

KOICA-SSU Master's Degree Program in Digital Transformation Technology

August 26, 2024 – December 22, 2025

Seoul & Seongnam, Republic of Korea



Korea International Cooperation Agency



Graduate School of Information Sciences
Soongsil University

****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–SSU Master’s Degree Program in Digital Transformation Technology (Hereafter KOSMIC)**

■ **Duration**

- **Stay duration: August 26, 2024 – December 22, 2025 (17 months)**

During the 17 months at SSU, students are strongly recommended to complete their thesis.

- **Academic duration: September 1, 2024 – December 22, 2025**

In accordance with university regulations, the diploma will be issued on February 14, 2026.

■ **Degree: Master of Engineering**

■ **Objectives**

- 1) To cultivate key digital transformation talents (senior officials and professors) who can contribute to the economic and social development of developing countries
- 2) To expand Korea's international influence by nurturing leaders in developing countries that are friendly to Korea
- 3) To secure future growth engineers for developing countries based on science and technology innovation, foster core research manpower in the field of digital innovation, and reduce the digital divide and promote the development of industry in relevant fields through systematic education on digital fields for public officials in partner countries.
- 4) **To** transmit technology and development know-how in the fields of information communication, ICT, and digital innovation, which are Korea's representative strengths, and support capacity development so that partner countries can establish, implement, and evaluate science and technology innovation policies.

■ **Training Institute: Graduate School of Information Sciences, Soongsil University**

■ **Number of Participants: 25 government officials**

- If the training target and application qualifications are met, and the selection criteria are met, more than 30% of successful applicants will be selected as women and persons with disabilities.

■ **University Admission Qualification**

- Applicants with foreign citizenship whose parents both have foreign citizenship, and has or expects to get a Bachelor’s degree from a 4-year undergraduate education or equivalent.
- Degree certificates, transcripts, and employment certificates must be certified by Apostille. Otherwise, it may not be accepted.
- Prospective graduates must submit documents stating that they can graduate by the end of July 2024.

- **KOICA-SSU Scholarship Program applicants must satisfy all of the following requirements:**

1) Bachelor's degree holder

- GPA 2.7/4.5 preferred
- Policy, Engineering, Natural Science, Computer Science, and Business majors (e.g. ICT, Policy, Information Science, Business & Management, Natural Science in General, Computer Science, Electronics Engineering, Engineering in General, Social Science in General, etc.) are strongly recommended.

2) Government Officials

- Minimum of 2 years in the Ministry of ICT, Ministry of Digital Transformation, Ministry of Government Administration, or State Institute, etc.
- A government/municipality official, a researcher, an instructor or staff members who are engaged in ICT related work, development cooperation, investment, etc.(preferred)
- Private sector employees are not eligible.

3) English Proficiency

- Applicants must meet one of the English proficiency test minimum score requirements: TOFEL iBT 71, TOEFL PBT 530, TOEFL CBT 197, IELTS 5.5, TEPS600(New TEPS 327) or higher.
- On the other hand, people who meet one of the minimum English proficiency test score requirements (TOEFL iBT 60, TOEFL PBT 450, TOEFL CBT 180, IELTS 4.0, TEPS500(NEW TEPS 277) and above) can also apply for the KOICA-SSU Scholarship Program. However, they must pass a stricter paper and interview test conducted by the SSU evaluation committee.
- English proficiency tests should have been taken within two years (valid test date: starting from April 1, 2022).
- English Proficiency Test(EPT) report submission can be waived only for those who apply from a country where EPT is not available. In this case, applicants are required to submit an official letter from the minister or governor of one's affiliation guaranteeing one's English proficiency equivalent to the required scores listed.

▣ Language: 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

▣ Accommodations: Residence Hall, Soongsil University

Sangdo-ro 369, Dongjak-gu, Seoul, Republic of Korea, 06978

- During the Program, two students share a room in a dormitory located on Soongsil University's campus. No one can live in a single room.
- Only two dormitory rooms have two beds and a kitchen, the rest have two beds without a kitchen.
- The kitchen facility in the dormitory building can be shared by participating students to cook their own meals when necessary.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Period	Contents / Remarks
2024 Preparatory Session	2024.08.26	Arrival in Korea and KOICA
	2024.08.27	KOICA SP Orientation
	2024.08.28	Medical Check-up
	2024.09.29 – 2024.09.30	KOICA-SSU Program Orientation, etc.
2024 Fall Semester (1st semester)	2024.09.01 – 2024.12.14	Fall Semester
2024 Winter Break	2024.12.22 – 2025.02.28	Winter Holidays - Seminars or special lecture (if needed)
2025 Spring Semester (2nd semester)	2025.03.02 – 2025.06.17	Spring Semester
2025 Summer Break	2025.06.26 – 2025.08.30	Summer Holidays - Seminars or special lecture (if needed)
	2025.08.20	First Thesis Oral Defense Presentation
2025 Fall Semester (3rd semester)	2025.09.01 – 2025.12.14	Thesis Semester
2025 Wrap-up Session	2025.11.15 – 2025.11.20	Final Thesis Oral Defense Presentation
	2025.12.09	Graduation Ceremony
	2025.12.10 – 2025.12.15	Depart from Korea

** The above schedule is subject to change*

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

2. CURRICULUM

1) CURRICULUM & CREDITS

Classification	Type	Course Title	Credits	Sum
1. Prerequisite Courses	Required	Korean Language and Culture (Basic)	P/NP	-
	Electives	Korea Language and Culture(Intermediate)	P/NP	
	Required	Soongsil University Academic/Living Support Guide	P/NP	
	Required	Digital Transformation and Technology Trend	P/NP	
	Required	ICT Industry & Digital Transformation in Developing Countries	P/NP	
2. ICT Policy and Economic Development	Required	ICT Policy	3	15
	Electives	Digital Economy and Related Industries Promotion	3	
	Required	Digital Law Regulation	3	
	Required	Korea's Economic Development and ICT	3	
	Electives	Technology Policy & Management	3	
3. Understanding Digital Transformation Technologies and Convergence	Electives	Artificial Intelligence(AI) and Machine Learning	3	24
	Required	Internet of Things (IoT) Practice	3	
	Electives	Cloud Computing	3	
	Required	Big Data Analysis	3	
	Electives	Blockchain Fintech Technology	3	
	Electives	Digital Marketing	3	
	Electives	4th Industrial Revolution and Digital Transformation	3	
	Electives	UI/UX	3	
4. Thesis research and Action Plan (AP)	Required	Statistical Analysis and Research Methodology	3	6
	Electives	Thesis Research & Seminar	3	
	Electives	Digital Action Plan	-	
5. Human Networks and Partnership Enhancement	Required	Special Lectures & Convergence Seminars	-	-
	Required	Industrial Visits & Cultural Experience	-	
	Electives	Internship Program	-	
	Required	Buddy Program	-	
	Required	Participation in academic seminars and thesis presentation	-	
	Required	SSU Global ICT Policy Convergence Conference	-	
Total Credits Required for Graduation			45	45

* The above curriculum is subject to change.

