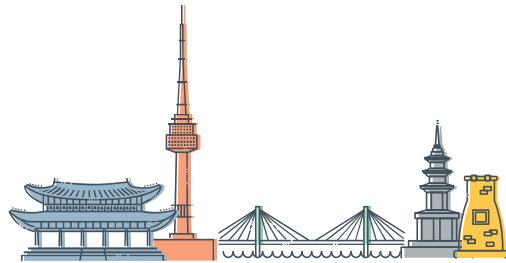


업무자료
연수 2025-01-019



KOICA Fellowship Program FELLOW'S GUIDEBOOK



Korea International Cooperation Agency

825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do 13449, Korea

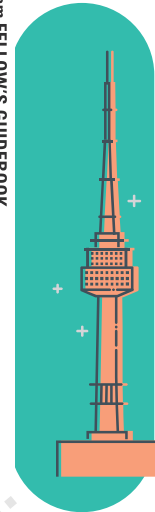
ICC Tel: 82-31-777-2600 Fax: 82-31-777-2603

<http://www.koica.go.kr>



연수 2025-01-019

KOICA Fellowship Program FELLOW'S GUIDEBOOK



KOICA Fellowship Program FELLOW'S GUIDEBOOK

KOICA CIAT





**People/Peace/
Prosperity/Planet/
Partnership/**

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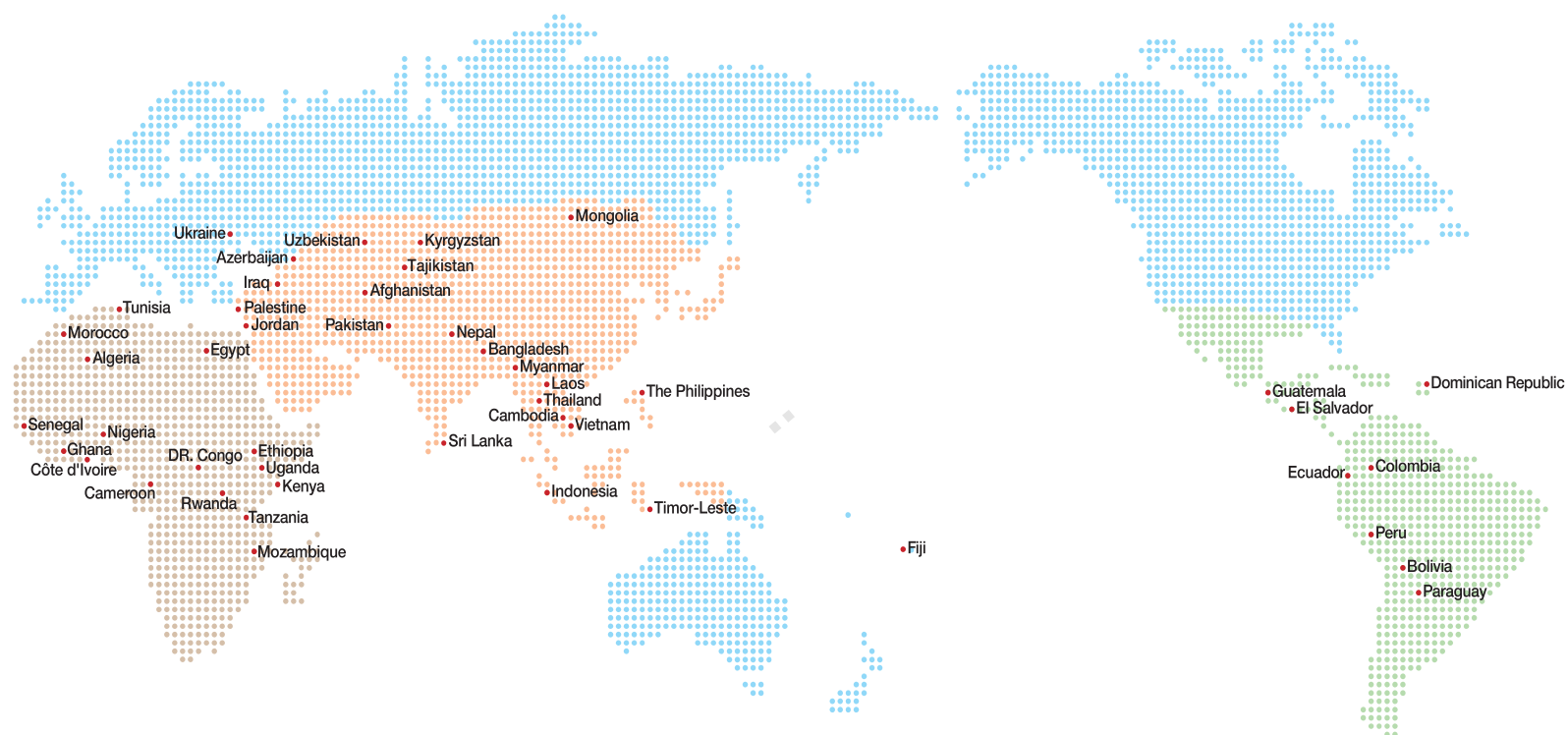
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Introduction

- ✕ Welcoming Message
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- ✕ Korea's Institutional Framework of ODA
- ✕ Introduction to CIAT



KOREA INTERNATIONAL COOPERATION AGENCY



We are delighted to meet you through the Fellowship Program of the Korea International Cooperation Agency.

Over the past few decades, Korea has accumulated a variety of development experiences in the process of its rapid socio-economic advancement after the Korean War. By sharing Korea's first-hand development experiences, the Fellowship Program, which is now an integral part of the technical cooperation program of the Korean government contributes to the promotion of human resources development of partnering countries.

The objective of the Fellowship Program is to provide opportunities for participants such as yourselves to enhance your current technical and administrative skills, enabling you to apply them to your country's development.

