

KOICA-KDI Master's Degree Program in Sustainable Regional Development

August 26, 2024 – December 20, 2025

Sejong & Seongnam, Republic of Korea



Korea International Cooperation Agency



KDI School of Public Policy and Management

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

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★ 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.

① KOICA Round Conducted by KOICA overseas Office (Korean Embassy)	
February 2024	Submission of Application (Via KOICA overseas Office (Korean Embassy) e-mail)
	Document Screening
	On-site Interview
	First Round Result
② INSTITUTION(University) Round (Only for those who pass the first Round)	
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 – KDI School Master’s Degree Program in Sustainable Regional Development

■ **Duration Details**

- **Stay duration: August 26, 2024 - December 20, 2025 (17 months)**

During 17 months in KDI School, students are strongly recommended to complete their thesis.

- Academic duration: September 9, 2024 - December 13, 2025 (17months)

In accordance with the university regulations, the diploma will be issued on January 31st, 2026.

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

■ **Degree: Master of Development Policy (MDP)**

■ **Objectives**

- 1) Deepen the understanding of the foundations for sustainable regional development
- 2) Develop the capacity to plan and implement infrastructure related projects necessary for regional development
- 3) Improve the leadership capacity for collaborative governance
- 4) Encourage critical thinking with analytic and problem solving skills
- 5) Enhance professional ethics for a strengthened accountability and transparency in governance

■ **Training Institute: KDI School of Public Policy and Management**

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

■ **University Admission Qualification:** : Applicants who meet the qualifications of KOICA & KDI School

■ **Language:**

English fluency with a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports in English

■ **Accommodations:**

The KDI School offers an on-campus dormitory for all international students(Dormitory Address : 254, Namsejong-ro, Sejong-si, Republic of Korea 30149). KOICA scholars in this program will share **a double room** with a roommate. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term	Date	Contents / Remarks	
Preparatory Period (1 Week: Aug.26 ~ 30, 2024)	Aug.26 (Mon.)~Aug. 28 (Wed)	Arrival in Korea/KOICA Orientation	
	Aug.28 (Wed.)	Medical Check-up	
Fall Semester (13 Weeks: Sep.9~Dec.7,2024)	Sep.09 (Mon.)	Start of Fall Semester	
	Sep.09 (Mon.)~Sep.14 (Sat.)	Course Add & Drop Period	
	Nov.21 (Thu.)~Nov.27 (Wed.)	Course Evaluation	
	Nov.25 (Mon.)~Nov.30 (Sat.)	Reading Period	
	Dec.02 (Mon.)~Dec.07 (Sat.)	Final Examinations	
Intensive Training Period (4~8 Weeks)	Dec.10 (Mon.) ~ Feb.01 (Thu.)	Winter Break	
Spring Semester (13 Weeks: Feb.02~ Apr.30, 2024)	Feb.02 (Fri.)	Start of Spring Semester	
	Feb.02 (Fri.)~Feb.08 (Thu.)	Course Add & Drop Period	
	Apr.17 (Wed.)~Apr.23 (Tue.)	Reading Period	
	Apr.24 (Wed.)~Apr.30 (Tue.)	Final Examinations	
Spring Break (1 week: May.01~May.11, 2024)	May.01 (Wed.)~May.11 (Sat.)	Spring Break	
	May.01 (Wed.)~May.03(Fri.)	Korea Field Research & Study (KFRS)	
Summer Semester (12 Weeks: May.13 ~ Aug.03, 2024)	1st Session	May.13 (Mon.)	Start of 1st Summer Session
		May.13 (Mon.)~May.18 (Sat.)	Course Add & Drop Period
		Jun.17 (Mon.)~Jun.18 (Tue.)	Reading Period
		Jun.19 (Wed.)~Jun.20 (Thu.)	Final Examinations
	2nd Session	Jun.24 (Mon.)	Start of 2nd Summer Session
		Jun.24 (Mon.)~Jun.25 (Tue.)	Course Add & Drop Period
		Jul.29 (Mon.)~Jul.30 (Tue.)	Reading Period
		Jul.31 (Wed.)~Aug.03 (Sat.)	Final Examinations
Intensive Training Period (4 Weeks: Aug.05 ~ Sep.07, 2024)	Aug.05 (Mon.)~Sep.7 (Sat.)	Summer Break	
Fall Semester (13 Weeks: Sep.9~Dec.07, 2024)	Sep.9 (Mon.)	Start of Fall Semester	
	Sep.9 (Mon.)~Sep.14 (Sat.)	Course Add & Drop Period	
	Nov.25 (Mon.)~Nov.30 (Sat.)	Reading Period	
	Dec.02 (Mon.)~Dec.07 (Sat.)	Final Examinations	
Commencement	Dec.13 (Fri.)	KDI School Commencement Ceremony	
Departure	Dec.16(Mon.) ~ Dec.20(Fri.)	Departure	

*The above schedule is subject to change.

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

***Arrival in Korea & KOICA Orientation (Offline) / The schedule above is tentative

2. CURRICULUM

1) Curriculum & Credits

- Degree: MDP (Master of Development Policy)

The Master of Development Policy (MDP) offers a curriculum where students can examine various issues of socio-economic development within both theoretical and practical frameworks. The program is specifically targeted for international professionals including government officials, development consultants, and regional specialists who wish to contribute to the development in policy-making. The program is also focused on fostering professionals in the field of Official Development Assistance (ODA).