2) Graduation Requirements.

- In order to graduate, students must complete 36 credits, earn a GPA higher than 3.0. (higher than B).
- Those who have passed both comprehensive exam and foreign language exam
- Those who have passed the screening by submitting a master's thesis

3) Industry Experts' Special Lectures

Classification	Courses
1 st Semester	ICT and Digital Innovation Master Plan Promotion Policies and Strategies
	Korea's Experience and Cases of Digital Government Establishment
	Korea's High-speed Internet Backbone Network and Smart Device Security Policy
2 nd Semester	ICT Strategy/policy for Building National 5G Backbone Network
	Analysis of Korea's Digital New Deal Promotion Status and Performance
	Future Prospects for Innovative Technologies in the 4th Industrial Revolution
3 rd Semester	Korea's Metaverse Service Promotion Case
	Cases of Fintech Convergence and Promotion in Korea
	Entrepreneurship and Digital Innovation Technology Startup Cases
Candidate Topics to be selected	Mid to Long Term Information Management and Direction of Operation
	Big Data and the Smart Healthcare Market
	Outlook on Metro Technology to Create a Smart City
	ICT and Digital Innovation R&D Strategy and Legal System Issues
	Measures to Respond to Security Threats for Smart Phones Associated with Mobile Malignant codes, Hacking, and Certification
	Entrepreneurship and Start-up Policy including ICT
	ICT and Digital Innovation Technology Education Strategy
Wellness of Creative and Convergence ICT industries	

* The above schedule is subject to change

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field trip – 4 times during this program: KT, SKT, Naver, Daum Kakao, Samsung Delight, Coupang, People of Baedal, Gyeonggi Center for Creative Economy and Innovation, etc. (The places are subject to change)

2) Industrial Visit – Twice during this program: National Information Resources Service(NIRS), Agricultural Promotion Agency Smart Farm, ETRI, KISDI, etc. (The places are subject to change)

3) Conference and Seminar


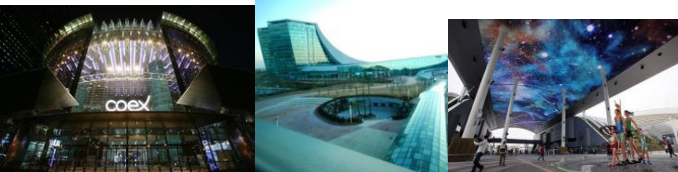
a) International Conference

- An international conference which shares cases in the areas of international cooperation and development, research papers, ICT master plans, ICT policy and strategy, is intended

to exchange know-how and experience between Korea and partner countries for practical collaboration as well as to establish a mutual development model.

- Soongsil University professors, students and the graduates of Digital Transformation Technology Department, experts from KOICA, ambassadors of each countries in partnership, officials from the Korean Government, and international development cooperation experts from related industries are all expected to participate in the above conference.

b) Academic Seminars

Venue	Description
International Academic Seminars	Participate in international academic seminars hosted by Korea
	
International Expos	Participate in international expos in Korea
	

4) Extracurricular Activities

- **Welcome Ceremony for New Students:** Welcome ceremony before semester starts (Introduction to school life, socialize with professors and students)
- **Global Culture-Night:** Introduction to different countries where students come from, enhancement of cultural understanding through cultural exchange
- **Graduation Ceremony:** Excellent presentation awards and farewell party

5) School Festival/MT

- **Graduate School of Information Science Gathering:** Athletics Competition, Hiking Club
- **Soongsil University School Festival:** Cultural exchange with trainees or students

6) Extracurricular Lecture

- **Korean Language Course (Non Credit) :** Understanding Korean language basics and culture (40 hours) will be uploaded on the LMS or taught in person

* The schedule above is tentative to the spread of COVID-19

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Soongsil University (SSU)

The country's first modern University

Soongsil is proud to have first brought modern education to Korea. In 1897, Dr. W. M. Baird, an American missionary, founded Soongsil Hakdang in Pyeongyang with 'truth and service' as its educational mission, and installed an undergraduate program to create Soongsil University, the first modern university of Korea.

The University that safeguarded the self-respect of the nation

During the Japanese colonialist rule, Soongsil made the decision to close the school, protesting forced worship at the Shinto shrine in order to maintain national pride. Among the thirty-three national leaders who signed the Declaration of Independence were the names of proud Soongsilians such as Kim Chang-jun, Park Hui-do, and others. Soongsilians have always participated in national movements such as the protest against the Eulsa Restriction Treaty, the Korean People's Society Case, the March 1st Independence Movement, and the Gwangju Student Independence Movement. Soongsil was born again in Seoul in 1954 and has since continued to evolve.

The endlessly challenging University

Soongsil's history is checkered with many achievements. With its modern music education program, the first of its kind introduced in Korea, Soongsil has issued great musicians like Hyeon Jeh-myeong and Kim Dong-jin, among others, while with its Computer Science Department, the first of its kind in the country, the University laid the cornerstone of the local IT industry. It is also Soongsil's achievement that the Graduate School of Small and Medium Businesses and the Graduate School of Information Science were established to improve the competitiveness of industrial-academic cooperation and information.



2) **SSU Website:** <https://www.ssu.ac.kr> or <https://eng.ssu.ac.kr>

2. ACCOMMODATION



Opened in March 2010, Soongsil Residence Hall was built to support students' academic achievements by providing them with pleasant living conditions and convenient facilities and to inspire its residents to expand their basic awareness of community living.

Soongsil Residence Hall, which has 2 basement levels and is 12 stories high, provides its services by accommodating the students' needs through various types of rooms such as single, double or quadruple occupancy, and guest houses.

