2021 Fall
Application Guideline

For International Students

Contents

Ⅰ. Admissions Overview & Schedule

Overview

Category	Fall 2021 Admission	
Program	Full-time	**Master's Programs** · Master of Public Policy · Master of Development Policy · Master of Public Management
Application Period	April 1 (9:00) – April 19 (18:00), 2021 (KST)	
Final Result	June 30, 2021	
Program Entrance	September, 2021	

Academic Schedule

No.	Category	Period (KST)	Contents
1	Online Application	April 1 (9:00) – 19 (18:00), 2021	· The online application is available at http://admissions.kdischool.ac.kr/ · The online application system will open from April 1 at 9:00 and close on April 19 at 18:00 (KST) · Applicants may apply for **one program only.** Submitting multiple applications to more than one program will invalidate candidacy · **Once you submit the online application, you cannot change what you have uploaded online nor change your program in any case** · You can check your application status in our online application website by logging in http://admissions.kdischool.ac.kr/
2	Document Review	May 7-12, 2021	· If all required documents and online application are submitted by the deadline, they will be reviewed by the admissions committee
3	Document Review Result	May 28, 2021	· The result of the document review will be announced by email and posted on "Notice" on our homepage · **Those who passed this stage MUST submit ALL of the original/certified documents that the applicant has uploaded online until the Original Document Submission deadline stated below**
4	Original Document Submission	May 28 – June 11, 2021	· All required documents **must be original/certified and post-mailed in 1 envelope** to the admissions office no later than the deadline · Late submission will not be accepted and will be

			eliminated from all reviewing processes · Please read the Document Authentication direction carefully and send the documents accordingly via post. You will have to re-send the documents if they are photocopies or improperly authenticated. · Submit the documents in order(stapler, clips are not allowed) * **The submitted application documents will NOT be returned**
5	Interview	June 7-11, 2021	· Those who pass the document review will receive a pre-interview call prior to the actual interview date · The interview will be conducted via Zoom
6	Final Result	June 30, 2021	· The final result will be announced via email and posted on "Notice" on our homepage https://www.kdischool.ac.kr/#/admissions/cc/international/notice
7	Registration	July - August, 2021	· The admissions package will be sent to each admitted student by email · It is important to write a correct e-mail address for the admission process
8	Program Entrance	September, 2021	· The Fall semester is scheduled to begin in September 2021 and academic calendar will be provided upon admission.

※ The schedule is subject to change.

II. Master's Program

Academic Program

	Master's Program (Full-time)
Programs	Master of Public Policy (MPP) Master of Development Policy (MDP) Master of Public Management (MPM)
Study Areas	**· Master of Public Policy (MPP)** - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy **· Master of Development Policy (MDP)** - Sustainable Development - International Development **· Master of Public Management (MPM)** - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy
Duration	**4 semesters* (About 1.5 year)** · Coursework: At least 3 semesters (1 year) at KDI School · Research Project Writing: in home country
Class Schedule	Daytime (08:30 – 18:00)
Requirements	Minimum 39 credits (Including research project)

∗ Early graduation is eligible up to one term early in case overall GPA is at least 3.9

∗ Residence requirement is only for 3 semesters and students are required to write their Research Project in their home country (May vary with each scholarship's conditions).

Program Information

Master of Public Policy (MPP)

The Master of Public Policy (MPP) program is designed to provide global perspective and professional expertise in public policy areas. The program is highly regarded both in and outside of Korea, particularly among developing nations 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, and may select additional study areas to cover 39 credits towards their graduation. The highly diverse student composition provides a unique educational environment.

Both domestic and international students from all walks of life, including the government, the media, and NGOs are able to share ideas, knowledge and experiences, and build a dynamic global network.

Academic Goals
· Expand policy makers' capability in policy planning, analysis and implementation
· Foster professionals in the field of economic and social policies

Study Area	· Finance and Macroeconomic Policy · Trade and Industry Policy · Public Finance and Social Policy · Regional Development and Environment Policy

Master of Development Policy (MDP)

Based on the KDI's hands-on experience In development policy of over 40 years, the Master of Development Policy (MDP) program offers a curriculum where students can examine various issues of socio-economic development in both theoretical and practical frameworks.