In addition to gaining technical knowledge, you will have opportunities to deepen your understanding of the Korean people and society during your stay. We hope you take full advantage of this, as the shared friendship and exchange of ideas with participants from other countries are equally important for achieving the goals of this program.

Welcome to Korea, the Land of Morning Calm, in advance. We believe that the program will be enriched by your presence among us and that your time with us will be most pleasant and rewarding. We look forward to seeing you soon in Korea.

✕ Korea's ODA and KOICA

Official Development Assistance (ODA) is composed of grants and concessional loans which are provided to partner countries, with the purpose of promoting their economic development and social welfare.

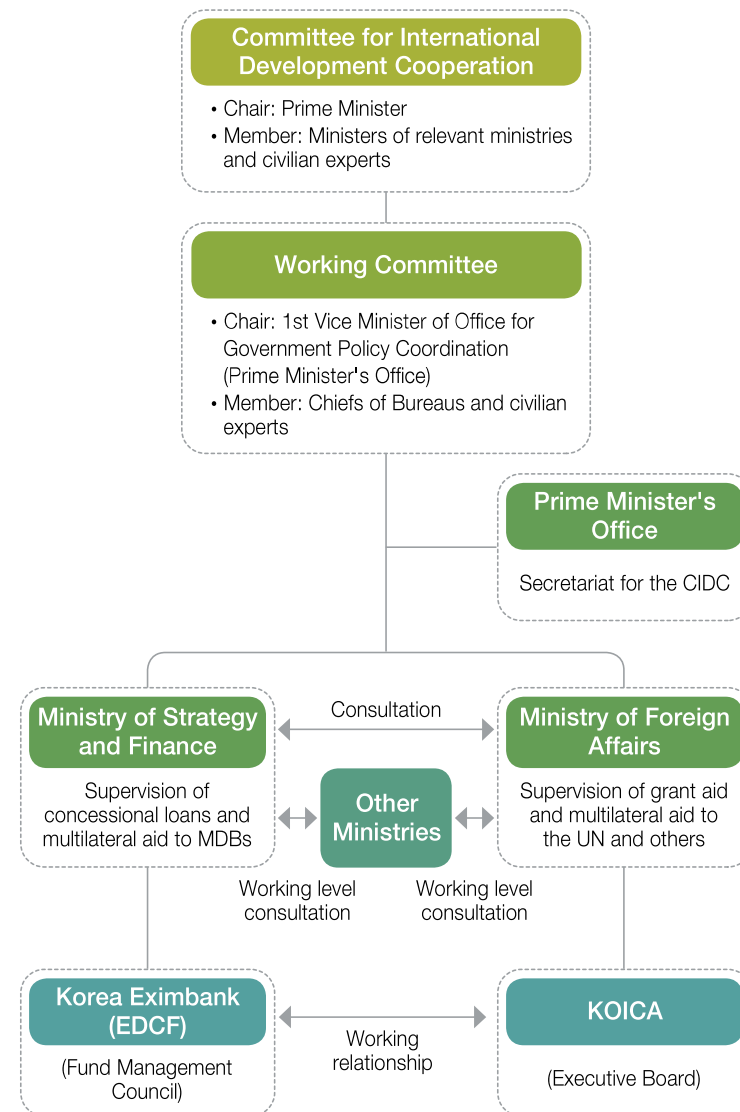
ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

KOICA, since its establishment in 1991, has been conducting grant aid and technical programs under the authority of Ministry of Foreign Affairs of Korea.

KOICA implements two types of grants: grant aid which includes the provision of equipment and project aid, and technical cooperation which includes development consulting, training program, and the dispatch of Korean overseas volunteers and experts.

Responding to the world's expectations for Korea to increase its role in international development efforts, KOICA continues its missions to share unique experiences of Korea which can inspire partner countries.

✕ Korea's Institutional Framework of ODA



<http://www.odakorea.go.kr/>

✕ KOICA's Global Fellowship Program, CIAT



CIAT stands for “Capacity Improvement & Advancement for Tomorrow”, meaning individual’s capacity development for a better future, and moreover the advancement of their organizations and policies as well.

Like its acronym that sounds like “seed” in Korean, CIAT hopes to spread seeds of hope across partnering countries.

CIAT is Korea’s leading human resources development (HRD) training program where KOICA invites civil officials, engineers, researchers, and policy makers in partnering countries who will lead economic and social growth of their countries.

Based on the Korea’s experience that human resources played a crucial role in national development, KOICA provides targeted training programs, sharing Korea’s experience and technology for development by partnering with diverse organizations, including government agencies, think-tanks and universities.

Since 1991, more than 90,000 participants from around 180 countries have participated in this program. And KOICA has provided courses in various areas such as education, health, governance, agriculture forestry and fisheries, ICT, industry & energy, environment, climate change, etc.

✕ KOICA International Cooperation Center

The International Cooperation Center (ICC) is a major training facility for the implementation of training and other international cooperation programs while also providing a comfortable environment for participants.

The ICC is a four story building covering an area of about 17,000m². It has 300 guest rooms with lecture rooms, conference halls, a business center, a dining hall, a nurse’s room, KOICA Global Plaza (Fellows’ Lounge) and outdoor sports facilities

✕ Floor Facilities

4F	Guest Rooms
3F	Guest Rooms, Lecture Rooms, Capacity Enhancement Program Department, CIAT Lounge
2F	Guest Rooms, Lecture Rooms
1F	Guest Rooms, Information Desk, Dining Hall, Conference Hall, Bank, Prayer Room, Nurse’s Room, KOICA Global Plaza (Fellows’ Lounge), Laundry Room, Lactation Room
Outdoor	Outdoor Sports Facilities, Acupressure Pathway, Track and Football Pitch, Tennis Court

* Kitchens are available on each floor.