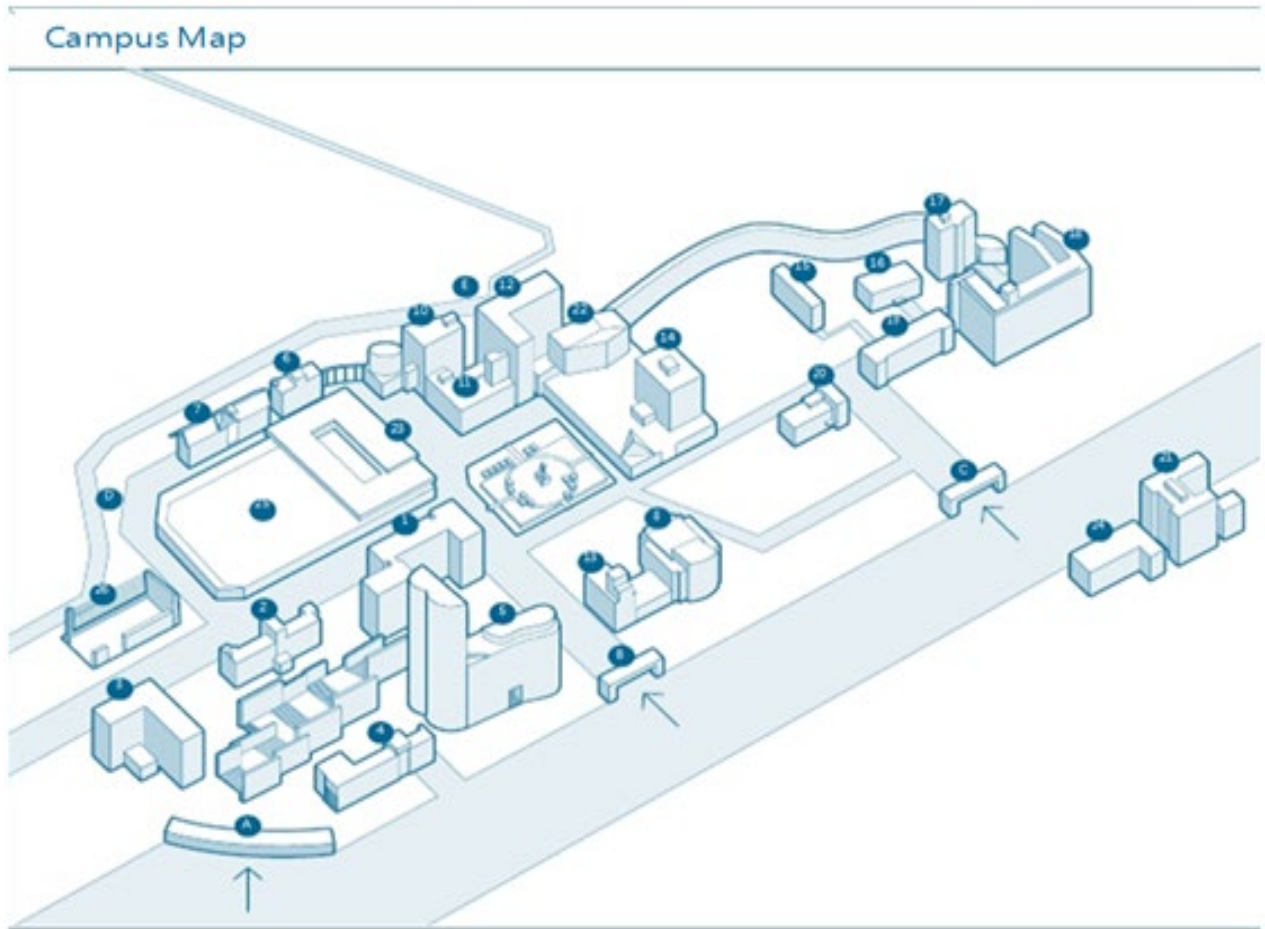
Each room works to guarantee the privacy of its residents as much as possible. Residents can also enjoy maximum convenience with several on-site facilities; a gym, a multi-purpose room, a study room, a cafeteria, a convenient store, laundry facilities and an on-site post office. The dormitory does not only introduce a living environment suitable for the ubiquitous era by providing high-speed and wireless internet connection as a standard, but also secures a safe and pleasant living for its residents through a state-of-the-art security system.

In the case of KOICA–SSU Master's Degree Program in ICT Techno Policy, two students share a room in the dormitory located on Soongsil University campus. The kitchen facilities in two rooms of the dormitory building can be shared by participating students to cook their meals sometimes. Only the two dormitory rooms have two beds and a kitchen respectively; the remaining rooms have two beds without a kitchen.

Living Conditions

- In the case of KOICA–SSU Master's Degree Program in ICT Techno Policy, 2 students share a room.
- Furniture: Beds, Desks, Bookshelves, Closets in each room
- Convenience Facilities: Cafeteria, Convenience store, home-delivery service, multi-purpose room, study room, laundries (separate for men and women), and fitness center.

◆ Campus Map (Dormitories No. 18) ◆



- | | | | |
|--|---|---------------------------------|---------------------------------|
| 1 Baird Hall | Memorial Hall | 16 Cumming Hall | 25 Schoolyard |
| 2 Economics & Business Building | 9 Services & Activity Center | 17 Global Brain Hall | 26 Tennis Court |
| 3 Community & Cultural Center | 10 Small Business & Entrepreneurship Center | 18 Residence Hall | A Front Gate |
| 4 Ahn Eak-tai Memorial Hall | 11 Veritas Hall | 19 Computer Science Institute | B Inner Gate |
| 5 Hyungnam Memorial Engineering Building | 12 Jo Mansik Memorial Hall | 20 Vision Hall | C South Gate |
| 6 Education Building | 13 The Korean Christian Museum | 21 Information Science Building | D North Gate |
| 7 White Horse Building | 14 Central Library | 22 Westminster Hall | E Jo Mansik Memorial Hall |
| 8 Reverend Han Kyungchik | 15 Faculty Research Building | 23 Student Union | Underground Parking Access Road |
| | | 24 Genesis Hall | |

3. OTHER INFORMATION

1) Lecture Rooms

Around 10 lecture rooms of the 300 rooms in total can be used for this program in Soongsil University, which are equipped with desks, chairs, beam projectors, and air conditioners / heaters that you can reach to set the room temperature.

Most of the lecture rooms are for 30-40 people, whereas the biggest classroom can accommodate up to 100 people maximum.