The program is specifically targeted for international professionals, including government officials, development consultants, and regional specialists who wish to contribute to development policy-making. The program is also focused on fostering professionals in the field of Official Development Assistance (ODA).

Students must take the required core courses as well as a certain number of courses from Sustainable Development or International Development areas.

Academic Goals
· Build capacity in designing and implementing economic and social policies of developing countries
· Train professionals in the field of Official Development Assistance (ODA) and international development

Study Area	· Sustainable Development · International Development

Master of Public Management (MPM)

The MPM seeks to fulfill policy management needs in today's global environment through an integrative education program that covers various facets of management and leadership in both public and private sectors.

The aim of the program is to nurture professionals who can successfully navigate and manage the complexities of global and private policy environments, make preemptive decisions to deal with the challenges, and have the capacity to put them into action.

Academic Goals
· Improve comprehensive problem solving skills in public administration and
  management, with the help of reinforced understanding of global and private policy
  environment
· Foster high-quality public workforce capable of policy design and execution

Study Area	· Public Administration and Leadership · Strategic Management · Global Governance and Political Economy

Ⅳ. Scholarship

Master's

Scholarship Title	Benefit
GAS (Global Ambassador Scholarship)	**All overseas students who meet the Degree Qualification** ※ Choose **'International General'** when creating an online application · Tuition waiver · Monthly stipend of 1,000,000 KRW * All scholarship benefits are primarily intended for countries named on the DAC List of ODA recipient nations, as published by the OECD. http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2020-flows.pdf * If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship.)
Seoul G20	**Public officials who meet the Degree Qualification and one of the following requirements:** *From Non-G20 Countries: ▶ Division head level (or) ▶ Over 6 years of working experience in the public sector *From G20 Countries: ▶ Must have at least 1 year of working experience in the public sector(internship, fellowship, employment, etc.) (or) ▶ Having working experience(internship, fellowship, employment, etc.) or study/research in fields related to Korea and Korea studies will have more preference for selection ※ **Employment Verification MUST be original and signed in 2021** ※ Choose '**Seoul G20**' when creating an online application · Tuition waiver · Monthly stipend of 1,200,000 KRW · Round trip airfare

Special Scholarship Programs	**For updated information about 'Special Scholarship Programs' from 2021 Fall to 2022 Spring Admissions, please refer to the links below:**
	 1) Visit KDI School official website (www.kdischool.ac.kr)
	 2) Go to Admissions > International > Scholarship Section
	   https://www.kdischool.ac.kr/#/admissions/cp/international/scholarship
	 3) Go to Admissions > International > Special Scholarship(Brochure)
	   https://www.kdischool.ac.kr/#/admissions/cc/international/special-scholarship
	
	* NOTICE: Special Scholarship programs are available to nominated candidates by supporting institutes. If you are a special scholarship applicant, please choose 'GAS' track when initially creating your online application.

*The scholarship may be changed according to recommendations from other institutes.

Qualification

※ Applicants for Master's program who have previously participated in any of the Korean Government's Scholarship Program for Master's cannot apply.

Degree Qualification (1)+(2) or (1)+(3)

(1) International Applicants must meet <u>one</u> of the following (① or ②)
* Dual citizens(nationality) with Korean nationality are not eligible.

① A foreign national whose parents are both foreign nationalities.

<u>* If you are an applicant of Korean origin and want to qualify as an international applicant</u>, you must provide (1) a certified copy of birth certificate proving your relationship with both your parents and (2) a copy of both parents' passports demonstrating their foreign nationalities.)

② An applicant who has completed at least 16 years of education (elementary, middle, high school, and university) in a foreign country.

<u>* If you are an applicant of Korean origin and want to qualify as an international applicant</u>, you must provide certified copies of academic transcripts or graduation certificates of your entire 16 years of education.

(2) Applicants for <u>Master's degree program</u> must meet one of the following (① or ②)

① A bachelor's degree holder from an accredited college or university. (min. 3 years)

* Certificate of expected degree can be submitted instead of degree diploma if one is expected to earn a bachelor's degree by August, 2021. (must submit the official final diploma by August 2021)

② Educational attainment equivalent to bachelor's degree (min. 3 years) approved by law.

