

# KOICA-KDI School Master's Degree Program in Trade and Industrial Policy for Sustainable and Inclusive Growth

August 4, 2020 – December 17, 2021

Sejong & Seongnam, Korea



Korea International Cooperation Agency



**KDI SCHOOL**  
KDI School of Public Policy and Management

KDI School of Public Policy and Management

***\*Partici***

***pants are strongly advised to thoroughly read and follow the provided instructions in the Program Information.\****

# Contents

<b>PART I. PROGRAM OVERVIEW.....</b>	<b>1</b>
<b>PART II. PROGRAM CONTENTS.....</b>	<b>2</b>
<b>PART III. TRAINING INSTITUTE.....</b>	<b>6</b>
<b>PART IV. ACADEMIC REGULATIONS.....</b>	<b>11</b>
<b>PART V. REQUIRED DOCUMENTS.....</b>	<b>14</b>
<b>PART VI. CONTACTS .....</b>	<b>18</b>

# I . PROGRAM OVERVIEW

▣ **Program Title: KOICA – KDI School Master’s Degree Program in Trade and Industrial Policy for Sustainable and Inclusive Growth**

▣ **Duration**

- **Stay duration: August 4, 2020 – December 17, 2021 (17 months)**

*During the 17 months at KDI School of Public Policy and Management, students are strongly recommended to complete their thesis.*

- **Academic duration: August 10, 2020—December 10, 2021 (17 months)**

*In accordance with the university regulations, the diploma will be issued in January 2022.*

▣ **Degree: Master of Public Policy (MPP)**

▣ **Objectives**

- 1) To encourage critical thinking with analytic and problem solving skills
- 2) To deepen understanding of the dynamics of trade and industrial policy environment in order to pursue collaborative governance
- 3) To improve policy implementation skills to efficiently introduce, manage, and evaluate trade and industrial policies, and
- 4) To enhance professional ethics for strengthened accountability and transparency of trade and industrial policy management system

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

▣ **Number of Participants: 20 Government Officials**

▣ **Qualification: Applicants who meet the qualifications of KOICA**

*\*Applicants who have more than 2 years of experience in the Ministry of Planning, Ministry of Industry, or any trade and industry related departments will have preference for selection.*

▣ **Language: English fluency**

▣ **Accommodations: Dormitory of the KDI School**

The KDI School offers on-campus dormitory for all international students. KOICA participants in this program will share a double room with his/her roommate. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Term		Schedule	
Preparatory period		Aug.4 (Tue.)~ Aug.5 (Wed.)	Arrival / KOICA Orientation
		Aug.6 (Thurs.)	Medical Check-up
		Aug. 7 (Fri.)	Arrival at KDI School
Fall Preliminary Session (3 Weeks: Aug. 10~Aug.28, 2020)		Aug.10 (Mon.)	Preliminary Orientation for New Students
		Sep.01 (Tue.)~Sep.05 (Sat.)	Fall Orientation for New Students
Fall Semester (13 Weeks: Sep.07~Dec.05, 2020)		Sep.07 (Mon.)	Start of Fall Semester
		Sep.07 (Mon.)~Sep.12 (Sat.)	Course Add & Drop Period
		Nov.16 (Mon.)~Nov.21 (Sat.)	Course Evaluation
		Nov.23 (Mon.)~Nov.28 (Sat.)	Reading Period
		Nov.30 (Mon.)~Dec.05 (Sat.)	Final Examinations
Winter Break (Dec.07, 2020 ~Feb.06, 2021)		Dec.07 (Mon.), 2020 ~Feb.06 (Sat.), 2021	STATA Workshop
Spring Semester (12 Weeks: Feb.08~Apr.30, 2021)		Feb.08 (Mon.)	Start of Spring Semester
		Feb.08 (Mon.)~Feb.13 (Sat.)	Course Add & Drop Period
		Apr. 19 (Mon.)~Apr.21 (Wed.)	Summer Semester Course Registration
		Apr. 19 (Mon.)~Apr.24 (Sat.)	Reading Period
		Apr.26 (Mon.)~May.01 (Sat.)	Final Examinations
Spring Break (1 week: May.03~May.08, 2021)		May.03 (Mon.)~May.08 (Sat.)	Spring Break
		May.06 (Thur.)~May.08 (Sat.)	Korea Field Research & Study (KFRS)
Summer Semester (12 Weeks: May.10 ~ July.31, 2021)	1st Session	May.10 (Mon.)	Start of 1st Summer Session
		May.10 (Mon.)~May.15 (Sat.)	Course Add & Drop Period
		Jun.07 (Mon.)~Jun.12 (Sat.)	Reading Period
		Jun.14 (Mon.)~Jun.19 (Sat.)	Final Examinations
	2nd Session	Jun.21 (Mon.)	Start of 2nd Summer Session
		Jun.21 (Mon.)~Jun.26 (Sat.)	Course Add & Drop Period
		Jul.19 (Mon.)~Jul.24 (Sat.)	Reading Period
		Jul.26 (Mon.)~Jul.31 (Sat.)	Final Examinations
Summer Break (4 Weeks: Aug.02~Aug.28, 2021)		Aug.02 (Mon.)~Aug.28 (Sat.)	Intensive Internship & OECD Lecture (TBD)
Fall Semester (13 Weeks: Sep.06~Dec.04, 2021)		Sep.06 (Mon.)	Start of Fall Semester
		Sep.06 (Mon.)~Sep.11 (Sat.)	Course Add & Drop Period
		Nov.22 (Mon.)~Nov.27 (Sat.)	Reading Period
		Nov.29 (Mon.)~Dec.04 (Sat.)	Final Examinations
Commencement		Dec.10 (Fri.), 2021	KDI School Commencement Ceremony
Departure		Dec.17 (Fri.), 2021	