- Concentration: Sustainable and Inclusive Growth

Sustainable and inclusive growth are the keywords in the discourse of development in the 21st century. Leaders in the public sector need to understand the dynamics among economic development, human development, environmental protection and societal development. The key issues are (1) human development issues such as poverty, labor, population, education, healthcare, human settlement, human rights, social changes and (2) growth issues such as economic growth, productivity, technology, macroeconomics, project evaluation, environment, and energy.

* The curriculum above and syllabus provided are subject to change.

2) Graduation Requirements.

Category		MDP (Master of Development Policy)
Core Courses		Requirement: 9 credits (3 courses)
		<ul style="list-style-type: none"> • Introduction to Development Policy (3 credits) • Korean Economic Development (3 credits) • Quantitative Methods (3 credits) or Qualitative Methods (3 credits) (must choose at least 1)
Master's Degree Program in Economic Development Policy for Sustainable and Inclusive Growth	Elective Courses	<p>Module I: Regional growth and development: theoretical foundations and analytical tools</p> <ul style="list-style-type: none"> • Global Governance: Issues, Divisions & Cooperation • Urban and Regional Development (3 credits) • Land Policy (3 credits) • Agriculture and Development (3 credits) • Urban Transportation Policy (3 credits) • Public-Private Partnerships in Infrastructure Development (3 credits) • Social Development and Policy (3 credits) • Public Investment Management (3 credits) • Impact Evaluation Methods (3 credits) • Input/Output Analysis (3 credits) • Cost-Benefit Analysis for Policy Decision Making (3 credits) <p>Module II: Sustainability and Resilience in Regional Development</p> <ul style="list-style-type: none"> • Disaster Risk Management and Resilience (3 credits)
	9-21 credits (3-7 courses)	

Category	MDP (Master of Development Policy)
	<ul style="list-style-type: none"> • The United Nations and Sustainable Development (3 credits) • Managing and Implementing Sustainable Development (3 credits) • Environmental Economics and Policy (3 credits) • Water Policy and Management (3 credits) • Smart Water Grid (3 credits) • Water Engineering (3 credits) <p>Module III: Governance and Leadership</p> <ul style="list-style-type: none"> • Participatory Governance in Public Decision Making (3 credits) • Dispute Resolution and Negotiation (3 credits) • Introduction to Group Facilitation (3 credits) • Government Communication Service (3 credits) • Leadership in Government (3 credits) • Public Management Innovation and Reform (3 credits) • Strategic Management (3 credits) • Performance Management and Measurement in the Public Sector (3 credits) • Human Resource Management in Government (3 credits) <p>Module IV: Harnessing Technology for Sustainable Regional Development</p> <ul style="list-style-type: none"> • ICT for SDGs (3 credits) • Digital Government and Governance (3 credits) • Smart Cities (3 credits) • Entrepreneurship and Innovation (3 credits) • Competition, Innovation and Firm Dynamics (3 credits) • Economics of Innovation and New Technology (3 credits)
Elective Courses	<ul style="list-style-type: none"> • Elective Courses except for foundation and module courses : 0-12 credits (0-4 courses)
Research Project	Requirement: minimum 3 credits
	Options for satisfying the research component: <ul style="list-style-type: none"> • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits) • SRP (3 credits)
Language (If waived, one advanced level course is required.)	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	39 credits

* The above curriculum is subject to change.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Student Networking Events Calendar 2024-2025

Fall Semester 2024	· Orientation (Sejong City Tour)
	· Buddy Program
	· Sports Day
	· International Food Festival
Winter Break 2024	· Home Visiting Program
Spring Semester 2025	· Buddy Program
	· Hiking Day
	· Field Trips (Cultural experience & Institutional visit)
Spring Break 2025	· Home Visiting Program
	· Korea Field Research and Study (KFRS)
Summer Semester 2025	· Field Trips (Cultural experience & Institutional visit)
	· Talent Show (Song & Dance Festival)
	· Happy Hour
Summer Vacation 2025	· Home Visiting Program
Fall Semester 2025	· Buddy Program
	· Sports Day
	· International Food Festival
	· Happy Hour
Winter Break 2025	· Home Visiting Program

2) Special Lectures and Seminars

- Experts are invited from home and abroad to give special lectures to students to gain insight into their research fields. The lectures are usually held twice a month and deal with diverse topics.
- In the research seminars, school faculty members or experts from other institutions present their research outcomes.
- Lectures and seminars are open to everyone and participants may freely engage in discussion.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About KDI (Korea Development Institute) and KDI School

Ever wanted to meet the brains behind Korea's rapid economic and social development? KDI School of Public Policy and Management was established in 1997 in partnership with the KDI, Asia's leading think tank. Rated by the Economist as one of the most influential research institutions in the world, KDI was ranked No. 1 in the field of international development (2016 Global Go to Think Tank Index). The KDI School draws on a wealth of research and resources from the KDI, to share Korea's unique development experience with the global community.

The KDI School offers an innovative educational program focusing on policy and development issues. Aiming to transform mid-career professionals into leaders of their fields, KDI School has been committed to equipping our students with new knowledge, vision and a global perspective.



- Innovative Academic Programs

The KDI School offers comprehensive and rigorous academic programs focusing on real-world policy issues in both the public and private sector.

- Academic curriculum utilizing the experiences and the assets of Asia's top think-tank, the Korea Development Institute (KDI).
- Education based on experiences in systematic research on global development and consultation to developing nations.
- The first and only Korean university who has received accreditation from NASPAA—Network of Schools of Public Policy, Affairs and Administration.