Preparation for Travel

- ✕ Pre-departure Orientation
- ✕ KOICA Support
- ✕ Travel Documents
- ✕ Travel Preparations Information
- ✕ Country Report
- ✕ Departure Checklist

✂ Pre-departure Orientation

Upon receiving an official approval of acceptance for CIAT program, a pre-departure orientation will be held at the Korean Embassy or the KOICA Overseas Office. (On/Offline) During the orientation, participants will be provided with detailed information about their visit to Korea, including required documents, training conditions, and other necessary information. Participants will be provided with Fellow's Guidebook, «Entry Guideline», «Course Information», and a «Letter of Invitation».

✂ KOICA's Support

Supported items		Support details	Note
Non-cash Supported items	Round trip air ticket	Round trip air tickets between Incheon International Airport and an international airport in the participant's country will be provided, in accordance with a designated route by KOICA	Participants must adhere to the departure airport, arrival airport, transit point, and route suggested by KOICA. Note that the flight schedule cannot be changed at the participant's discretion.

Supported items		Support details	Note
Non-cash Supported items	Accommodation in Korea	Accommodation will be provided during the training period (KOICA International Cooperation Center or equivalent facility)	Additional services provided by lodging facilities such as hotels' (minibar, room service, laundry/ironing service, fitness center, spa, business facilities, lounge use, restaurant and cafe use, etc.) are not included. If any property, whether in hotels arranged by the training institute or in the KOICA ICC center, included in the accommodation facilities, is destroyed, damaged, or stolen by the participant, the participant will be held responsible for covering the associated costs.
	Meals	Meals will be provided during the training period	Depending on circumstances such as free schedule, some meals may be paid in cash.

Supported items		Support details	Note
Non-cash Supported items	Medical insurance	Medical expenses covered within the insurance coverage during the training period.	Followings are not included in the insurance coverage: chronic illness, dental treatment, vaccination and health checkup, obesity treatment, psychiatric treatment, dermatology, rectum and anus diseases (Please refer to the p.44 for the details.)
	Daily Expenses (For each day)	Used for incidental expenses during your stay	Number of training days X A flat payment of 22,000 KRW per day *Payment will be made in cash after the entry.
Cash payment Supported items	Sundry Expenses (Expenses for travel to Korea)	Used for airport tax, local transportation, stopover expenses, Visa fee, K-ETA application fee and other sundry expenses	A flat payment of 220,000 KRW per person Flat allowance will be the same for every participants, regardless of actual amount spent.

Supported items		Support details	Note
Cash payment Supported items			*Receipt submission is not required *Payment will be made in cash after the entry *Except for the amounts stated above, further support for additional expenses (such as stopover, local transportation, accommodation, etc.) is not available.
	Completion Certificate	Certificate issued under KOICA and Training Institute	*Completion requirement - Full participation - Submission of CR/AP - Submission of Pre/Post survey
Others	Social and Cultural Activities	Expenses for Cultural Experience	Throughout the Fellowship Program, extra-curricular social and cultural activities can be arranged to enhance your comprehension of Korean society and its people.

✂ Travel Documents

*All costs incurred in preparing the required travel documents must be covered by the participant using sundry expenses which will be provided after entry to Korea. Note that actual expense adjustment cannot be done for those expenses exceeding the allocated amount.

2-1. Passport : All participants entering the Republic of Korea must possess a valid passport. A laissez-passer issued by the UN is also recognized as a valid identification for overseas travel.

Visa for Korea : Visa requirements for Korea vary depending on the nationality of the traveler and the purpose of the visit. **KOICA Fellows need to apply for a Business Visa (C-3)** if they are not the nationals from Visa Waiver Country. Visa is not required to enter Korea for nationals from Visa Waiver countries, but the length of stay and permitted activities during the visa-free period may vary. However, they must obtain K-ETA, not Korean Visa. For more detailed information about visa, please visit Korea VISA Portal website(<https://www.visa.go.kr/>). The KOICA office or the Korean Embassy in your country of residence will assist you in preparing the required documents for your VISA application.

2-2. K-ETA (Korea Electronic Travel Authorization) : K-ETA is Korea Electronic Travel Authorization for nationals from Visa Waiver Countries. Individuals entering the Republic of Korea without visa under the visa exemption agreement must obtain K-ETA prior to their departure.

- ① (How to apply) Fill out the online application form and pay the fee on the official website. It may take up to 72 hours for approval after application. Please

carefully check the entry guidelines and fill up the accurate information, as your visa issuance may be rejected in case of the inconsistent personal information. For detailed guidance on each step of the K-ETA application, please refer to the entry guideline appendix.

- ② (Official website) <https://www.k-eta.go.kr/>
- ③ (Application fee) 10,000 KRW (About 10 USD)
- ④ (Caution) Please be cautious of unofficial websites that request excessive amounts for K-ETA. The official fee is approximately 10 USD, but if you use agency websites similar to the official one, you may be charged an additional fee. K-ETA and KOICA are not responsible for excessive fees paid by participants.

2-3. Visa for Third Country : Occasionally, participants visiting or leaving Korea may be required to obtain visas for third countries due to stopover flight schedules. In this case, it is the participant's responsibility to obtain and pay for the visa.

2-4. E-ticket : An economy class round-trip air-ticket is provided to each participant. When the tickets arrive, the participant will be notified either by the Korean Embassy or by the KOICA Overseas Office in his/her country. As the tickets will be issued in the form of e-tickets, participants will receive their flight information via email and are required to bring a hard copy of the e-ticket to the airport for check-in. Participants are asked to check if the information on the e-ticket is accurate. Participants are responsible for any changes or cancellation fees incurred due to refusal to board a flight, missing a connecting flight, or no-show resulting

from unconfirmed ticket information or unfamiliarity with the schedule. Participants are not permitted to change the flight schedule arranged by KOICA for personal convenience. If, however, unexpected events require rescheduling, participants should notify the Korean Embassy or the KOICA Office. Please contact the KOICA Overseas Office or Korean Embassy in advance if you are unable to participate in the training program, so that necessary arrangements can be made. Occasionally, delays or unscheduled stops of a flight are announced by the airline, which may result in missing a connecting flight or experiencing an overnight delay. If this should occur, please notify KOICA Office, program coordinator and training institute immediately. If you took an alternative flight arranged by the airlines, please submit the copy of the boarding pass to the KOICA program coordinator upon arrival.