## 2. CURRICULUM

### 1) Curriculum

- **Degree: Master of Public Policy (MPP)**

The Master of Public Policy(MPP) program is designed to provide a global perspective and professional expertise in public policy areas. The program is highly regarded both in and outside Korea, particularly among developing countries and government officials. The faculty with outstanding research backgrounds and empirical knowledge offers a leading curriculum that integrates theory and practice. Students are required to take one of the economic policy study areas to cover 39 credits towards their graduation.

- **Concentration: Trade and Industrial Policy**

- Industrialization is unarguably a key driver of sustainable socio-economic development. It provides various opportunities to enhance productivity, job creation, generate income, and thereby contribute to poverty eradication and social inclusion. And trade and industrial policy can play a big part in the road to such inclusive and sustainable economic growth.
- At the same time, however, establishing and implementing more proactive and creative trade and industrial policy is imperative to better adapt to the recent rapid changes in policy environments, including the spread of trade protectionism, the widening inequality gap, the advent of the fourth industrial revolution and demographic changes.
- This program invites students from the developing world with a goal of educating trade and industrial policy experts in the region. It is designed to provide comprehensive understandings of the current trade and industrial policy-related issues in the world. This program is especially aimed at encouraging students to develop quantitative analysis capabilities so that more evidence-based policies and enforcement can be made within developing countries.
- The program also exposes students to actively participate in case studies/ project-based-learning experience and to engage with trade and industrial policy from academic and public sectors in Korea. Emphasizing both knowledge and practical approaches, this program will provide a platform for active knowledge sharing and learning to those who pursue trade and industrial policy as a means to sustainable development.

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

### 2) Graduation Requirements and Credits

Category		MPP : Master of Public Policy
Foundation Courses		Requirement: 6 credits (2 courses)
		• Analysis of Market and Public Policy (3 credits)
		• Quantitative Methods (3 credits)
Trade and	Core	Requirement: 6 credits (2 courses)