- Top-notch Faculty

The KDI School's faculty possesses a rich blend of international, academic, and policy experience, along with a common commitment to excellence in teaching and research.

- Consists of Ph.D.'s from top-tier universities around the world including Columbia, Cornell, Harvard, MIT, etc.

- Owns a wealth of experience in both the public and private sector, including the Bank of Korea, World Bank, ADB, etc.
- Has capacity to carry out research and education in all relevant areas of development and public policy

- **Diverse Student Composition**

The majority of students are mid-career professionals with 5-10 years of working experience in government, business, NGOs, media or academia. International students account for 50% of the student body (from more than 70 countries) each year, further promoting the internationalism of the school and the creation of a powerful global network.

2) **Homepage:** <https://kdischool.ac.kr/>

2. ACCOMMODATION

1) **Dormitory (on-campus)**

The KDI School offers an on-campus dormitory for all international students. During the semester, you will share a double room with your roommate. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

- **General Rooms:** All general rooms are double occupancy and equipped with beds, wardrobes, desks, bookshelves, its own shower and a toilet, air conditioning and heating system, and internet (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms. During your stay, you will share a double room with your roommate.
- **Student Lounge:** Student lounges located on the 3rd and 5th floor of each building are places where students can relax, watch TV, check their email, do homework, read, or just hangout. It also offers comfortable surroundings for casual conversations. Lounges have satellite TVs, couches, two desktop computers, a printer, microwaves, a water dispenser, irons and ironing boards.
- **Kitchen:** Located on the top floor is a communal kitchen where all the residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.

Dormitory	General Rooms
	

3. OTHER INFORMATION







1) Lecture Hall and Conference Rooms

High-tech lecture halls and video conference rooms are available to make each class and conference more effective.

Lecture Rooms	Conference Halls
	

2) Convenient Facilities

Computer Lab, Chambers, Prayer Room, Gym, Student Council Room and Student Lounges are available for all KDI School students on campus. The computer lab is open to students 24 hours a day, with internet access as well as newly installed computers, printers, and scanners. The student chambers are also accessible to students 24 hours a day. Each chamber includes desks and a locker, providing a space for students to study and do research/class assignments/team projects, or simply to relax in their free time.

<p align="center">School Gym</p>	<p align="center">Cafeteria (Halal Certification)</p>
	
<p align="center">Prayer Room</p>	<p align="center">Student Lounge</p>
	
<p align="center">Printing Room (24hours)</p>	<p align="center">Group Study Room (24hours)</p>
	
<p align="center">School Cafe</p>	<p align="center">Convenience Store</p>

3) Library

The library archives books, academic publications, and other materials essential for student, faculty, and staff research. The KDI Library and KDI School Library were integrated into the KDI Central Library in 2014 to ensure better services through the sharing of capacities, facilities, and resources. The publications and materials are available in the areas of business, economics, policies, and much more. (library website: <http://library.kdischool.ac.kr>)

- Diverse Collections: The Central Library is equipped with featured technology maintaining a book capacity of more than 273,557 books, 333,209 e-books, magazines, and academic

journals. Over 64% of the collection is written in English. The Library boasts the highest percentage of books per student among university libraries in Korea.

- Hi-tech Library: The Hi-tech Library has features that create a more convenient experience in the library enabling students to learn advanced library technologies, such as self-check-out/return, reservation pick-up, and intelligent return. The mobile application is multi-purpose software that allows users to access e-attendance and e-pay and it can be used to reserve library seats.
- Collaborated Academic Class and Seminar: The library offers not only database workshops but also cooperative classes with regular courses on academic writing upon request.
- External Cooperation: The KDI Central Library has been in close collaboration with libraries and affiliated organizations in Korea. The library actively provides interlibrary services for materials not owned by our library.

4) Student Counseling Service

The KDI School provides Counseling Services for students. While the new semester can be an exciting challenge for some students, others may have to deal with a variety of issues including personal and academic concerns. The counseling service is dedicated to supporting those students both emotionally and practically, and aims to maximize student satisfaction so they can take full advantage of the opportunities at the KDI School and enjoy their stay in Korea. Students may seek counseling for various reasons. No topic is off limits, but common concerns are academic issues, cultural adjustment issues, homesickness, sexual harassment, sexual violence, human rights violations, relationship problems, stress and anxiety, depression, grief and loss, etc..

- Location: S311
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during weekends and National Holidays
- How To Make An Appointment
 - Email: counseling@kdis.ac.kr

5) The KDI School Human Rights Center

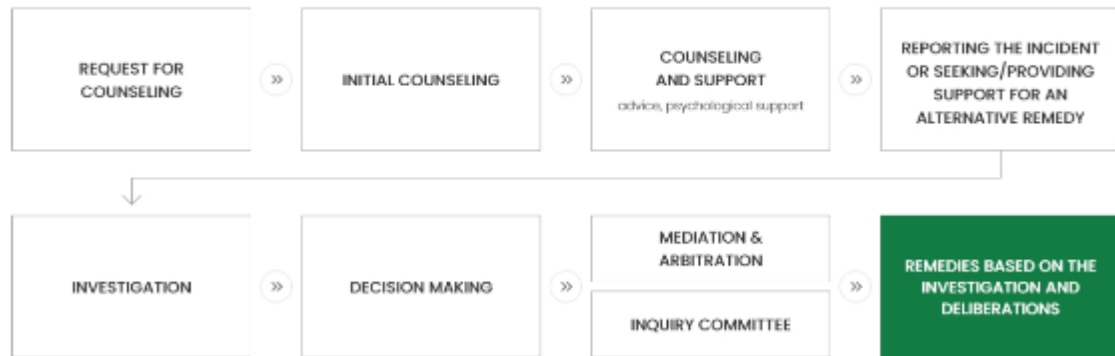
The KDI School Human Rights Center will work with all KDIS members so that all members of KDIS can constantly reflect on community issues and create equality in KDIS and in their own culture. If you face some human rights violations, then please seek for a help from the Human Rights Center. The KDI School Human Rights Center works on your human rights issues as well as sexual violence that individual experiences in the journey of KDI school.