2) Seminar Rooms

3 of 50 seminar rooms at Soongsil are available for the students participating in the KOICA master's degree program.







Students can spend free time here for purposes such as holding academic seminars or workshops with their classmates, professors and experts outside, etc.



3) Dining on Campus

There are four different cafeterias on campus. They all serve different menus and the prices differ slightly from one another. Prices normally range from 2,000 won to 5,000 won per person, but may further vary depending on the menu of the day.

◆ Cafeterias ◆

1	<p>Dodam Cafeteria (Shinyang Hall 2nd floor)</p> <ul style="list-style-type: none"> - Price: 5000 KRW - Fixed menu with no options - Need to purchase a ticket at the kiosk before you get your meal and then place the ticket in the box by the meal window. 	
2	<p>Student Union Restaurant (SU 3rd floor)</p> <ul style="list-style-type: none"> - Price: 3000 KRW - Fixed menu with no options - Serves simple Korean dishes most of the time 	
3	<p>Snack Corner (SU 3rd floor)</p> <ul style="list-style-type: none"> - Price: 1,800 ~ 3,000 KRW - Offers take-out: KimBap, sandwiches, and cake with choices of drinks 	
4	<p>Food Court (SU 3rd floor)</p> <ul style="list-style-type: none"> - Price: 2,000 ~ 6,500 KRW - Choice of different dishes from Western to Asian - Has a special menu each day of the week. Sells packed sandwiches, muffins, burritos, salads, drinks and different types of cakes. 	
5	<p>Residence Cafeteria (Residence Hall B1)</p> <ul style="list-style-type: none"> - Price: 3,000 – 8,000 KRW - Choices of different dishes from Western to Asian - Has a special menu each day of the week. Sells packed chicken, hamburgers, potato sticks, pork cutlets, etc. 	
6	<p>The Kitchen (Computer Science Institute B1)</p> <ul style="list-style-type: none"> - Choices of different dishes from European to Western. - Sells different types of beverages and cakes. 	

4) Facilities

A. The Centennial Library

Soongsil University Central Library has various new books, domestic and overseas journals, and we are also making active efforts to collect and use various electronic materials that can be accessed online.



Library Service

- ① Book Loans
 - Once you are ready to check out, you will need to scan your student ID card on the card reader and place your books on the counter before you leave the library.
 - Remember you cannot borrow book(s) if you have overdue library book(s) or fees.
 - You can check the due date of the borrowed book on-line through the Soongsil Library website. The website is provided in English <http://oasis.ssu.ac.kr/> and services are also available in English.
- ② Renewals
 - You cannot renew your books if you have any overdue book(s) or fees.
 - It is best to renew your book(s) on-line. Go to the Soongsil Library website and check 'my library'. Select 'renewal'. They will be automatically renewed for 14 days. However, if there is a reservation request on the book(s), you will not be able to renew them.
 - Or you can renew your book(s) in person at the reservation desk. Make sure you bring your book(s) and student ID card with you.
 - You can only renew your book(s) twice.
- ③ Loan Period
 - Undergraduate Students: 5 books for a 14 day period with up to 2 extensions.
 - Graduate Students: 10 books for a 30 day period with up to 2 extensions.
- ④ Returning Books
 - The borrowed books can be returned to the Circulation Desk on the 3rd floor or you can use an automatic checkout machine.

⑤ Using the Study Room

- Scan your ID card -> Choose 'function' -> Choose 'room' -> Choose 'seat' -> Print ticket

⑥ Using the Media Room

- You can find a list of available materials and resources on the library website or through the catalog available at the Reservation Desk on the 5th floor.
- When you locate the resource you want, you are free to find the item yourself from the shelf. They are filed in Korean alphabetical order.
- Once you have found what you want, you will need to take it to the Information desk where you will be assigned a seat and a DVD player (more than one person can view the same DVD at the same time).

◆ Operating Hours ◆

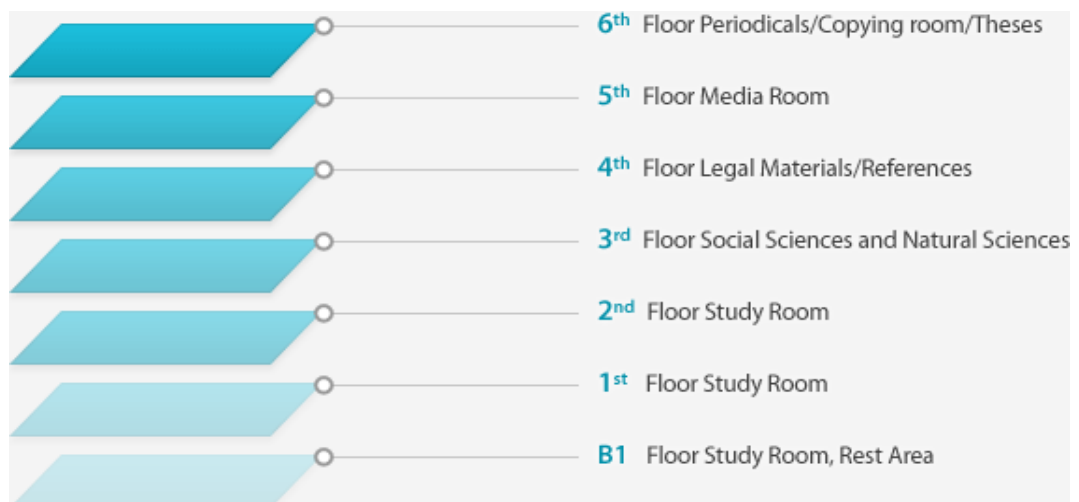
· During the Semester

Division	Mon. – Fri.	Sat.	Sun. & Holidays
Reservation desk	09:00~21:00	09:00~15:00	Closed
Study Room	05:00~24:00	05:00~24:00	05:00~24:00

· During the Vacation

Division	Mon. – Fri.	Sat.	Sun. & Holidays
Reservation desk	09:00~17:00	Closed	Closed
Study Room	05:00~24:00	05:00~24:00	05:00~24:00

◆ Library Facilities Map ◆



B. Computer Lab

The Graduate School of Information Science (GSIS) has a computer lab for SP students exclusively in the Computer Science Institute.