Category		MPP : Master of Public Policy
		<ul style="list-style-type: none"> <li>• Trade and Industry Policy for the 21th Century</li> <li>• Analytic Methods for Trade and Industry Policy</li> </ul>
	Elective Courses	Requirement: 9 credits (3 courses) <ul style="list-style-type: none"> <li>• Productivity and Economic Growth</li> <li>• Industrialization and Economic Development</li> <li>• Industrial Policy &amp; International Trade Regulation</li> <li>• Theory and Policy of International Trade</li> <li>• Trade Law and Policy in Practice</li> <li>• FDI Marketing and Promotion</li> <li>• Understanding the World Trading System</li> <li>• Input / Output Analysis</li> <li>• Impact Evaluation Methods</li> <li>• Cost-Benefit Analysis for Policy Decision-Making</li> </ul>
Other Elective Courses		Requirement: 6 credits (2 courses) Options for areas of study: <ul style="list-style-type: none"> <li>• FM (Finance and Macroeconomic Policy)</li> <li>• TI (Trade and Industrial Policy)</li> <li>• PF (Public Finance and Social Policy)</li> <li>• RE (Regional Development and Environment Policy)</li> <li>• SD (Sustainable Development)</li> <li>• ID (International Development)</li> <li>• PA (Public Administration and Leadership)</li> <li>• SM (Strategic Management)</li> <li>• GP (Global Governance and Political Economy)</li> </ul>
Research Project		Requirement: 6 credits Options for satisfying the research component: <ul style="list-style-type: none"> <li>• ARS (3 credits) + Thesis (3 credits)</li> <li>• ARS (3 credits) + Capstone (3 credits)</li> <li>• 1 course (3 credits) + SRP (3 credits)</li> </ul>
Language		Requirement: 6 credits (2 courses) <ul style="list-style-type: none"> <li>• Language in Public Policy and Management (3 credits)</li> <li>• Korean Language and Culture I (3 credits)</li> </ul>
Total		<b>39 credits</b>

### 3. EXTRACURRICULAR ACTIVITIES

#### 1) Calendar of Student Networking Events

Fall Semester, 2020	• Orientation (Sejong City Tour, Korean Culture Presentation)
	• Sports Day
	• International Food Festival
	• K-water tour
Winter Vacation, 2021	• Home Visiting Program
Spring Semester, 2021	• The Office for Government Policy Coordination
Spring Vacation, 2021	• Home Visiting Program
	• Korea Field Research and Study(KFRS)

Summer Semester, 2021	· 3rd Tunnel Tour
	· Song & Dance Festival
	· National Assembly
Summer Vacation, 2021	· Home Visiting Program
Fall Semester, 2021	· Sports Day
	· International Food Festival
	· Hyundai Global Friendship Tour

*\*The schedule above is subject to change.*

<b>2019 International Food Festival</b> 	<b>2019 Sports Day</b> 
<b>2019 Song &amp; Dance Festival</b> 	<b>2019 Site Visit</b> 

#### • Special Lectures and Seminars

- Experts are invited from home and abroad to give special lectures so that students can gain insights into their research fields. The lectures are held usually twice per a month and deal with diverse topics.
- In the research seminars, one of the school faculty members or the experts from other institutes present their research outcomes.
- Both are open to everyone so that participants can freely engage in discussion.

## III. TRAINING INSTITUTE

### 1. GENERAL INFORMATION

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

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

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



#### 2) Innovative Academic Programs

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

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

#### 3) Top-notch Faculty

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



- Consists of Ph.D. from top-tier universities in the world, including Columbia, Cornell, Harvard, MIT, etc.
- Owns a wealth of experience in both the public and private sector, including the Bank of Korea, World Bank, ADB, etc.
- Has capacity to carry out research and education in all relevant areas of development and public policy

#### **4) Diverse Student Composition**

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

## **2. ACCOMMODATION**

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

- The KDI School offers on-campus dormitory for all international students. (for Master) During the whole semester, you will share a double room with your roommate. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.
- General Rooms: All general rooms are double occupancy and are equipped with beds, wardrobes, desks, bookshelves, its own shower and a toilet, an air conditioning and a heating system, and an internet (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms. During your stay, you will share a double room with your roommate.
- Student Lounge: Student lounges located on the 3rd and 5th floor of each buildings are a place where students can relax, watch TV, check their email, do homework, read, or just hangout. It also offers comfortable surroundings for casual conversations. Lounges have satellite TVs, couches, two desktop computers, a printer, microwaves, a water dispenser, irons and ironing boards.
- Kitchen: Located on the top floor is a communal kitchen where all residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.