✂ Travel Preparations Information

- 3-1. Local Transportation Options (airport transfers, public transportation) : Domestic transportation may be required to board flights provided by KOICA. The responsibility for preparing and paying for domestic transportation lies with the participant. You must plan your travel in advance and be careful not to miss your departure flight.
- 3-2. Transit Plan : If your flight includes a layover, you must check the layover time in advance and make a layover plan. Participants must check in advance whether they need to stay in the transfer area, enter the country, and re-check their baggage by checking whether the flights are connected. Additionally, depending on the transit time, you must obtain a transit visa if necessary. All costs incurred during transit are borne by the participants.
- 3-3. Emergency Contacts : To prepare for unexpected situations, be aware of the contact information and location of the KOICA office, training institute, Koworks personnel, and airport desk.
- 3-4. Travel Emergency Cash : Participants are advised to prepare cash in US dollars for emergency expenses that may be incurred en route to or upon arrival in Korea. Expenses resulting from a stopover in a third country for visa processing at a Korean Embassy or due to flight schedule-related costs are not covered by the airline company.
- 3-5. Health and Medical Considerations : If you are taking medication for a chronic illness, take a sufficient amount in advance so that you do not

run out of medication during the training period. In the case of medications that require a prescription, make sure you receive a sufficient amount. When packing, pack essential medicines separately to avoid loss of baggage.

3-6. Clothing : Check the current weather and temperature in Korea so you can prepare appropriate clothing. Prepare official attire for official schedules and comfortable clothes for lectures, field trips, and cultural experiences.

3-7. Baggage allowance : You must check in advance the free baggage allowance provided by your flight ticket and prepare for any additional baggage charges that may arise. If the departure and arrival flights are with different airlines, the baggage allowance may also be different, so you must pack based on the smaller allowance. Fees for exceeding the baggage allowance must be borne by the participant.

3-8. Restrictions in Luggages

Check-in	Carry-on
Lithium Batteries, Electric Cigarette, Power Banks	Liquid, Gels, Creams and Aerosols
Flammable Liquids and Solids such as matches, and fire-lighters.	All Liquids, gels, pastes and aerosols up to 100ml must be carried in one transparent and resealable plastic bag(20*20cm) with a maximum capacity of 1 Litre. Containers over 100ml will not be accepted even if they are partially full.
Explosives such as fireworks and firecrackers.	Knives and pocket knives including any sharp/bladed objects
High-Pressure Gas, including gas lighters, lighter refill gas, butane gas, camping gas, helium gas, and portable compressed oxygen cylinders.	

✂ Country Report

Participants must write a country report on the given topic and in the specified format (Word or PPT), following the 'Country Report' instructions provided in the course information. They should submit it to the provided email address before the specified deadline, which is before the training begins.

The Country Report will be used for comparative studies among the participants during the Fellowship Program, and for lecture references. To enhance the effectiveness of the Country Report presentation, participants are encouraged to follow the instructions in the «Course Information» and prepare supplementary materials such as visual aids to bring with them to Korea.

The Process of Country Report

- ① Forming the group and selecting a group leader (Presenter)
- ② Selecting the subject from the subjects suggested in the CI
- ③ Collecting data and creating the presentation materials (file).
- ④ Submission of the Country report by designated deadline

※ Please refer to the 'Country Report' part in Course Information(CI) for detailed instruction of each course.

✂ Departure Checklist

Division	Item	Yes	No	No Need
Pre-completed Items	Submission of the Country Report			
	Submission of the T-shirt Survey			
Travel Documents	Passport			
	Visa or K-ETA			
	Flight Ticket			
	Guidebook, and the letter of invitation			
Information to Check	Flight time			
	Transportation and travel plans to the airport			
	Transit point and transit time, transit visa			
Travel Preparation	Medication (if taken regularly)			
	Currency exchange, preparaion of travel emergency money			
	Personal hygiene products (masks, hand sanitizer)			
	Clothes			
	Laptop			

Arrival in Korea

- ✕ Entry Formalities
- ✕ Quarantine
- ✕ Customs & Declaration
- ✕ Arrival Procedures
- ✕ KOICA Information Desk
- ✕ When lost in the Airport



✕ Entry Formalities

Upon arrival in Korea, all visitors will be requested to fill out an Arrival Card (or Immigration Card), Customs Declaration Form, and Quarantine Questionnaire. These forms are issued on board before arrival. The Arrival Card should be presented to the Passport Control after arrival, and should be retained for the duration of the stay. The Customs Declaration Form will be collected after the baggage claim and clearing customs.

✕ Quarantine

To protect community health, preserve the environment and prevent the introduction of devastating diseases to domestic plants and animals, there are restrictions on the animal products and plants that foreigners may bring into Korea. Some products are enterable, but they must be accompanied by specific certificates issued by the Government of the region of origin.

Animal products

! Items to report	🚫 Banned
 Beef, pork, lamb meat, poultry, and all other meat	All animal products from countries related to foot-and-mouth disease or bird flu outbreak*
 Ham, sausage, jerky, and all other processed meat	
 Deer antler, bone, blood, and other animal products	
 Egg whites, egg yolk, and other egg products	
 Milk, cheese, butter, and other dairy products	

* The list of import banned countries may change. Please check the Animal and Plant Quarantine Inspection Agency Headquarters website : <https://www.qia.go.kr>

Plant

! Items to report	🚫 Prohibited items
Fruit, vegetable, flower, seedling, seed, bulb, nuts (walnut, almond, etc.), dried agricultural products (sesame, dried pepper, dried mushroom), fresh agricultural products (ginseng, pine, deodeok) medicinal herbs, and all other vegetations	All raw fruit/vegetable: mango, papaya, orange, apple, pear, pepper, tomato, eggplant, etc. In-shell walnut, unripe beans, potato, sweet potato, all vegetation with soil, all seedling with soil Live pathogen and vermin (including pet insect) Maloideae tree (apple tree, pear tree, etc.), Rutaceae tree (mandarine), grape tree, pine tree, and other saplings

* All heated or processed food products (kimchi, rice cake, etc.) are not subject to inspection.