- Opening hours: Weekdays 09:00 – 18:00
- Location: # 536, 5th floor of the Computer Science Institute (#19, Campus Map)



There are numerous computer labs open. (commonly used)

Building	Computer Lab	Campus Map
Westminster Hall	Rm. 301, Rm 610	22
Jo Mansik Memorial Hall	Rm. 209, Rm.210	12
Economics & Business Building	Rm. 109, Rm. 208	2
Small Business & Entrepreneurship Center	B109, B110, Rm. 210	2
White House Building	Rm. 201, Rm202	10
Veritas Hall	Rm. 110	11

Computer Lab Service

① Laptop Rental

- Service hours: 09:00 to 18:00, Mon-Fri (Lunch Hour: 12:00-13:00)
- Location: Economics & Business Building #106
- Tel) 02-820-0305

② Print Cards

- Most computer labs and dorms have printers that require a printer card to print. You can purchase a printer card (5,000 won) at the school book store in the Central Library.

C. Counseling Center

The Center provides students with numerous types of counseling services either in groups or for individuals, and offers a range of services for problems from sexual harassment and rape to depression and other services a student might need.

- Location: 5th floor of the Student Union Building (Room 505)
- Service hours:
 - During the semester: 09:00~17:30 on weekdays and 09:00~12:00 on weekends
 - During the vacation: 10:00~15:00 on weekdays and closed on weekends
- Contact information:
 - Telephone: +82-2-820-0832
 - Email: counsel@ssu.ac.kr
[mailto: counsel@ssu.ac.kr](mailto:counsel@ssu.ac.kr)
counsel@ssu.ac.kr

D. Post Office

- Location: 1st floor of the Shinyang Building (in front of the Central Library)
- Service: General mailing services including mail, parcel, registration, domestic/international EMS, and certain banking services.
- Business Hours: Weekdays 9:00 a.m. - 18:00 p.m., Closed on Saturday and Sunday

E. Sports Facilities

There are various sports facilities on SSU campus, which students can use for free or at a low fee.

1) Fitness center

In order to use the Fitness Center, you will need to apply for membership by submitting an application form in person and then paying the membership fee (₩50,000 per semester) at a designated bank account. The membership is managed by the semester and is effective until the end of the following vacation. To use the Center for a whole year, you need to obtain the membership twice. Please keep in mind that memberships are limited, so check the website for application dates and deadlines.

- Location: 1st floor of Jo Mansik Hall
- Operating Hours

Operating hours	Weekdays	Weekend	Holidays
During the semester Spring: Mar. 1 – Aug. 31 Fall: Sept. 1 – Feb. 28	08:00~21:00	09:00~18:00	closed
During the vacation	09:00~18:30	closed	closed

※ *Shorts, T-shirts and towels are available for use inside the Center; only indoor athletic shoes should be used.*

2) Soccer Field/Tennis court/Basket court

You do not have to pay to use these courts, but prior reservation is required. These courts are open to the public from 07:00 to 19:00 Monday through Sunday. Especially, tennis lessons are available at a low price. For more information on lessons and monthly schedule, check the website.

F. Health Care

Domestic and international students can receive first aid and simple medical care from the Health Promotion Center when they get injured or sick.

- Location: 5th floor of the Student Union Building (Room 506)
- Service Hours:
 - During the semester: 10:00 am~8:00 pm
 - During the vacation: 10:00 am~5:00 pm
- Contact information:
 - Telephone: +82-2-820-0169
 - Email: johymi33@ssu.ac.kr

G. Banking Service

1) WOORI BANK

Money transfer from overseas can be made freely up to US\$20,000 per day. For any exceeding amount, the bank has to report the activity to the government. Also, you need to consult your home bank first if you intend to use their cash (debit) card in Korea.

Considering the easy access around campus, you may find it convenient to open an account with Woori Bank. There are several ATM machines managed by Woori Bank on campus. There are also many Korean and international banks off-campus and in downtown Seoul. A GLOBAL ATM is available at the on-campus Woori Bank, but credit card cash advance transactions cannot be made here, only debit cards may be used. For credit card cash advances and debit cards, use the ATM machine in the lobby of the Baird Hall (CM #1). For your information, service fees are charged when you use ATMs of different banks, or if you use the ATM outside the bank's business hours.

Foreign currency and traveler's checks can be exchanged into Korean currency (won) in banks at the airport, foreign exchange banks, and other authorized money exchange places including the on-campus Woori Bank.

- Location: 1st floor of the Shinyang Building (in front of the Central Library)
- Contact: (02) 820 - 0848/0894/7123
- Business hours: 09:00-16:00

2) ATMs

Place		Business hours/Bank
Hyungnam Memorial Hall	2nd floor	08:00 ~ 22:00 / Woori Bank
Baird Hall	2nd floor	08:00 ~ 22:00 / KB bank, Woori Bank
Information Science Building	1st floor	09:00 ~ 16:00 / Woori Bank
Computer Science Institute	1st floor	09:00 ~ 16:00 / Woori Bank
Jo Mansik Memorial Hall	1st floor	07:00~23:00 (closed Sunday and holidays) / Woori Bank, Shinhan Bank
Residence Hall	1st floor	08:00 ~ 22:00 / Woori Bank

H. Soongsil Bookstore

All kinds of books are available

- Location: 3rd floor of the Student Union Building
- Contact: (02) 820-0886
- Business hours:
 - During the semester: Weekdays: 8:30~20:30, Saturday: 8:30~14:00
 - During the vacation: Weekdays: 9:00~18:00, Saturday: 9:30~14:00

I. Convenience Store(GS25)

- Location: 1st floor in Residence Hall
- Sale: Drinks, food, other commodities
- Business hours: 24 hours

J. Optical Shop: Ankyungwon

This Optical Shop, located on the third floor of the Student Union, offers a versatile selection of eyeglasses, sunglasses and prescription sunglasses.

The optical shop is open to the public Monday through Saturday and accepts Vision Service Plan (VSP) and Medical Eye Services (MES) insurance. Ankyungwon serves the public on a walk-in basis, no appointment is needed.

Please note that the Shiley Optical Shop does not issue prescriptions for glasses. If you need a new prescription before purchasing new eyewear, make an appointment with our shop by calling (02) 816-7875.