Ⅴ. Requirements – Application Documents

No.	Application Documents (must be all in English)	Master's
0	**Document Check List**	Required
	· Download the official form from 'Admission Forms' at: https://www.kdischool.ac.kr/#/admissions/cc/international/admission_documents · Attach it when you send the required original/certified documents to KDI School via post	
1	**Online Application**	
	· Online application must be submitted at the following link: http://admissions.kdischool.ac.kr/	
2	**Statement of Purpose**	
	· Applicants must use our online application system to submit the SoP · Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School ** Your SoP will ONLY be reviewed when ALL of the REQUIRED questions are answered*	
3	**Original/Authenticated Academic Transcripts**	Required (Must be certified)
	· Academic transcripts must provide **a record of <u>ALL</u> the courses** you have taken throughout the years of studying · Non-English based documents(original/certified) **MUST** be accompanied with **authenticated English translations** · <u>Applicants for Master's program</u> must submit transcripts from undergraduate institutions · <u>MUST submit an official document issued by the applicant's alma mater describing the university's grade system</u> · Must submit an official transcript containing the **final CGPA** · Documents must be **original or certified** * Please read '<u>Document Authentication</u>' section (pg. 14)	
	Grading System	Required (Must be certified)
	· **The grading system must include the following information of below table:**	

4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100% Scale	US Grade
GPA on a scale of 4.0	GPA on a scale of 4.3	GPA on a scale of 4.5	GPA on a scale of 5.0	Percentage scale	A+
					A
					A-
					B+
					B
					B-
					C+
					C
					C-
					D+
					D
					D-
					F

· Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and therefore will not be evaluated in the Document Review stage.

	· KDI School accepts the following documents as an official grading system document: 1) an official letter from the university's registrar explaining the grading system of the universtiy – must have the stamp/seal and signature of responsible 2) an official letter from the university's registrar explaining the grading system of the universtiy – must be sent with an official account of the university 3) transcripts with grading system – must clearly state the grading system 4) a PDF file of the university's grading system uploaded on the homepage	

4	**Original/Authenticated Certificate of Graduation**
	· Certificate of Expected Graduation must indicate anticipated graduation date and degree type
	  The official degree certificate (or Certificate of Graduation) and final(completed) academic transcript must be submitted by February 2021 (late submission will lead to cancellation of admission)
	· Non-English based documents(original/certified) must be accompanied with **authenticated English translations**
	· <u>Applicants for Master's program</u> must submit certificates from undergraduate institutions
	· The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree'
	· **Documents must be original or certified**
	  * Please read '<u>Document Authentication</u>' section (pg. 14)
		Required
		(Must be certified)

5	**Recommendation Letters** · **Applicants must request the Recommendation Letters to the recommender by using our online application system** · Request for Recommendation Letter(s) will be sent to recommenders by pressing the "Recommendation Letter Request" button · You must personally contact the recommenders to check the mail box and encourage the recommenders to submit the letter · **It is for the applicant's responsibility to contact the recommender and to get the letter uploaded on time** · Recommendation letters should provide information about your performance in either an academic or a professional settings	**Two** **letters are required**
6	**English Language Test Reports <u>OR</u> Certificate of Medium of Instruction(MoI)** · KDI School **ONLY** accepts the following English Language Test Reports: - TOEFL(IBT(home edition accepted only temporarily until COVID-19 pandemic subsides), CBT, PBT, ITP) - TOEIC, TOEIC-S - IELTS - TEPS, NEW TEPS, TEPS-S, I-TEPS - OPIc - PTE Academic - Cambridge English Exams * **Certificate(s) must be ORIGINAL (certified certificates are unacceptable)** · The tests must have been taken within **2 years** of the proposed date of	Required