* Generally admissible : Dried and processed agricultural products(coffee, spices and grain)

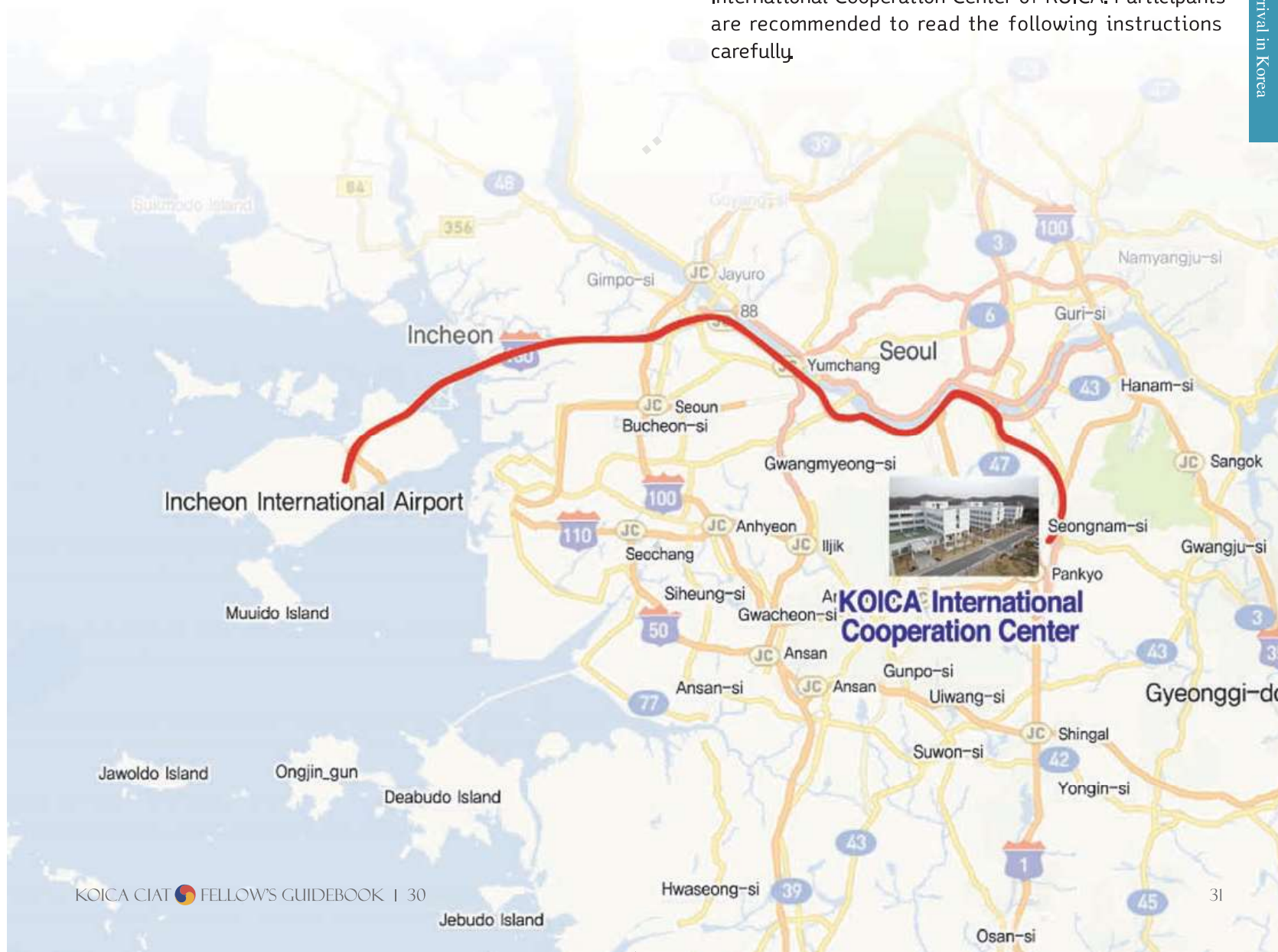
✕ Customs & Declaration

All overseas travelers must submit a personal effects declaration form to customs officials. If you have any goods to declare on arrival after traveling abroad, you must declare them voluntarily. If you have nothing to declare, you can proceed through the Nothing to Declare channel.

● Goods that must be declared to the Customs upon Arrival

- Weaponry such as guns (including simulated ones), swords, crossbows, etc.; bullets and chemicals; poisonous or radioactive materials
- Narcotic drugs such as opium, heroin, cocaine, MDMA, hemp and Philopon; Viagra; Cialis; and diet pills
- Means of payment, such as any foreign currency or Korean won (KRW), whose value exceeds US\$10,000
- Goods which exceed the duty-free allowance
- Agricultural, forest, livestock and fishery products such as animals (including meat, leather), plants, fruits, vegetables and live aquatic products as well as other foods
- Products and processed goods related to CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora) (such as, for example, ivories, sea bear penises, bear gallbladders, etc.)
- Items which infringe upon any intellectual property rights, such as goods carrying a forged trademark
- Counterfeit money, forged or altered marketable securities
- Books, pictures, movies, music records or video works which may cause harm to the national constitution, public peace and social customs
- Goods which are shipped or carried in for the purpose of being sold or used by companies

This section shows participants how to get to the International Cooperation Center of KOICA. Participants are recommended to read the following instructions carefully.