- Location: 3rd in the Student Union Building
- Services: Glasses, contact lenses, sunglasses.
- Contact: (02)816-7875
- Business hours:
 - 09:00~19:30 (Mon.-Fri.)
 - 09:00~13:00 (Sat.)
 - Sundays & Holidays (closed)

K. Other convenient facilities

Type	Location	Operating hours
Laundry room	Residence Hall (1st floor)	24 hours
Reading room	Residence Hall (1st floor)	24 hours
Lounge (Rest room)	Residence Hall (all floors)	24 hours
Lounge (Rest room)	Jo Mansik Memorial Hall (3rd floor)	08:30 - 20:00
Lounge (for women only)	Student Union, Rm 216	08:30 - 20:00
Music hall	Student Union, Rm 224	08:30 - 20:00
Book cafe	Student Union, Rm 224-3	08:30 - 20:00
Shower room (for men)	Student Union, Rm 121	08:30 - 20:00
Shower room (for women)	Student Union, Rm 120	08:30 - 20:00

5) Campus Services

A. Medical and Dental Services:

Type	Medical Facility	Location	Business Hour	Phone Number
General	Chung-ang University Hospital	102, Heukseok-ro, Dongjak-gu, Seoul	Mon.-Fri. (08:30am – 5pm) Sat. (08:30am – 12am) * Sun. & P.H Closed *Emergency Center 24/7/365	02-6299-1140
	Gang-nam' Korea Hospital	242, Gwanak-ro, Gwanak-gu, Seoul	Mon.-Fri. (09am – 6pm) Sat. (09am – 01pm) * Sun. & P.H Closed *Emergency Center 24/7/365	02-874-8001
Orthopedics	Jang Dae-young Orthopedic Surgery Clinic	299, Sangdo-ro, Dongjak-gu, Seoul	Mon.-Fri. (09am – 06pm) * Lunch 01pm - 2pm * Weekend & P.H Closed	02-824-7533
Internal Medicine	Kang Ho-kyung Internal Medicine	348, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09am – 6pm) Sat (09am – 3pm) *Launch 01pm – 02pm * Sunday & P.H Closed	02-825-6657
	Asan Ba-run Internal Medicine	Third floor ,345, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09am – 6pm) Sat (09am – 2pm) *Launch 01pm – 02pm * Sunday & P.H Closed	02-817-0028
Otolaryngology (Ear, Nose, Throat)	Dong-jak Sung Mo Otolaryngology Clinic	Second floor ,345, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09am – 7:30pm) Sat (09am – 3pm) *Launch 01pm – 02pm * Sunday & P.H Closed	0507-1338-1550
	Echo Otolaryngology Clinic	356, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09am – 7pm) Sat (09am – 4pm) *Launch 01pm – 02pm * Sunday & P.H Closed	02-814-8899
Dental	Yon-sei Sky Dental Clinic	360, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09am – 6:30pm) Sat (09:30am – 2pm) *Launch 01pm – 02pm * Sunday & P.H Closed	0507-1441-7577

Type	Medical Facility	Location	Business Hour	Phone Number
Dermatology (Skin)	Chung-dam Go-eun Dermatology Clinic	5th floor, 345, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09:30am – 6:30pm) Sat (09:30am – 2pm) *Launch 01pm – 02pm * Sunday & P.H Closed	0507-1393-9989
Ophthalmology (Eye)	Sang-do Bright Eye Clinic	Second floor, 301, Sangdo-ro, Dongjak-gu, Seoul	Mon-Fri (09:30am – 7pm) Sat (09:30am – 3pm) *Launch 01pm – 02pm * Sunday & P.H Closed	02-812-2375
Pediatrics	Child Love Pediatrics and Adolescents Clinic	6, Sangdo-ro 53-gil, Dongjak-gu, Seoul	Mon-Fri (09am – 7pm) Sat (09am – 1pm) *Launch 01pm – 02pm * Sunday & P.H Closed	02-3280-8280

B. Health Center

We serve the Soongsil community for their healthy and happy life.

- Operating hours: During the semester: Monday through Friday (10:00 ~ 19:00)
- Office: the Student Union Building (506)
- Phone: 02)820-0169
- Major tasks:
 - Promotion of health through prevention of diseases.
 - First aid and referrals to clinics and hospitals.
 - Health counseling and health statistics.
 - Medical checks for faculty and staff.
 - Designation of hospitals and clinics for the University.
 - No-smoking clinic, abstinence program, flu vaccination, blood-sugar test, obesity measurement, etc.
- **Procedure for Emergency Patients**
 - First Aid treatment at the Health Center => referrals to outside clinics and hospitals (Gangnam Korea Hospital, Chung-Ang University Hospital at Heukseok-dong, clinics of Oriental medicine)
 - Call 119 or 1339 (emergency medical information center)

C. Student Counseling Service

The Student Counseling Service provides mental health care to Soongsil University's students. This care includes needs assessment, psychotherapy, psychiatric consultation, academic skills assessment program, support groups, referrals, emergency services, and health promotion and wellness programs.

Crisis Consultation

If you have an urgent matter that you feel may result in a situation which is dangerous or is so intense it cannot reasonably wait to be addressed, please call at 820-0832. Tell the receptionist that you have an urgent need to speak to a counselor as soon as possible. You may also come in person to the 5th floor of the Student Union Building with the same request. The receptionist will arrange for you to speak to a counselor and together, you and the counselor will determine an acceptable plan which may include a same day crisis appointment.

Counseling Services

Counseling services offered to students include: Biofeedback, Quick Start Workshops, Process Groups, individual and couples modes to address personal stress, relationship problems, mood or motivation problems, substance use, or eating disorder concerns.

Testing Services

Students participating in personal or career counseling at Student Counseling Services may be referred for clinical testing to aid in the counseling or career decision-making process.

Career Exploration Services

The main mission of the staff at the Career Exploration Services office is to provide individual career counseling and assessment to help students improve their career decision-making skills and self-efficacy for making a career choice.

Biofeedback Program

Biofeedback is a learning tool with which people observe their body's physical responses and then use that information to control or alter their conditioned reactions, often resulting in greater relaxation, focus, and healthier coping responses.