### 3. OTHER INFORMATION

#### 1) Lecture Hall and Conference Rooms

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



#### 2) Convenient Facilities

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

#### 3) Library

The library archives books, academic publications, and other materials essential for students, faculty, and research staff. The KDI Library and the KDI School Library were integrated into the KDI Central

Library in 2014 in order to ensure better services through the sharing of capacities, facilities, and resources. The publications and materials are available in the areas of business, economics, policies, and much more. (library website: <http://library.kdischool.ac.kr>)

- **Diverse Collections:** The Central Library has been pampered with a featured technology with a book capacity of over 259,924 books, 446,505 e-books, magazines, and academic journals. Over 65% of the collection is written in English. The Central Library has the highest percentage of books per student among university libraries in Korea.
- **Hi-tech Library:** The Hi-tech Library has features that create a more convenient experience in the library where students can learn advanced library technologies such as self-check-out & return, reservation pick-up and intelligent return. Mobile application is a multi-purpose software that allows users to access e-resources, e-attendance, and e-pay.
- **Collaborated Academic Class and Seminar:** The Collaborated Academic Class and Seminar Central library provide not only database workshops, but also cooperative classes with regular courses on academic writing.
- **External Cooperation:** KDI Central Library has been in close collaboration with libraries and affiliated organizations in Korea. The library actively provides Interlibrary Services for materials not owned by our library.

#### **4) Sun Healthcare International(15 minutes away)**

Sun Medical Center provides international healthcare services with staffs fluent in English, Chinese, Mongolian and Russian. They will assist you for the entire medical services during your visit including making an appointment, facilitating your communications with the doctor or staffs and receiving the medication.

- Location: (Yuseong Campus) 93, Bugyuseong-daero, Yuseong-gu, Daejeon, Korea  
(Daejeon Campus) 29, Mokjung-ro, Jung-gu, Daejeon, Korea
- Distant: About 20 minutes from the school via taxi (Yuseong Campus)
- Website: <http://en.sunmedical.kr>

※ Appointment is required prior to your visit.

※ Emergency Room operates 24 hours including weekends and holidays.

#### **5) Student Counseling Service**

The KDI School provides a Counseling Service for students. While the new semester can be an exciting challenge for some students, others may have to deal with a variety of issues, including personal and academic concerns. The counseling service is dedicated to supporting those students both emotionally and practically, and aims to maximize the student satisfaction so they can take full

advantage of the opportunities at the KDI School and enjoy their stay in Korea. Students may seek counseling for various reasons. No topic is off limits, but common concerns are academic issues, cultural adjustment issues, homesickness, relationship problems, stress and anxiety, depression, grief and loss.

## **4. HEALTH CARE**

### **1) On-campus Healthcare Room**

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

- Location: 2nd floor in the Central Building (near Coffee Lab)
- Office Hours: 09:00 – 18:00 during Weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during Weekends and National Holidays.
- Available health services:
  - ① Treatment of minor or acute illnesses such as following symptoms: Common Cold Symptoms (fever, runny nose, sore throat, coughs, etc.), Headaches, Nausea & Vomiting, Indigestion, Constipation & Diarrhea, Minor Burns, Muscle Sprains, Stomatitis, Minor Skin Problems such as Rashes or Itchy Skin, Skin Injuries including minor abrasions and cuts
  - ② First-aid for minor injuries
  - ③ A rest area for students who become ill and need a place to rest
  - ④ First-aid kits for dormitories
  - ⑤ Infection prevention and control of epidemic
  - ⑥ Medical support for school events
  - ⑦ Referrals to local medical specialists
  - ⑧ Individual health and wellness counseling

## IV. ACADEMIC REGULATIONS

### 1. ACADEMIC REGULATION

#### 1) Attendance

A student shall attend the classes for each subject in which he/she is enrolled, and shall not be assigned credits if he/she misses more than one-sixth of the class hours of a given subject. However, when a student has extraordinary circumstances such as disease, etc. for missing a class, and submits a report of absence in advance, up to one-sixth of the class hours may not be counted as absence.