✂ Arrival Procedures

- * Filling out the forms that crewmembers hand out on board will expedite the arrival procedure.
- * Q-code : You can enter the country more safely and quickly by pre-entering quarantine information.
- * Upon arrival, present the QR code to the quarantine officer. (Both printed and captured QR codes are accepted.)



- (1) Terminal 1 or 2
- (2) Submit a declaration form for your possessions.
 - All passengers (nationals and foreigners) entering from another country are subject to quarantine inspection.
- (3) KOICA will provide the Immigration Office at the Incheon International Airport with a list of participants' names, nationalities, flight schedules, and information regarding fellowship program before arrival. Participants are advised to carry the invitation letter which their status is written, and show the letter to the Immigration Officer in case the officer needs further identification.
- (4) After completing the Arrival Immigration, check the Baggage carousel number. Take the escalators to Floor 1 and pick up your baggage.
- (5) Exit to arrival hall and proceed to KOICA Information Desk
- (6) Board the vehicle guided by the staff at the KOICA counter and go to the training center (ICC) or an external lodging location. (No need to travel by individual taxi)

✈ Arrival Procedures

Lost or Damaged Baggage

: Keep the form for missing or damaged baggage issued by the airline agency, so that KOICA Information Desk Staff at the Incheon International Airport can take any necessary action.

▶ Lost Baggage

- Contact your airline directly as each airline manages all the baggage and the compensation policy varies between airlines.

▶ Damaged Baggage

- Immediately notify the damaged baggage to the lost baggage information desk located behind the Baggage area.
- Any damaged baggage is the responsibility of each airline. Compensation will be processed according to each airlines' refund policy.
- If you cannot file a claim in person at the airport, call the airline directly to address the issue.

✈ KOICA Information Desk

To ensure that you receive appropriate help to safely get to KOICA International Cooperation Center(ICC), two KOICA Information Desks are in service at each Terminal. At KOICA Information Desk, KOICA staff will arrange your ride to KOICA ICC.

KOICA Information Desk at Incheon International Airport Terminal 1 (IIAT1)



IIAT 1
(T1)

Location : Between Exit 1 and 2

Contact Information

Tel. 82-32-743-5904 / Contact. Ms. Jin-Young YOON

KOICA Information Desk at Incheon International Airport Terminal 2 (IIAT2)



IIAT 2
(T2)

Location : In front of Exit 4 (Close to Arrival Gate B)

Contact Information

Tel. 82-32-743-5905 / Contact. Ms. Geun-Young Kim

✕ When Lost in the Airport 당신의 도움이 필요합니다!

In case you could not get assistance from the KOICA Information Desk, please show this page to Korean people near you and request some help.

From the Incheon International Airport to KOICA International Cooperation Center

인천국제공항터미널에서 한국국제협력단까지

도움을 요청한 사람은 한국정부에서 초청한 외국정부의 공무원입니다. 택시를 타고 아래 장소로 안전하게 도착할 수 있도록 도와주시기 바랍니다. 목적지는 한국국제협력단 연수센터입니다.

This person has been invited by the Korean government to take part in KOICA's Fellowship Program. Please help him/her get to the International Cooperation Center by taking a taxi.



Address 경기도 성남시 수정구 대왕판교로 825
825, Daewangpangyo-ro, Sujeong-gu, Seongnam-si,
Gyeonggi-do, Korea

Tel 82-31-777-2600



Staying in Korea

- ✕ Orientation
- ✕ Field Visit
- ✕ Meals and Accommodations
- ✕ Medical Care
- ✕ Regulations
- ✕ Guideline for the Prevention of Sexual Harassment

✂ Orientation

Usually, the first day of the Fellowship Program is reserved for an Orientation session at KOICA. The first day is for a general introduction to the Fellowship program. The purpose of this orientation is to help participants understand the background of the Fellowship Program as well as to provide them with general information needed for their program and their stay in Korea.

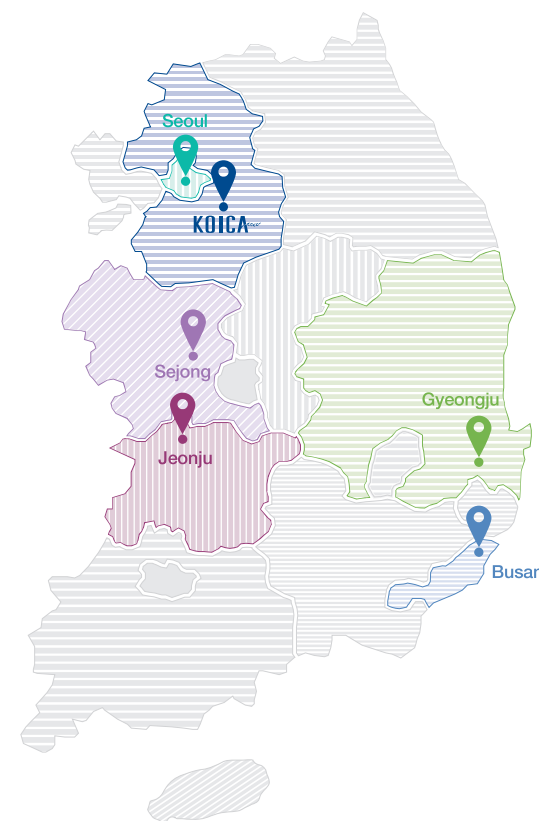
General Contents

- Welcoming
- Introduction of KOICA and the Fellowship Program
- Introduction to Korean History, Society, and Language
- Guidelines for Safety Management and Prevention of Sexual Harassment
- Guidelines on KOICA Surveys

✂ Field Visit

Study Visit

KOICA provides opportunities for learning about the roles and functions of each institution, development process, implications through visits to relevant authorities, public and private institutions and business sites that are directly related to the theme of the program. It is composed of activities that can build a practical network between the participants and related organizations such as discussion, meetings, and friendship events.