- Office hours:
 - During the semester: Weekdays 9:00 - 17:30
 - During the vacation: Weekdays 10:00 - 17:00
- Location: - #504, Student Union Building (campus map #23)
- Contact:
 - phone: 02) 820-0881 / 0832 / 0856
 - E-mail: counsel@ssu.ac.kr / [mailto: consel@ssu.ac.kr](mailto:consel@ssu.ac.kr)

D. Wireless LAN

Wireless LAN Support at Soongsil University

- Purpose: To provide students with convenient access to the Internet on campus
- Eligibility: The whole Soongsil community, including faculty, staff, students, regular workers on the campus, and temporary visitors to special functions and events
- Requirement: Registration for access on the school's homepage

E. Email/Homepage

- Email Service
 - Eligibility: Students, Faculty, and Staff
 - Account format: yourID@ssu.ac.kr
 - Access point: u-SAINT portal or <http://mail.ssu.ac.kr/> after log-in
 - Email capacity: 100MB for students, 1GB for faculty and staff
- Setting Up for Smartphone Mail
 - Use the content for official communication with colleagues

F. Support Program & Other Programs

- **Korean Language Programs for International Students** (every semester, National Institute for International Education)

Korean language classes with varying levels and preparation classes for TOPIK (Test of Proficiency in Korean) are offered. A Korean helper is assigned to international students.
- **Study Support Program for International Students** (in cooperation with the Education Development Center)

A tutoring program where a tutor who is experienced in certain courses or subjects studies together with a small group (4-7 students) of tutees.
Regular meetings are held at least once a week (for 12 weeks / more than 36 hours).
- **Health and Safety of International Students**

Complimentary medical checkup services (in cooperation with the Dongjakgu Health Center) and eye checkup services (through the Healthy Eye Campaign, ex., intraocular pressure and eye disease checkup), and group health insurance are offered to international students.
- **Freshman Orientation for International Students** (at the beginning of each semester)

The Freshman Orientation offers an introduction to school life to assist international students in settling in to a new environment, inspires a sense of belonging to Soongsil, and provides information on accidents and crime prevention and life in Seoul to enable an effective stay in Korea.

➤ **Recruitment Support for International Students**

Recruitment programs to facilitate understanding of the differences between Korean and Chinese corporate cultures, types of people Korean companies look to employ, and employment know-how are offered to international students.

The Employment Interview and Personal Statement Clinic (in cooperation with the Career Development Center) informs students on etiquettes and costumes for an interview, provides a chance to practice for interviews and reviews personal statements. In addition, you can learn about companies through corporate visits (Samsung Electronics, Hyundai Motor Company Asan Plant, among others).

➤ **One-on-one Care of International Students by Teaching Assistants**

Teaching assistants are assigned to international students to provide information on school events and give advice on school life.

➤ **Support for National International Students' Associations**

Soongsil supports sports and cultural events of various national students' associations, including that of China, Vietnam and Mongolia.

➤ **International Day Event**

Soongsil hosts performances, prize lotteries, experience booths, and charity events participated by school faculty and students, multi-cultural organizations and the local community.

➤ **Cultural Activities and Events for International Students**

International students can experience Korean culture through various cultural activities and events. Not limited to event halls, they can travel the country to experience the cultural diversity of different regions.

6) Emergency Contact Information

A. Emergency Contact Information: Police 112

- The nearest Police Station: #5 Sangdo-dong, Police Station: (02)815-0295
- Location: Cross the crosswalk from the SSU Front Gate. Go down to the left side. The Police station is on your right.

B. Emergency Safety Guideline: Please abide by the following instructions

Keep in close contact with the Graduate School of Information Science (GSIS).

- ① Update your contact information (cell-phone number).
- ② Personal Counseling: Consult with the GSIS on any difficulty you may be facing due to cultural differences.
- ③ Alert the GSIS whenever you plan to travel away from Seoul, and whenever you return.
- ④ Contact your families and friends at home who may be concerned or worried about you.
- ⑤ Register at your embassy/consulate in Korea: Phone, fax or email the nearest Consulate or Embassy and let them know of your presence here in Korea.
- ⑥ Take the emergency card with you wherever you go, it will come in handy in emergencies.
- ⑦ Avoid political demonstrations, large crowds and gatherings: Please be careful when participating in anti-war or other political demonstrations. You are recommended against participating in such activities.
- ⑧ Avoid interacting with unknown groups: Please carefully reconsider before accepting an invitation from an unknown group of people.

C. KOSMIC Contact Information in case of emergencies:

- Prof. Jaeyoung, Choi, Office: (02)820-0684
- Prof. Gee-Hyun, Hwang, Office (02)828-7257
- Prof. Myung-Jin, Lee, Office (02)828-7488
- Ms. HaeKyung Kim, Office (02)820-0269

IV. ACADEMIC REGULATIONS

1. Attendance and Absenteeism - Soongsil Regulations

- ① Students are expected to attend all of the classes they have registered for each semester. Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam.
- ② In the event a student will be absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get approval in advance:
 - Death of an immediate family member (parents, spouse and children) 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
- ③ In the event of illness or emergency situations, students 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, students must submit a written diagnosis by a physician.

2. Mandatory Dormitory Residence

- All students are required to live in the dormitory. Off-campus accommodation is not permitted
- 2 students per a room must reside
- No single room is allowed for anyone, and if you wish, you must pay twice the cost of a single person in the dormitory at your own expense.

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 at their own expense.

4. Limited cooking is allowed in the dormitory.

- Electric oven installed in the rooms can be used.

5. Examinations and Grade Evaluations

- ① Minimum Grade Point Average Requirement

- Students must maintain a minimum **B0**(80-83 of 100 points in total) grade point average, whereas in each course must earn a grade of "**C-**" or higher. Students who score below 80 on average will not be allowed to graduate.

② Regular Exams and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of semester), Final (End of semester)
- Make-up Exams
- In the event a student cannot sit for an exam due to illness, or any other emergency, the student must notify the faculty before the test date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

③ Qualifications to Sit for an Exam

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

④ Scholastic Performance Evaluation Method

- Scholastic performance will be based on a 100 point score 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 based on the regulations of the Graduate School of Information Science.

6. Requirements for Thesis Examinations and Graduation

- ① Students must pass a comprehensive test and a foreign language test in order to obtain a degree under the graduate program. Students need to obtain more than 70 points to pass for each test.
 - Comprehensive test : three subjects in the Master's degree program
 - Foreign language test : English test
- ② Students apply for thesis examination which consists of two parts: 1) preliminary thesis examination (oral defense), 2) final thesis examination (oral defense). The oral defense score should be a minimum 70 out of 100.
- ③ Students must meet the following conditions to obtain the master's degree.
 - Students must obtain 36 credits and minimum average of 3.0 (B) in 4.5.
 - Students must pass both comprehensive test and foreign language test.
 - Students must pass both preliminary thesis examination and final thesis examination.
- ④ Students with a GPA below 3.00 for two consecutive semesters will be automatically expelled from the program.

