostille" as to the graduation certificate
- Issuing Organization: The organization that the relevant government designated

B. Students from the country that does not participate in the Apostille Convention *[Annex 1]*

- Document: A certificate for academic background verified by the consulate
- Issuing Organization: [The Consular Offices of South Korean Embassies](#) in each

country

**9) Academic Transcript from Undergraduate Institution (in English, Apostille or South Korean Consulate notarization required)**

- ♦ Title of degree, department name, subjects, total credits and GPA must be specified.

- ♦ [Apostille or South Korean Consulate notarization required](#)

A. Students from the country that participates in the Hague Apostille Convention

- Document: "Apostille" as to the graduation certificate
- Issuing Organization: The organization that the relevant government designated

B. For Students from the country that does not participate in the Apostille Convention *[Annex 1]*

- Document: A certificate for academic background verified by the consulate
- Issuing Organization: [The Consular Offices of South Korean Embassies](#) in each country

#### 10) A certificate of employment from organization (in English)

##### **[Annex 1] List of the Countries outside The Hague Apostille Convention**

The following countries are not members of the Apostille Convention, and any document from these countries need authorization by South Korean Consulate of Embassy Offices in each country.

**Documents that are not authorized by South Korean Consular will be regarded invalid in the admission process.**

Afghanistan, Algeria, Angola, Bangladesh, Benin, Burkina Faso, Burma Myanmar, Cambodia, Cameroon, Congo Republic, Congo Democratic, Ivory Coast, Cuba, Egypt, Eritrea, Ethiopia, Ghana, Guinea, Haiti, Iran, Iraq, Jordan, Kenya, Kuwait, Laos, Lebanon, Libya, Macedonia(South), Madagascar, Malaysia, Mali, Mauritania, Mozambique, Myanmar Burma, Nepal, Niger, Nigeria, Palestine, Qatar, Sierra Leone, Sri Lanka, Sudan, Syria, Taiwan, Tanzania, Togo, Thailand, Turkmenistan, UAE (United Arab Emirates), Uganda, Vietnam, Yemen, Zambia, Zimbabwe

♦ The countries listed above are subject to change at the time of your application. Please check with the relevant authorities in your country once again before applying.

Direct Link to the Latest Apostille Convention Member Status :

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

##### ■ Important Notice

- 1) The academic transcript and certificate of grades from the undergraduate program must be notarized by the Korean Embassy or apostilled to be recognized.
- 2) All documents requested by the Kangwon National university should be submitted in advance in PDF format. Following the initial verification, **the original copies of all documents should be promptly mailed to the university to ensure their arrival before the next stage.**

## VII. HOW TO SEND ORIGINAL DOCUMENT

▣ **This page is reserved for applicants designated by the institution, who are required to submit original documents for processing.** The institution will correspond via email with applicants obligated to submit original documents, furnishing comprehensive details regarding the specific documents required, along with the stipulated deadline for submission. Applicants are required to adhere to the following procedures for dispatching documents via DHL. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only. In step 5 and 6, please consult the attached document on the CIAT website for the DHL call center phone number.

Step 1	Step 2	Step 3
		
<p>KOICA will dispatch a KOICA Document envelope and a return invoice to your address. Kindly provide your home address for completion.</p>	<p>Upon receiving the item, please examine the return airway bill and the enclosed invoice.</p>	<p>Kindly place the original documents inside the envelop you have received.</p>
Step 4	Step 5	
		
<p>Please request a pickup. You can verify the details in step 5. Please choose between a visit reservation and telephone reservation.</p>	<p>Visit reservation Visit nearest DHL service center *Kindly check the attached file (DHL Call Center)</p>	<p>Telephone reservation *Kindly check the attached file (DHL Call Center)</p>
Q & A		
	<p>Should you have any inquiries, please utilize the DHL call center *Attached file (DHL Call center phone number) is available on the CIAT website</p>	

## VIII. CONTACTS

### 1. CONTACT INFORMATION

#### 1) Graduate School of Kangwon National University

· Program Manager : Ms. Lee, Yoon Hee

· E-mail: gaem@kangwon.ac.kr, yhlee0709@kangwon.ac.kr(Q&A only)

· Tel: +82-33-250-8836~7

· Homepage: <http://gaem.kangwon.ac.kr>

#### 2) General requests regarding application process

· E-mail : [koica.sp@koworks.org](mailto:koica.sp@koworks.org)

· Homepage : <http://www.koica.go.kr/sites/ciat/index.do>