Extracurricular Activities

Extracurricular activities are composed of diverse activities that can help the versatile understanding of Korea through Korea's development experience and cultural experience.

Seoul City Tour

Participants may have a Seoul City Tour during the program, which will give them a general look at the capital city of Korea and the way of life in Korea. During the city tour, participants will visit cultural and historical places such as palaces, museums, markets, etc. The schedule is subject to change according to the program schedule.

For example...

- Korean Cultural Performance
- Gyeongbok Palace
- National Museum of Korean Contemporary History

* City tour could be conducted according to the program schedule.

✂ Meals and Accommodations

KOICA or the training institute will arrange and provide meals. The expenses will be covered by KOICA.

Regarding accommodations, participants will stay at the International Cooperation Center if the course is held in Seoul or near Gyeonggi province. In case the course is implemented far from Seoul or other province, they will stay at a hotel or other types of accommodation designated by the training institute.

✕ Medical Care

Insurance Coverage

During the program, participants will be covered by the Casualty Insurance to prepare for and respond to unexpected accidents or illnesses that may occur during the training period. The insurance covers expenses for medical treatment and hospital care within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

Participants will be required to pay the entire hospital fee and will receive a refund, up to the amount covered by the insurance, excluding the deductible, in accordance with insurance regulations.

According to Korea's insurance system, medical expenses are mandatory deductibles by law, which are often covered by the participants themselves.

* If you are taking medication for a chronic illness, make sure that you have a sufficient amount in advance so that you do not run out of medication during the training period.

Coverage – Group Accident Insurance(DB)			
Classification		Coverage (KRW)	Remarks
Death & Disabilities	Injury, disease death	100,000,000	
	PTSD from injury	100,000,000	
Injury	Benefit	50,000,000 (Per 1 visit 200,000)	
	Non-Benefit		
Disease	Benefit	50,000,000 (per 1 visit 200,000)	
	Non-Benefit		
3 Non-Benefits	Non-Benefit manual therapy, extracorporeal shock wave therapy, Prolotherapy	3,500,000	50times
	Non-Benefit injection cost	2,500,000	50times
	Non-Benefit MRI/MRA	3,000,000	unlimited
Daily life liability insurance		10,000,000	Deductible: 200,000
Diagnosis	Stroke	10,000,000	Compensation for the 1st time only
	acute myocardial infarction	10,000,000	Compensation for the 1st time only
Persons Killed or Wounded for a Righteous Cause risk of injury		100,000,000	

Staying in Korea

- In addition to the KOICA insurance, participants may have to take out an additional insurance according to the training institute's policies.
- Cost related to pre-existing conditions, pregnancy and dental treatment shall not be covered by the insurance.

Deductibles

1. Deductible Overview

Deductibles (Inpatient)					
Inpatient	Benefit	20%			
	Non-Benefit	30%			
Deductibles (Outpatient)					
The larger amount between A and B					
Maximum Coverage Limit		Classification	A		B
Outpatient (Outpatient + Prescription)	KRW 200,000 (per visit to the hospital)	Benefit	Clinics, Hospitals	KRW 10,000	20% of the total cost
			University Hospitals, Upper Hospitals	KRW 20,000	
		Non-Benefit	KRW 30,000		30% of the total cost
Deductibles (3 Non-benefits)					
The larger amount between A and B					
3 Non-Benefits	A			B	
	KRW 30,000			30% of the total cost	

* Participants must submit receipts and detailed statements of medical expenses from medical institutions or pharmacies.

2. Dentistry and oriental (Chinese) medicine: uninsured items and prosthetic dentistry
3. Orthopedics: equipment and consumables (e.g. wristbands and cast shoes)

4. Fees for diagnosis report
5. In the case of uninsured items and material costs, a detailed statement must be submitted.
6. Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted.

Not Covered by the Insurance

1. Medical check-up, vaccination, nutritional supplements, tonic medicines
2. Mental diseases and behavioral disorders
3. Congenital cerebropathy
4. Obesity
5. Urinary diseases: hematuria and urinary incontinence
6. Rectum and anal diseases
7. Tiredness and fatigue
8. Freckles, hirsutism, atrichia, mole, wart, pimple, and other skin ailments causing hair loss due to aging
9. Medical expenses caused by cosmetic treatments for enhancing appearance (e.g. double-eyelid surgery)
10. Costs that are not related to treatment and medical check-up costs that are not related to doctor's diagnosis
11. Pre-existing chronic diseases: diseases that participants already have before arrival in Korea



✕ Regulations

It is essential that participants understand and follow the regulations set forth by KOICA, which are as follows:

Attendance & Punctuality

- Participants should be on-time and professional when submitting/presenting any reports and documents requested for the KOICA Fellowship Program.
- Participants should be punctual and devoted to following the schedule of the KOICA Fellowship Program. Participants are monitored and evaluated on their professional behavior while participating in the Program. When necessary, KOICA may report the monitoring and evaluation results to participants' government and/or employer. Absence without prior notice or acceptable reasons, as well as habitual tardiness, is subject to evaluation, and may result in disadvantages.
- Participants must leave Korea upon the completion of the Fellowship program.
- Participants must follow the flight itinerary received from KOICA.

Misconduct

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

Security & Well-being

- Participants are responsible for their own personal belongings, safety, health and well-being.
- KOICA supports participants' medical expenses for accidents or diseases up to a limit covered by the insurance.
- Participants, however, should pay for deductibles; and are solely responsible for the expenses exceeding the insurance coverage.
 - ※ Pregnancy or treatment for any kind of chronic disease is excluded from the insurance coverage.

If a participant fails to observe the above-mentioned regulations or behaves in an inappropriate manner during the course, his/her status as a KOICA participant may be terminated.