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. However, online course requests due to personal circumstances may not be accepted.
 - 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. The cost of living does not increase with exchange rate fluctuations or inflation.
 - 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. **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.
 - Example) If the participant is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant.
5. **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.
 - Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).
6. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
7. **Religious meals & personal food preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred)
8. **Regulatory Compliance:** 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)
- Applicants should send a scanned copy of their application documents to the university via the official university email: ssu_koica@ssu.ac.kr
- It is not necessary for applicants to submit the original copy of their application documents at this stage.
- Successful candidates are required to submit authenticated official graduation certificates and transcripts. These documents must be certified by the Korean Embassy or Consulate. This is a prerequisite before the University can issue the Certificate of Admission.

Admission Steps	Contents	Period
Step 1	Application Package Submission (Via University email)	March 4 to 29
Step 2	Document Screening	April 8 to 22
Step 3	Medical Check-up (Local)	April 23 ~ May 7
Step 4	Original Document Submission (Using DHL / to University) : <u>Only those who passed the papers</u>	May 31
Step 5	Interview	May 10 to 22
Step 6	Admission Notification	June 14
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August 28-30

*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 ssu_koica@ssu.ac.kr
- Details about all the required documents can be found on page 33.

2) Step 2: Document Screening (Soongsil 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 “Step 2: Document Screening(Soongsil University)” must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

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 VII. HOW TO SEND ORIGINAL DOCUMENT

5) Step 5: Interview

- Applicants who successfully passed the 1st round of the selection process (document screening) will be invited to zoom interview.

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:

These should be submitted to the university via official university email (ssu_koica@ssu.ac.kr).

- 1) Soongsil University Form 1: Document Check List
- 2) Soongsil University Form 2: Application Form (Type in English and Print out, Hand writing may not be accepted)
- 3) Soongsil University Form 3: Personal Statement and Study Plan (Type in English and print out, hand writing may not be accepted)
- 4) Curricular Vitae
- 5) Soongsil University Form 4: Recommendation from two different professors with a stamp or signature on a sealed envelope by the recommender (Print twice and to be completed by each of your two professors)
- 6) A Copy of the Applicant's Passport (please check the expiration date.)
Copies of Parents' Passports (or other official documents indicating parents' nationality such as Identification Card)
- 7) Official document indicating parent-child relationship between the applicant and parents:
Applicant's Birth Certificate or Household Register proving the parent-child relationship
- 8) Certified Copies of Degree Diploma or Certificate of Expected Graduation(This document must be certified by Apostille. Otherwise, it may not be accepted).
- 9) Verification of Academic transcripts (Sealed by president)(Academic Record must be certified by Apostille. Otherwise, it may not be accepted).
- 10) Certificate of Employment(if applicable)(Certificate of Employment must be certified by Apostille. Otherwise, it may not be accepted).
- 11) Certificate proving English Proficiency (if applicable): Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.
- 12) Two passport-size photos
- 13) Doctor's opinion paper about health check-up review

Important Notes:

For documents in languages other than English, please submit an original copy of your degree and transcript along with a translation.

If you cannot submit an original copy of your degrees and transcripts, be sure to have a certification of the authenticity of the photocopied documents. This can be done in one of the following three ways.

NO	Students from Apostille Countries	Students from Other Countries
1	Apostilled by government authorities; typically by the Department of External Relations or Foreign Affairs	Certified by the issuing institution with an official seal or stamp and signature
2	Certified by the Embassy or Consulate of the Republic of Korea with a seal or stamp	
3	Certified by the Embassy of the applicant's home country in Korea	

Apostilled Countries

※ As of March, 2023

Region	Countries
Asia and Oceania (22)	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, part of China** (Macau and Hong Kong), the Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, and Korea
Africa (13)	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Swaziland, Cape Verde, Burundi, and Tunisia
Europe (52)	Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, Great Britain, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkey, Portugal, Poland, France, Finland, and Hungary
America (32)	United States (Guam, including Mauri Islands, Saipan, Puerto Rico), Guyana, Guatemala, Granada, Nicaragua, the Dominican Republic, Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, St. Lucia, St. Vincent, St. Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Jamaica, and Paraguay
Middle East (5)	Morocco, Bahrain, Saudi Arabia, Oman, and Israel

- 4) Official Report of English Proficiency Test (TOEFL/TOEIC/IELTS) or any English proficiency document (mandatory)
 - Scores from these tests are valid for two years from the date of its official issuance.
 - If the official language of an applicant's country is English, he or she does not need to submit an official English test report.
- 5) Recommendation Letter (mandatory)
 - There is no designated form for recommendation letters. Please submit at least one recommendation letter in any form.
- 6) Photocopy of Passport Information Page(mandatory)
- 7) Additional Documents

While not required, applicants may submit an official Korean proficiency test report and a Certificate of Current Employment. These documents, though optional, can be considered

during the document screening process.

▣ Important Notice

- All forms and supporting documents should be filled out in English. Documents in any other language should be accompanied by a notarized English translation.
 - Original documents should be submitted. Should they be unavailable, copies of documents must be verified and certified by the issuing institution before they are submitted.
 - If any of the submitted materials contain false information, the application will be automatically rescinded.
 - Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
 - Applicants should take full responsibility for any disadvantage due to mistakes or omissions of any information on the application documents.
 - Soft copy for the university should be sent to ssu_koica@ssu.ac.kr
- * Inquiries: ssu_koica@ssu.ac.kr (university)

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 Canter)</p>	<p>Telephone reservation *Kindly check the attached file (DHL Call Canter)</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. UNIVERSITY

▣ Graduate School of Information Sciences(GSIS), Soongsil University

· Program Manager : Dr. Jaeyoung, Choi

· Address: #321 Information Science Hall, Soongsil University, Sangdo-ro 369, Dongjak-gu, Seoul,
06978, Republic of Korea

· Tel: +82-2-820-0684(Office) / Fax: +82-2-825-6126

· E-mail: choi@ssu.ac.kr

· Administrative Assistant : Ms. Haekyung Kim

· Address: #654 Westminster Hall, Soongsil University, Sangdo-ro 369, Dongjak-gu, Seoul,
06978, Republic of Korea

· Tel: +82-2-820-0269(Office)

· E-mail: hkkim@ssu.ac.kr

2. KOICA & KOWORKS

▣ General inquiries regarding application process

· E-mail: koica.sp@koworks.org

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