#### 2) Graduation(Conditions for maintaining a scholarship)

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

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

#### 3) Grade

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

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

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## 2. PARTICIPANTS' RESPONSIBILITIES

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

#### 1) Develop Integrity

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

#### 2) Exercise Respect

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

#### 3) Lead by Example

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

## 3. WITHDRAWALS

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA.
- In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal. In this case, he/she is not allowed to re-apply for KOICA's scholarship program.
- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

## 4. TEMPORARY LEAVE

- Participants can have temporary leave during the school vacation (to the participants' home country or for a trip abroad) on the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university do not pay airfare for the trip and his or her living allowance will be suspended from the day of departure to the day of return during temporary leave.
- If a participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip despite the university's disapproval, he or she may be suspended from the KOICA scholarship.

## **5. ACCOMPANYING OR INVITING FAMILY**

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, participants CANNOT bring any family members.
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, the participant must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. KOICA and the training institute do not provide any administrative aid in visa matter for their family.

## **6. OTHERS**

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants break any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

## V. REQUIRED DOCUMENTS

### 1. APPLICATION ELIGIBILITY

#### 1) Applicants should:

- (1) Be a citizen of the country with a cooperative relationship with KOICA
- (2) Be a government official with more than 2 years of experience
- (3) Be a bachelor's degree holder (a completed bachelor's degree)
- (4) Have a good command of both spoken and written English (must be able to take classes and write academic theses in English)
- (5) Be preferably under 40 years of age in good health\*, both physically and mentally, to be able to complete the program. (Tuberculosis or carrying any kind of contagious disease is regarded as a disqualifying condition for participation in this program)
- (6) Have not participated in KOICA's scholarship program or any of the Korean government's scholarship program previously.

### 2. REQUIRED DOCUMENTS

- 1) Late applications will not be accepted; all required documents must be submitted by the deadline (Korea Standard Time).
- 2) All application forms must be typed in English.

#### 3) All documents must be ORIGINAL.

\* Scanned or photocopied documents are not accepted. If you must retain the original document, please submit a notarized/apostilled document of the original. The notarized/apostilled documents must have an English explanation of the documents being authenticated.

#### 4) All required documents must be sent in one package. Submit the documents in order (Do not use stapler or clip). Submitted documents will NOT be returned.

- 5) Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admissions process.
- 6) Applicants must apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate candidacy.
- 7) If any required documents are found to be false or counterfeit, admission to the KDI School will be cancelled. The admissions office will not be responsible for any consequences caused by incorrect information in the documents. If the information in the application documents is unclear or if any parts of the application documents are missing, the application will not be submitted for evaluation.
- 8) Please provide us with your application number when you communicate with the KDI School.



9) Once you finish your application, you cannot change your program in any case.

**■ All original documents should be sent to the regional KOICA office or the relevant government office. Refer to KOICA's Application Guideline.**

No.	Type of Documents	Required/Optional
1	<b>KOICA's Application Form</b>	Required
2	<b>KDI School's Application Form</b> You must use an official application form provided by KDIS.	Required
3	<b>Statement of Purpose</b> Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. You must use an official application form provided by KDIS.	Required
4	<b>Certified Copies of Academic Transcript</b> - Academic transcripts must provide a record of all the courses throughout the years of studying. - Applicants for Master's program must submit transcripts from undergraduate institutions. - <b>Must submit an official document issued by the applicant's alma mater describing the university's grade system if:</b> 1) An applicant's transcript does not include information of CGPA(4.0 Scale/ 4.3 Scale/ 4.5 Scale/ 5.0 Scale), marks(1~10 Grade), score percentile(100% Scale), or US Grade(A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F); OR 2) The grades on an applicant's transcript are difficult to be converted into any one of the GPA criteria mentioned above. <i>* Document must be certified. (Please read 'Document Authentication.')</i>	Required
5	<b>Certified Copies of Degree Diploma(a completed bachelor's degree)</b> - <b>Certificate of Graduation must indicate your graduation date and degree type(You must be a completed bachelor's degree holder)</b> - Applicants for Master's program must submit certificates from undergraduate institutions. - The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree.' <i>* Document must be certified. (Please read 'Document Authentication.')</i>	Required
6	<b>One Recommendation Letter</b> Recommendation letter should provide information about candidates' performance in professional settings. You must use an official application form provided by KDIS. <b><i>The letter must be SEALED(DO NOT OPEN).</i></b> <b><i>Please send the sealed letter with other required documents to the regional KOICA office or the relevant government office.</i></b>	Required
7	<b>Two Photos (Size: 3cm x 4cm) &amp; Photo File (jpg)</b>	Required
8	<b>Copy of Passport</b> - The copy must clearly show your photo, name, and expiration date. - Please submit the full page of your passport including your full information and signature. <b><i>* Your passport must be valid for at least more than 6 months as from 1 September 2020.</i></b>  <b><i>* Please check visa regulations and required documents to stay in Korea in advance. Please refer to &lt;2020 KOICA Scholarship Program Application Guideline&gt; as well.</i></b>	Required
9	<b>Employment Verification</b> - Employment verification should demonstrate one's employment status as a government official and their years of working experience. - The employment period and name of position must be specified. - The verification should indicate the employment category (e.g. public, private, NGO, etc.). - HR officer or supervisor of the applicant should write and sign the	Required