“Human rights” refer to the human dignity, value, liberties and rights guaranteed by the constitution and laws of the Republic of Korea and acknowledged in international human rights treaties ratified by the Republic of Korea or to which the Republic of Korea is a party, and

customary international law (including the right not to suffer from discriminatory acts violating equal rights, verbal abuse or violence).

“Sexual violence” refers to the acts which constitute sexual violence according to the Act on the Prevention of Sexual Assault and Protection, Etc. of Victims Thereof.

Report Mechanism



- Location: S311
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during weekends and National Holidays.
- How To Make An Appointment
 - Email: humanrights@kdis.ac.kr

4. Student Health Services

1) On-campus Health Services

The Health Center provides students with urgent care for common and minor illnesses and injuries. Students with minor injuries and ailments can get medical service at the Health Center located on the 2nd floor in the Central Building. For serious or prolonged illnesses or injuries, students are referred to a local hospital or private physician, private medical provider or urgent care.

- Location: 2nd floor in the Central Building (near Café Coffee Lab)
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Closed for Lunch Hours 12:00 – 13:00 and during weekends and National Holidays
- Available health services:
 - ① Treatment of minor or acute illnesses such as following symptoms:
Common Cold Symptoms, Headaches, Nausea & Vomiting, Indigestion, Constipation & Diarrhea, Minor Burns, Muscle Sprains, Minor Skin Injuries, etc.
 - ② A resting bed for students who need a place to rest (menstrual cramps, fainting, etc.)
 - ③ First-aid kits for dormitory residents
 - ④ Infection prevention and control of epidemic
 - ⑤ Medical support for school events
 - ⑥ Referrals to local medical specialists
 - ⑦ Individual health and wellness counseling

2) Off-Campus Health Service: Sejong Chungnam National University Hospital

Sejong Chungnam National University (CNU) Hospital provides high quality clinical care not only to Korean but also foreign residents with optimal medical services regardless of ethnic backgrounds, languages, cultures and nationalities. Sejong CNU Hospital will assist students with full medical services including making an appointment and medical interpreter services for foreign patients who cannot speak Korean.

- Contact Information: English Services (044-995-3340 or 042-280-8429)
- Location: 20, Bodeum 7-ro, Sejong-si, Republic of Korea
- Website: <https://www.cnush.co.kr> & <https://www.cnuh.co.kr/eng/index.do>

※ Appointment is required prior to a visit.

※ Emergency Room operates 24 hours including weekends and holidays.

IV. ACADEMIC REGULATIONS

1. Academic Regulation

1) Attendance

A student shall attend the classes for each subject in which he/she is enrolled, and shall not be assigned credits if he/she misses more than one-sixth of the class hours of a given subject.

However, when a student has inevitable circumstances such as diseases, etc. for missing a class and submits a report of absence in advance, up to one-sixth of the class hours may not be counted as absence.

2) Graduation Requirements (Conditions for maintaining the scholarship)

- Finish all your course works in 17 months and complete a Research Project.
- For a Master's degree, a student must maintain a GPA of 3.0 or above in each term during the first three terms to maintain the scholarship. GPA lower than 3.0 will lead to scholarship termination in the following term.
- The unit for course completion shall be one credit, and one credit shall be awarded for completion of 15 hours of education in each semester or the equivalent hours of education. Separately, a research credit shall be awarded when a student participates in paper research, practical training, or research project.
- The respective number of credits required for acquiring a Master's degree shall be as follows:

Degree	Program	Credits Required
Master	Master of Development Policy (MDP) Master of Public Policy (MPP) Master of Public Management (MPM)	39 credits

3) Grade

- In the case of a subject for which no grade is granted, its grade shall be marked as "P (Pass)" or "NP (No Pass)"
- Credits shall be recognized only when an acquired grade point is at least C- (1.67). The overall grade point average (GPA) required for the completion of a Master's degree program shall be B- (2.67).

Grades	Point Values	Grades	Point Values	Grades	Point Values
A	4.00	B-	2.67	F	0.00
A-	3.67	C+	2.33	I	-
B+	3.33	C	2.00	W	-
B	3.00	C-	1.67	IW	-
				T	-

2. Mandatory Dormitory Residence

All students are required to live in the dormitory.

3. Compliance with Residency Rules

Any student found in violation of residency regulations will be expelled from the dormitory and must promptly return to their home country

4. Participant Responsibilities

Code of Honor and Conduct of KDI School of Public Policy and Management

1) Develop Integrity

- ① Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- ② Do not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- ③ Respect the personal liberties of fellow students, professors, and other people.

2) Exercise Respect

- ① Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- ② Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

3) Lead by Example

- ① Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- ② Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office.

V. PRECAUTIONS

1. Possibility of Online Program: According to arising circumstances due to the spread of COVID-19 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.

- In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).