Regular attendance during your Fellowship Program and the submission of required reports are two conditions vital to the success of your training.

General Rules

- Participants should abide by the terms and conditions of both KOICA and the training institute with regards to the Fellowship Program.
- Participants should not bring any family members (dependants) to Korea or the country of training.
- Participants should refrain from engaging in political activities and any form of employment for profit or gain during the course period (improper offering of jobs for relatives, etc. included).
- Participants are solely responsible for any claims, losses, damages, demands, actions, suits, and costs for legal proceedings that arise from their fault, misconduct, negligence, and/or failure to abide by the terms and conditions aforesaid during the course period.
- Participants should follow instructions from KOICA and the training institute, and should not leave without permission before the end of training for private reasons or illegal employment in Korea.

✂ Guideline for the Prevention of Sexual Harassment

During the KOICA Orientation, participants will have a session on the Guidelines for the Prevention of Sexual Harassment to make the Fellowship Program more effective by preventing uncomfortable situations which may arise due to cultural differences. KOICA has the following policies and procedures to help the participants' safe stay in Korea and ensure an environment that is free from sexual harassment.

Definition of Sexual Harassment (based on Korea's National Human Rights Commission Act)

Sexual Harassment consists of any physical, verbal, or non-verbal behavior of a sexual nature that is unwelcome, uninvited, and unwarranted. (Ex: Sexually oriented jokes or innuendos, unnecessary physical contact, invitations for outings, derogatory comments, etc.)



Guideline for the Prevention of Sexual harassment

Complaint

- Oral or written complaint is filed to a KOICA Fellowship Program Manager.

Informal Review

- The Program Manager reviews the case; and informs the Fellow(s) in question of the complaint to figure out what has actually happened.
- If the case stems from a simple misunderstanding, then it would be resolved and terminated immediately.
- If the case requires further action/investigation, then it would be filed for a Formal Review.

Formal Review

- KOICA headquarters convene KOICA Advisory Board to further investigate, as well as to determine on the action to be taken for the resolution of the case.

Consequences

- The following penalties may apply:
 - 1) Termination of the Program,
 - 2) Report to the pertinent Embassy and/or Government,
 - 3) Civil and criminal lawsuits and penalties.
- The individual at fault shall bear sole responsibility for any and all costs, expenses or damages that he/she incurs.



LOVE Korea

LOVE Korea
culture

LOVE Korea

7층 석탑

Seven-story

tradition

Stone Pagoda

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LOVE Korea

LOVE Korea

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LOVE Korea

LOVE Korea

LOVE Korea

LOVE Korea

LOVE Korea

cultural

LOVE Korea

LOVE Korea

LOVE Korea

Returning Home

✕ To the Airport

✕ Departure Procedures

✂ To the Airport

Travel arrangements for the return flight will be made by a travel agent at KOICA. The travel agent will confirm the participant's return flight schedule prior to his/her departure. To ensure that you receive appropriate help to safely get to the airport, KOICA program coordinator will arrange your ride to the airport. When leaving the country, KOICA provides a vehicle free of charge; participants incur no costs.

► Terminal 1 airlines :



► Terminal 2 airlines : Sky Team



* For correct terminal information, please check your e-ticket.

✂ Departure Procedures



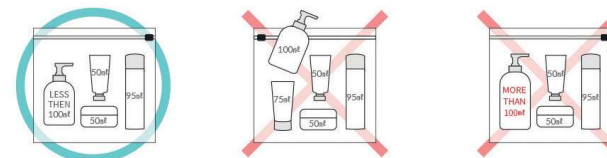
- (1) Upon arrival, proceed to Floor 3 for both Terminal 1 and Terminal 2
- (2) Lithium batteries, etc.

✓ Allowed	✗ Banned
Carried on Board	Checked bag

* For more accurate standard(number of batteries, etc.), please check with your airline.

● Items allowed to be carried on board

- Liquid allowed if in containers under 100ml, all containers fit in one 1L clear bag, and the bag is completely sealed.
- Only items from duty-free shops in «liquid item package exclusively for duty-free products» bags have no restriction to volume (MUST remain sealed until you board the plane to the final destination).





Follow-up Activities

- ✕ KOICA Club
- ✕ Stay Connected
 - CIAT Website
 - KOICA Official Site
 - Social Media

✕ Follow-up Activities

KOICA Club (Alumni Associations)

After the KOICA Fellowship Program, all fellows are encouraged to be involved in the follow-up activities as below. These activities may serve as an important channel to strengthen networks & partnerships among the fellows, as well as with Korea, or they may provide you an opportunity to reinforce your capacity through sharing and dissemination of the knowledge you obtained from the Fellowship Program among the fellows.



Former participants in their home countries are encouraged to keep in touch with one another by joining the KOICA Club on and off-line. Every year, KOICA is supporting more than 60 countries to make possible various types of KOICA Club activities.

Through the KOICA Club, alumni members are able to

- Share ideas on how to strengthen individual and organizational capacity
: follow-up workshops or seminars
- Positively contribute to community : volunteer programs to support the vulnerable and promote citizens' social well-being
- Promote networking among participants : annual event (ex. KOICA Alumni Night)

* For more information, please contact KOICA Overseas Office or Embassy of the Republic of Korea in your country.



✂ Stay Connected

CIAT Website (www.koica.go.kr/ciat/index.do)

This is an official English website for KOICA Fellowship Program for public officials, engineers, researchers, and policy makers in partnering countries to foster talents who will lead the economic and social development of partnering countries.



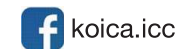
KOICA Official Site (www.koica.go.kr)

Here you can find who we are, what we do, where we work. Also, KOICA provides data, news and information on Korea's ODA work.



Social Media

In addition, you can find KOICA on social media. We'd like to hear from you, so please leave your comments, feedback, recommendation and ideas. Subscribe us now!



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825 Daewangpangyo-ro, Sujeong-gu, Seongnam-si,

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