	verification letter. - You must use an official application form provided by KDIS.	
10	<b>TOEFL, TOEIC, IELTS, OPIC Score Report</b> - The tests must have taken within 2 years of the proposed date of admission (The test must have been taken as of September 2018). - Score report must be an original document, not a photocopy. - An original or notarized copy of 'Certificate of Medium of Instruction' can be submitted instead. <i>* You need to check if you are required to submit an English Score Report to the Embassy of the Republic of Korea in your country to apply for a visa to stay in Korea. (ex: Pakistan)</i>	Strongly Recommended (Optional)

#### ■ DOCUMENT AUTHENTICATION (MUST BE IN ENGLISH)

If the academic documents are issued by one of the countries in the box below, the academic transcripts and degree diploma must be: (1) certified by the Korean embassy or consulate in the respective country, (2) certified by the respective embassy in Korea, (3) apostilled by a designated office, or (4) certified by the Ministry of Education of the People's Republic of China (China only).

\* Check the updated Apostille country list & information here:

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

**Apostille member countries (refer to the Ministry of Foreign Affairs)**

<b>Region</b>	<b>Name of countries (2019.5)</b>
Asia, Oceania (18)	Australia, Brunei, Cook islands, Fiji, Hongkong, India, Japan, Macao, Marshall Island, Mauritius, Mongolia, New Zealand, Niue, Philippines, Samoa, Tajikistan, Tonga, Vanuatu
Europe (52)	Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan
North America (1)	USA (Guam, Saipan, Puerto Rico)
Central and South America (30)	Argentina, Bahamas, Barbuda, Barbados, Belize, Bolivarian Republic of Venezuela, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Commonwealth of Dominica, Ecuador, El Salvador, Granada , Guatemala, Guyana, Honduras, Republic of Suriname, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, St. Vincent, Trinidad and Tobago, Uruguay
Africa (12)	Botswana, Burundi, Cape Verde, Liberia, Lesotho, Malawi, Namibia, Republic of South Africa, Sao Tome and Principe, Seychelles, Swaziland, Tunisia
Middle East (4)	Bahrain, Israel, Morocco, Oman

Document Authentication Process	
<p><b>Applicants from <u>Apostille member nations</u> must authenticate their academic documents as below:</b></p> <p>(*please see the following page for a list of Apostille member nations)</p>	<p><b><u>All other applicants</u> must authenticate their academic documents as below :</b></p>
<p>Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from)</p>	<p>Authenticated by the issuing institution with official seal or signature</p>
OR	OR
<p>Authenticated by Korean embassy or consulate with official seal or signature</p>	<p>Authenticated by designated government authorities in the country where one earned his/her degree from</p>
OR	OR
<p>Authenticated by embassy of the country where one earned his/her degree from</p>	<p>Authenticated by embassy of the country where one earned his/her degree from</p>
OR	OR
<p>Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)</p>	<p>Authenticated by Korean embassy or consulate with official seal or signature</p>
OR	OR
<p>Authenticated by notary public</p>	<p>Authenticated by notary public</p>

## VI. CONTACTS

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