2. Early Departure: Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date.

- In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online

3. Living Costs: In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure.

- In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date

4. Check-in to Dormitory: In principle, dormitory check-in is required of program participants.

5. Religious meals & personal food preferences: Religious meals and personal food preferences are not provided during the scholarship program. For further information, check the university guidelines (if necessary, personal fees may be incurred)

6. Regulatory Compliance: KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a 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 school will notify successful applicants regarding university enrollment and will offer guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy) • Submit the application by using KDI School's online application system within the deadline (Korea Standard Time)
- Online application system: <https://gradnet.kr/kdis/main>
(Please refer to the “KDIS Online Application System User Guide”)
- **ONLY applicants who meet the qualification below can apply.**
 - 1) Be a citizen of the KOICA scholarship program target country
 - 2) Be officially nominated by their government for KOICA program**
- ※ Applicants without government nomination will **NOT** be reviewed, and they will be at a critical disadvantage in regards to admission to KDI School for the next 3 years.
- 3) Be a **government employee with a minimum of 2 years of experience** in the field of study

Admission Steps	Contents	Period
Step 1	Online Application Submission	March
Step 2	Document Screening	April
Step 3	Medical Check-up (Local)	April ~ May
Step 4	Interview	May
Step 5	Original Document Submission (Using DHL / to University)	May~
Step 6	Interview Result Announcement	May~
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 requested to submit the requisite documents to the institution by uploading them through KDI School's online application system : <https://gradnet.kr/kdis/main>
- Details about the required documents can be found below on page 18~21

2) Step 2 : Document Screening (KDI 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 examine whether or not the

nominated applicants have properly prepared the required documents.

- The application documents 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.
- Further guidance will be given by the university.

4) Step 4 :The 2nd Round: Interview

- Applicants who have successfully passed the 1st round of the selection process (document screening) will be invited to participate the interview, which will be conducted by Zoom.
- Further guidance will be given by the university once the result of the 1st round(Document Screening) has been announced.

5) Step 5 : Original Document Submission:

Applicants are required to prepare in advance for document authentication(which must be Apostilled/Consular Authenticated), and have them ready to be sent to the university as soon as the result of the 2nd round(Interview) has been announced. Kindly be advised that **KOICA pre-paid DHL envelope which** will be provided on a singular occasion only by KOICA. For detailed information of sending original document, please refer to Section VII. HOW TO SEND ORIGINAL DOCUMENT. ※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense.

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

- All documents must be in English.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admissions process.
- Applicants must apply for **one program/scholarship only**. Submitting multiple applications to more than one program/scholarship will invalidate the candidacy.
- Once you finish your application, you cannot change your program in any case.
- If any required documents are found to be false or counterfeit, admission to the KDI School will be cancelled. The admissions office will not be responsible for any consequences caused by incorrect information in the documents. If the information in the application documents is unclear or if any part of the application documents is missing, the application will not be considered for evaluation.

No.	Type of Documents (ALL REQUIRED)	Remarks
1	<p>[KDI School's Application Form]</p> <ul style="list-style-type: none"> - You must use KDI School's online application system to submit the application form. (https://gradnet.kr/kdis/main) - Applicant's basic information(name, DOB etc.)must match with the ones on their passport. Any information written on the application form should be identical with the ones on submitted documents. - Must include all academic history and records, except for primary/secondary education. - Please make sure to state correct information such as CGPA(Grade, Score), grading scale(maximum score) and admission & graduation date. 	Use KDI School's application system
2	<p>[Statement of Purpose (SoP)]</p> <ul style="list-style-type: none"> - Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at KDI School. - You must use KDI School's online application system to submit SoP. (https://gradnet.kr/kdis/main) ※ Applicants are NOT allowed to submit their SOP(including study plan) drafted by the AI based software such as ChatGPT. 	
3	<p>[Degree Diploma]</p> <ul style="list-style-type: none"> - Certificate of Graduation must indicate your graduation date and degree type (must be a completed bachelor's degree holder) - The certificate must indicate 'Bachelor's Degree' or 'Equivalent to a Bachelor's Degree.' (min. 3 years) * <i>If you are enrolled in other higher degree courses, please submit a certificate of expected graduation.</i> * <i>Applicants who already hold Master's or Ph.D. degree must submit certificates from both undergraduate and graduate institutions.</i> * <i>Any unofficial, provisional(temporary) graduation certificates are NOT acceptable.</i> * <i>If your original diploma is not in English, it must be notarized for translation, and submitted along with the original language diploma. BOTH must be 1) Apostilled or 2) Consular-authenticated by Korean Embassy (Please refer to the 'Document Authentication'.</i> 	<p style="text-align: center;">Must be apostilled/consular authenticated. (Please read 'Document Authentication')</p>
4	<p>[Official Academic Transcript]</p> <ul style="list-style-type: none"> - Academic transcripts must provide a record of all the courses throughout the years of studying (examination results are NOT acceptable). - Must submit transcripts from undergraduate institutions. - Applicants who already hold Master's or Ph.D. degree must submit transcripts from both undergraduate and graduate institutions. - Must submit an official transcript indicating the final(overall) CGPA/Grade/Score. 	