	admission (The test must have been taken as of **September, 2019**). · Applicants can also submit an official document issued by their **university** proving that all the courses are fully instructed in English instead (Medium of Instruction; MOI) *** The MoI must be original or certified** * *Applicants who graduated from universities in **England, Ireland, United States of America, Canada(Quebec excluded), New Zealand and Australia** are exempt from submitting MoI* *** Secondary school's or other institute's MoI are unaccpetable**	
7	**Employment Verification** · 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 this document · The document must be <u>stamped and signed</u> by the HR officer or supervisor and the **stamp/seal <u>and</u> signature must be original.** · The official form can be downloaded from 'Admission Documents' at: https://www.kdischool.ac.kr/#/admissions/cc/international/admission_documents * However, it is <u>not</u> required to use the official form · Please double check your eligibility if you wish to receive Seoul G20 Scholarship (requirements in pg. 8)	*Required for government and public sector officials (Must be certified) *Not required but strongly recommended for **G20 countries'** applicants
8	**Copy of Passport** · The copy must show your photo, name, and expiration date · The copy must clearly show your photo, name, and expiration date. · Please submit the full page of your passport including your full information and signature * Your passport should be valid for at least more than 6 months as of September 1, 2021 * Please check visa regulations and required documents to stay in Korea in advance	Required
9	**Photo File Upload** · Please upload your photo on your online application · File type: JPG only · File size: Must be less than 3MB	
10	**Video Essay** · Create a YouTube video and provide us with a link when you submit your online application · Please refer to "VII. Video Essay" section for more information.	Not required
11	**Certified Copy of Birth Certificate & Copy of Both Parents' Passports** **or** **Certified Copy of Academic Transcripts** **or** **Graduate Certificates of 16 Years of Education in a Foreign Country** · Only applicable to applicants of Korean origin · Birth certificate should prove your relationship with both your parents · Copy of both parents' passports should prove their nationality	**Applicants of Korean origin only**

※ If following issues below are found after the admission has been offered, the application will not be submitted for evaluation and the offered admission will be revoked:

    1. Information in the application documents is unclear

    2. Any parts of the application documents are missing

    3. Any required documents are found to be false or counterfeit

※ Please check the Visa Requirements carefully and prepare the documents beforehand

    ex) English Test Score in Pakistan Embassy

※**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.**

Ⅵ. Document Authentication

◉ **DOCUMENT AUTHENTICATION (MUST BE IN ENGLISH)**

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

*Authenticated documents MUST have original stamp/seal AND signature *in English.*

Apostille member countries

Region	Name of countries
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

*Please check the updated Apostille country list & information

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

OR refer to the Ministry of Foreign Affairs

Overall Process for Document Authentication

No.	Process
1	Photocopy your original academic documents. (e.g. graduate certificate, academic transcript)
2	Take your documents to one of designated offices. (See the list of designated offices in the previous page.)
3	Have them authenticate the photocopies with official seal or signature written in English (official seal/stamp and signature must be original)
4	Submit them along with the rest of the required documents.

VII. Video Essay (Optional)

Overall Process

. If you decide to submit a video essay, please prepare a one-minute-long video by answering the following question:

   "What do you do? And how do you think KDI School education will change what you do?"

. It is the applicant's responsibility to correctly configure the security and access settings for the video. We suggest using YouTube channel with the "Unlisted Video" setting so that only individuals who have the URL can view it.

. The applicant is also responsible for adhering to the terms and conditions of the website used to share the video essay.

. We are unable to watch videos that come in any form other than a URL link. We will not accept videos sent by email or on DVD through the mail.

. Please limit your video to **maximum 1 minute.** Those exceeding 1 minute may not be evaluated.

[KDI School] Fall 2021 Admission - Applicant # & Full Name

Contact Information

Tel : +82-44-550-1281 for general applicants
+82-44-550-1211 for special scholarships(NIIED, KOICA, Colombo Plan, MIPD, Hyundai Motor, FSS-KFB-KDIS, IBK, and POSCO)

E-mail : internationaladmissions@kdis.ac.kr for general (GAS, G20) applicants
internationaladmissions2@kdis.ac.kr for IBK / Hyundai Motor Scholarship applicants
koica.admissions@kdis.ac.kr for KOICA scholarship applicants
Please provide your **application number** when communicating with KDI School.

Address (Document Submission)
: The Office of Admissions, KDI School of Public Policy and Management 263 Namsejong-ro, Sejong, Republic of Korea, 30149

Website :
▷ KDIS Website : www.kdischool.ac.kr
▷ Admissions Website: admissions.kdischool.ac.kr
▷ Facebook : www.facebook.com/KDISofficial
▷ Instagram : https://www.instagram.com/kdischool_official
▷ Youtube : https://www.youtube.com/channel/UCgeKbQi5ZwthQMQSRZht4uw

Office Hour: 09:00~18:00 (Monday ~ Friday, KST)