	<p>※ If your transcript does not have a CGPA/Grading system information or does not meet the grading scale, please refer to Grading System section and prepare a supporting document.</p> <p>※ Applicants who transferred to another university must submit the academic records of the previous university as a supplementary document. Applicants must state both academic records in their application separately.</p> <p>* If your original transcript is not in English, it must be notarized for translation, and submitted along with the original language transcript. BOTH must be 1) Apostilled or 2) Consular-authenticated by Korean Embassy(Please refer to the 'Document Authentication'.</p>																			
5	<p>[Grading System]</p> <ul style="list-style-type: none"> - If your transcript does not specify the CGPA information and its scale(maximum score) or, does not meet one of the scales below, please submit supporting documents which describe the grading system certified by the university. - If applicants convert their grades(CGPA) through a converting tool such as scholaro.com, wes.org, etc., the converted one must be officially certified by the university from which they graduated(additional Apostille/Consular legalization is not required for this document). - Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and will automatically be disqualified from the admission process. <p style="text-align: center;">[Grading Scale(Maximum Score)]</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>GPA Scale</th> <th>100% Scale</th> <th>US Grade</th> <th>10 Point Scale</th> <th>20 Point Scale</th> <th>Degree Class</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center;">4.0 or 4.3 or 4.5 or 5.0</td> <td rowspan="4" style="text-align: center;">Percentage (%)</td> <td style="text-align: center;">A</td> <td rowspan="4" style="text-align: center;">1~10</td> <td rowspan="4" style="text-align: center;">1~20</td> <td style="text-align: center;">First Class/Division</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Second Class/Division</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Third Class/Division</td> </tr> <tr> <td style="text-align: center;">...</td> <td style="text-align: center;">...</td> </tr> </tbody> </table> <p>※ KDI School accepts the following documents as an official grading system:</p> <ol style="list-style-type: none"> 1) A grading system in the official transcripts 2) An official letter issued by Registrar office explaining the grading system of the university – must bear the stamp/seal and signature of the issuing university 3) A PDF file with the link of the university's grading system uploaded on the university's homepage 	GPA Scale	100% Scale	US Grade	10 Point Scale	20 Point Scale	Degree Class	4.0 or 4.3 or 4.5 or 5.0	Percentage (%)	A	1~10	1~20	First Class/Division	B	Second Class/Division	C	Third Class/Division	Must be original (if submitted as an official letter)
GPA Scale	100% Scale	US Grade	10 Point Scale	20 Point Scale	Degree Class															
4.0 or 4.3 or 4.5 or 5.0	Percentage (%)	A	1~10	1~20	First Class/Division															
		B			Second Class/Division															
		C			Third Class/Division															
																
6	<p>[TWO Recommendation Letters]</p> <ul style="list-style-type: none"> - Applicants must send requests for the 'Online' Recommendation Letters to the Two(2) recommenders by using the application system portal. (https://gradnet.kr/kdis/main) - An email request will be sent to the recommenders when you fill out their information and press the "Recommendation Letter Request" button. - Recommendation letter should provide information about candidates' performance in professional settings. <p>※ Recommendation letters uploaded by an applicant are NOT acceptable.</p> <p>※ If your recommenders do not submit the letters in time, your application will be excluded from the admission process.</p>	Use KDI School's application system																		
7	<p>[Employment Verification]</p> <ul style="list-style-type: none"> - Applicants must submit employment verification for ALL employment history written in the application. - Must specify the employment period and position/job title clearly. - Must be written and signed by the HR officer or supervisor of the applicant with an official seal/stamp. <p>※ (Current) Employment Verification MUST be 1) issued within three(3) months from the application deadline 2) original or apostilled/consular legalized document and 3) bear the official stamp/seal and signature of the issuing institution.</p>	Must be original (bearing the stamp & signature of the institution) OR apostilled/consular authenticated																		

	<ul style="list-style-type: none"> ※ Additional official nomination letter(with study leave granted) from (deputy)head of the institution is highly recommended for those working in the government and public sector. ※ Any professional/career experience without a proper employment certificate will NOT be considered. ※ Do NOT upload an Appointment letter/Employment contracts/Pay slips. ※ Applicants may use & download the KDIS form if needed, from 'Admission Documents' from KDI School's admission website(click). 	
8	<p>[A valid English Proficiency Certificate]</p> <ul style="list-style-type: none"> - KDI School only accepts the following English Language Test Reports ·TOEFL(iBT(including home edition), PBT, ITP) ·TOEIC, TOEIC-S ·IELTS, IELTS Online ·TEPS, NEW TEPS, TEPS-S, I-TEPS ·OPIc ·PTE Academic ·Cambridge English Exams ·Duolingo English Test - The tests must have been taken within 2 years of the application deadline - Score report must be an original document, not a photocopy nor certified one. - TOEFL iBT & IELTS certificate should be sent online <i>through the test institution's website</i> (considered as original) · TOEFL IBT institution code: 6442 · IELTS: British Council website (electronic Test Report Form link click) <p>[Waiver Condition]</p> <ul style="list-style-type: none"> - The English Proficiency Test Report can be exempted if applicants have completed their Bachelor's/Master's degree entirely instructed in English. However, it is important that the Medium of Instruction (MOI) is explicitly stated in the official transcript of their Bachelor's/Master's degree (that is, the official transcript should clearly state that all courses taught at the school were conducted in English). Alternatively, the MOI certificate must be officially issued, signed by the University's Registrar, and include the school's official stamp on the letterhead format. Any other (MOI) documents will not be accepted and will result in automatic disqualification. <p>※ Despite the Waiver Condition, applicants are strongly advised to prepare a valid Official English Proficiency Test Score Report from one of the above-mentioned tests.</p>	Test Reports must be original
9	<p>[Copy of Passport]</p> <ul style="list-style-type: none"> - The copy must clearly show your photo, name, and expiration date. - Please submit the full page of your passport including your full information and signature. * Your passport must be valid until December 2025 (the period of stay will be granted only within passport validity period; please refer to the notice at http://asq.kr/ZPRNKUw 	Upload on KDI School's application system
10	<p>[Photo File (JPG)]</p> <ul style="list-style-type: none"> - The Photo File should be uploaded in the online application system(no need to submit the photo via post mail) - Head shots in the Passport size only (35x45 mm) - File format: JPG only / Size limit: less than 3MB ※ Selfie or full length/group photos are NOT allowed. 	

- Document checklist submission is optional as KDI School uses Online Application System.

※ Applicants from Pakistan are required to prepare an IELTS Score as it is one of the requirements for a student visa application at the Korean Embassy in Pakistan. In addition, as other embassies may have different, unique visa requirements, and applicants are strongly recommended to check with the respective embassies for the latest visa requirements.

■ **Document Authentication (must be in ENGLISH)**

The Apostille is used when public documents are being transferred between countries that are parties to the Hague Apostille Convention (1961). Documents issued in signatory country should be Apostilled to ensure validity.

Please check the updated signatory country list and information

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

1. Documents issued in signatory country

- Submit Required Documents with **Apostille legalization**(including translation for non-English document).
- All documents must be in English (documents not in English must be accompanied by authenticated translation).
- **Apostilled** documents should NOT be sent to us as photocopies(the apostille must be original).
- Please obtain an exemplification from the apostille issuing government authority on a notarized copy (**Do NOT get the stamp/seal on the true original certificate**(we do not return the documents in any case)).

2. Documents issued in non-signatory country

- Submit Required Documents that are consular-verified by the Korean Embassy(including translation for non-English document).
- If there is no Korean Embassy in the country where your university is located, please search for the Korean embassy in charge.
- **Consular-authenticated** documents should NOT be sent to us as photocopies(the embassy stamp/verification must be original).
- Please obtain an exemplification from the Korean embassy on a notarized copy (**Do NOT get the stamp/seal on the true original certificate**(we do not return the documents in any case)).

※ The requirements for Consular legalization vary by Embassy. Please contact the Embassy for further information.

3. Documents issued in China

- Submit documents* authenticated by the **Korean Embassy**
- * The documents must first be issued by the China Academic Degrees & Graduate Education Development Center (CDGDC) or China's Higher Education Student Information and Career Center (CHESICC/CHSI).

4. Documents issued in Korea

- Documents issued by a Korean institution does not need to be Apostilled or consular authenticated.
- Please submit documents with a valid authentication code for academic-related documents.

※ **Following the order from the Ministry of Justice of Korea, we are UNABLE to issue the visa-related documents without the apostilled/consular authenticated documents sent via post. Consequently, it may result in cancellation of admission.**

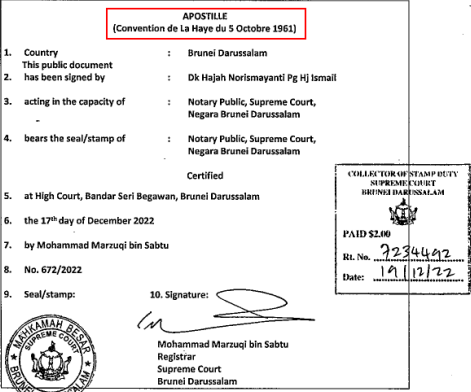
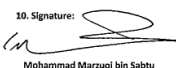
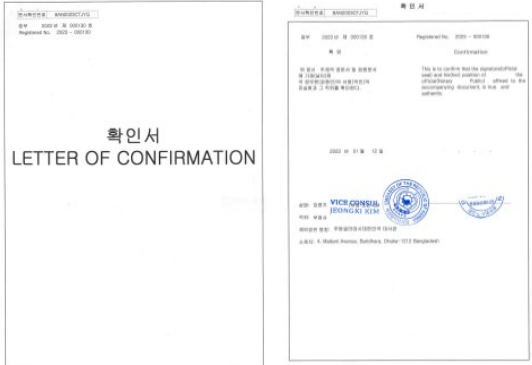
※ **As it may take a long time to get the documents apostilled/consular authenticated, applicants are strongly advised to start the authentication process as early as possible. It is the Applicant's responsibility to submit the corresponding documents within the deadline.**

※ **Documents certified by commissioners for oaths, advocacy attorney, public notary or solely authenticated by the applicant's government authorities/institutions are unacceptable.**

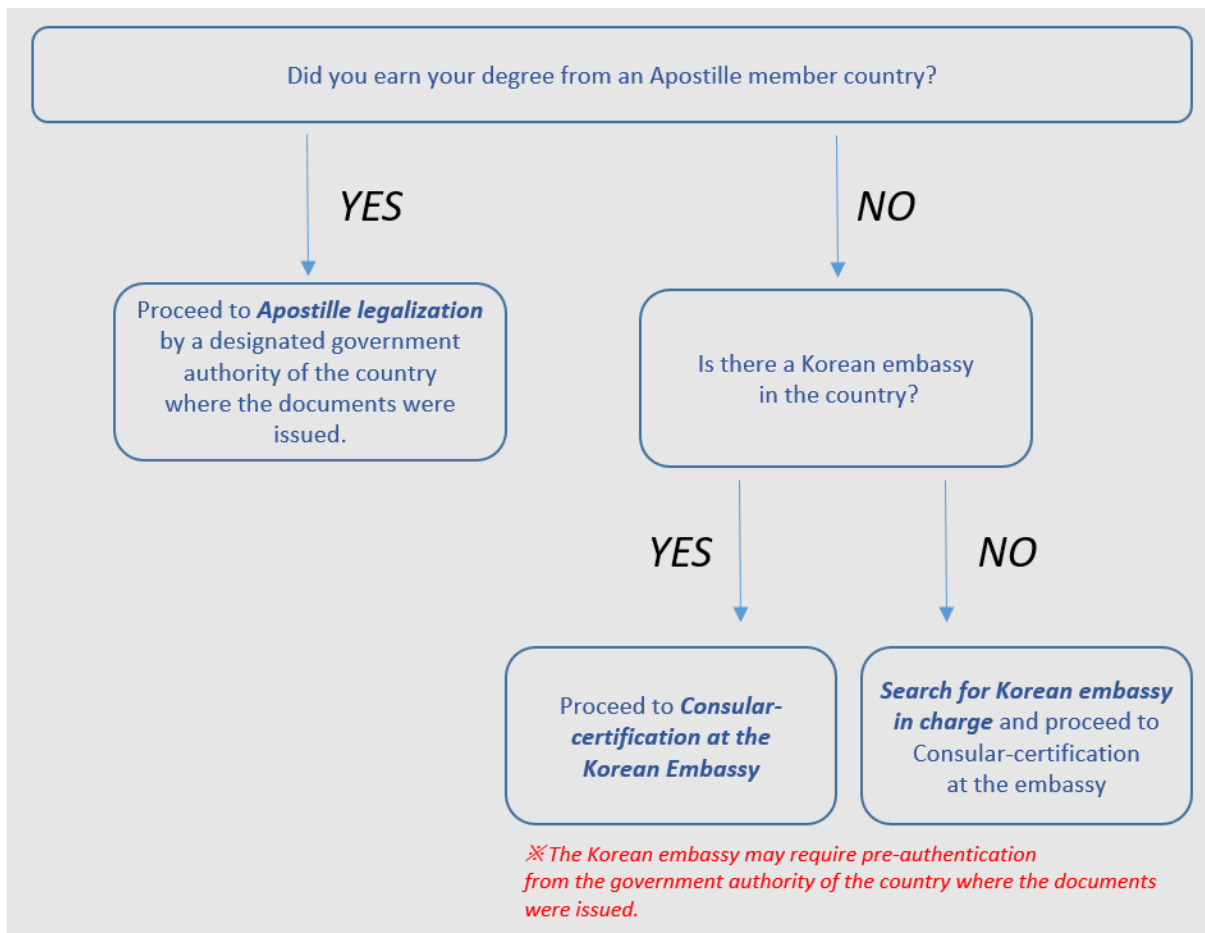
※ **Photocopies are NOT accepted in any case.**

※ **Original diplomas MUST NOT be submitted via post as we do not return the submitted documents back in any case.**

< Legalization Examples >

Apostille legalization	Consular verification by the Korean Embassy
 <p>APOSTILLE (Convention de La Haye du 5 Octobre 1961)</p> <ol style="list-style-type: none"> Country : Brunei Darussalam This public document has been signed by : Dk Hajah Norismayanti Pg Hj Ismail acting in the capacity of : Notary Public, Supreme Court, Negara Brunei Darussalam bears the seal/stamp of : Notary Public, Supreme Court, Negara Brunei Darussalam <p>Certified</p> <ol style="list-style-type: none"> at High Court, Bandar Seri Begawan, Brunei Darussalam the 17th day of December 2022 by Mohammad Marzuqi bin Sabtu No. 672/2022 <p>Seal/stamp: 10. Signature:  Mohammad Marzuqi bin Sabtu Registrar Supreme Court Brunei Darussalam</p> <p>COLLECTOR OF STAMP DUTY SUPREME COURT BRUNEI DARUSSALAM</p> <p>PAID \$2.00 Rt. No. 7234492 Date: 19/12/22</p> <p><small>NOTICE: "This Apostilled document is bound for production only in the contracting states to the Hague convention of the 5th October 1961 abolishing the requirement of legalization for foreign public documents."</small></p>	

< Preliminary Check on the Legalization Process >



< Legalization Cases >

CASE 1 ➡ If you are a Uzbekistan national, and received your Bachelor's degree in Uzbekistan, your academic documents must be "Apostilled" by your government's designated authority.

CASE 2 ➡ If you are a Thai national, but you received your Bachelor's degree from India, your academic documents must be "Apostilled" by the designated Indian government authority.

CASE 3 ➡ If you are a Cambodian national, and received your Bachelor's degree in Cambodia, your academic documents must be "Consular-certified" at the Korean embassy in Cambodia.

CASE 4 ➡ If you are a Gambian national, and received your Bachelor's degree in Gambia, your academic documents must be "Consular-certified" at the Korean embassy in Senegal since there's no Korean embassy in Gambia.

CASE 5 ➡ If you are a Liberian national, but you received your Bachelor's degree from Sierra Leone, your academic documents must be "Consular-certified" at the Korean embassy in Nigeria since there's no Korean embassy in Sierra Leone.

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) KDI School of Public Policy and Management

- **Admissions Division**
 - E-mail: internationaladmissions2@kdis.ac.kr
- **Student Affairs Division**
 - Email: yi_kim@kdischool.ac.kr
- **Homepage:** <https://kdischool.ac.kr/>
- **Address:** 263 Namsejong-ro, Sejong, 30149, Republic of Korea

2) General requests regarding application process

- E-mail : koica.sp@koworks.org
- Homepage : <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule in PI (Program Information) is changeable according to the KOICA and KDI School of Public Policy and Management's Schedule.