

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

Spring 2023 Application Guidelines

For International Applicants

Master's programs MPP, MDP, MPM, MIPD

Ph.D. programs PP, DP



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KDI SCHOOL
of Public Policy and Management

I . Overview

Admission Schedule

No	Category	Period (KST)	Contents
1	Online Application + Document Upload	September 1 ~ September 23, 2022 (KST)	<ul style="list-style-type: none"> The online application is available at https://gradnet.kr/kdis/main Applicants may apply for one program only. Multiple applications will NOT be considered. Once you submit the online application, you will not be able to make any changes including your program.
2	Document Review	September 24 ~ November 3, 2022	<ul style="list-style-type: none"> Only the applications(including survey) submitted successfully by the deadline will be reviewed by the Admissions Committee.
3	Document Review Result	November 4, 2022	<ul style="list-style-type: none"> The document review result will be announced by email and only the applicants who pass the document review will be invited to the interview round.
4	Interview	November 14 ~ November 21, 2022	<ul style="list-style-type: none"> There may be a pre-interview call before the actual interview for testing. The interview will be conducted via ZOOM.
5	Final Result	December 7, 2022	<ul style="list-style-type: none"> The final result will be announced by email and posted on “Notice” on the admissions website.
6	Document Submission (for Accepted Students Only)	~ December 23, 2022	<ul style="list-style-type: none"> All documents must be in one envelop and arrive no later than the deadline(December 23, 2022). Please refer to guidelines on V. Apostille/Consular Authentication carefully and mail the documents accordingly via post. ※ Documents certified by public notary or solely authenticated by the applicant’s government authority etc. will NOT be accepted. The academic documents must be Apostilled/Consular-certified by Korean Embassy WITHOUT ANY EXCEPTIONS. ※ <u>The Visa support letter will only be issued when your academic documents are submitted with proper authentication. Late entrance may result in reduction of monthly stipend.</u> Since the submitted documents will NOT be returned in any case, please process the authentication on the photocopies of original diploma and submit the authenticated copy.
7	Registration	~ December 23, 2023	<ul style="list-style-type: none"> The admitted students will be able to access the Admission Package from KDIS Student MIS.
8	Program Entrance	February 2023	<ul style="list-style-type: none"> The Spring semester is scheduled to begin in February 2023 and academic calendar will be provided upon admission.

Academic Program

		Master's Programs			
		Full-time & Part-time ¹⁾			Full-time
Programs		Master of Public Policy (MPP)	Master of Development Policy (MDP)	Master of Public Management (MPM)	Master in Intellectual Property and Development Policy (MIPD)
Concentrations		<ul style="list-style-type: none"> - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy 	<ul style="list-style-type: none"> - Sustainable Development - International Development 	<ul style="list-style-type: none"> - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy 	<ul style="list-style-type: none"> - Intellectual Property & Innovation Policy
		[Common Concentration] Data Science for Public Policy and Management			
Duration²⁾	Full-time	4 semesters (About 1.5 year) · Coursework ³⁾ : At least 3 semesters (1 year) at KDI School · Research Project Writing: in home country			
	Part-time	6 semesters (About 2 years)			-
Class Schedule	Full-time	Daytime (08:30-18:00)			
	Part-time	Weekday Evenings (19:00-22:30), Saturday (09:00-17:30)			-
Graduation Requirements⁴⁾		Minimum 39 credits (including research project)			

1) Part-time is only available for foreign nationals who reside and work in Korea. Full-time students are not allowed to work during their study period.

2) The stay duration may differ by each scholarship.

3) 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)

4) Early graduation is eligible up to one term early in case overall GPA is at least 3.9 and above(out of 4.0).

Ph.D. Programs (Full-time only)		
Programs	Ph.D. in Public Policy (PP)	Ph.D. in Development Policy (DP)
Required Courses	<ul style="list-style-type: none"> - Foundations of Public Policy - Econometrics I & II - Microeconomics I - Game Theory in Public Policy - Policy Design and Evaluation - Ph.D. Colloquium 	<ul style="list-style-type: none"> - Foundations of Public Policy - Econometrics I & II - Microeconomics I - Game Theory in Public Policy - Development Economics I & II - Ph.D. Colloquium
Duration	At least 3 years ¹⁾	
Class Schedule	Daytime (08:30 - 18:00)	
Graduation Requirements	<ul style="list-style-type: none"> - 36 Credits - Qualifying Examinations (QE), Oral Examination(OE), Final Oral Dissertation Defense(FODD) - Dissertation 	

1) Beyond 3rd academic year, stipend support is not guaranteed; students are encouraged to seek opportunities to work in paid RA positions on campus.

Important Notice

1. Accepted students must submit the required hard documents to KDI School via post by December 23, 2022.

- Mailing Address: **The Office of Admissions**, KDI School of Public Policy and Management 263 Namsejong-ro, Sejong, Republic of Korea (30149)
- The English Proficiency Test Reports must be submitted in **original** hard certificate. TOEFL iBT Score Reports can be submitted online via ETS(Institution Code: 6442).
- ※ Failure to submit the authenticated documents in time may lead to cancellation of admission.
- ※ We do **NOT** accept scanned or photocopied documents, nor the original diploma.
- ※ **Academic documents must be either 1) Apostilled by designated authority or 2) Consular-verified by the Korean Embassy in the country where you received the degree. As it may take a long time to get the documents authenticated, please prepare them in advance.**

2. The documents will NOT be returned to the applicant in any case once submitted according to the Rule of KDI School.

3. Students must receive their Bachelor's(Master's for Ph.D. students) degree before February 28, 2023; otherwise, their admission will be cancelled.

- ※ Applicants must NOT be enrolled in other institutions after February 2023 until their graduation at KDI School. If an applicant is found to have dual registration(being registered in other institution), the acceptance/admission to KDI School will be revoked.

4. If following issues are found in your application, it will be excluded from evaluation and offered admission may be revoked when admitted:

- 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.

5. Accepted students will be registered for the **National Health Insurance according to the National Health Insurance Act and the Enforcement Rules of the same Act.**

II. Qualifications

Academic Qualifications

Applicants for **Master's degree program** must meet one of the following terms: (① or ②)

- ① A Bachelor's degree holder from an accredited college or university. (min. 3 years)
- ② Educational attainment equivalent to Bachelor's degree (min. 3 years) approved by law.

* "Certificate of Expected Graduation" can be submitted instead of degree diploma if one is expected to earn a Bachelor's degree by February 2023.

Applicants for **Ph.D. degree program** must meet one of the following terms: (① or ②)

- ① Both Bachelor's (min. 3 years) and Master's degree holder from an accredited college or university.
- ② Educational attainment equivalent to both Bachelor's (min. 3 years) and Master's degree approved by law.

* "Certificate of Expected Graduation" can be submitted instead of degree diploma if the applicant is expected to earn a Master's degree by February 2023.

Scholarship Eligibility

※ Applicants for Master's program who have previously benefited from any of the Korean Government's or KDI School's Scholarship Program for Master's cannot apply.

*Graduates of KDI School's Master's programs cannot receive scholarship for another Master's program.

※ Applicants for Ph.D. program who have previously benefited from any of the Korean Government's or KDI School's Scholarship Program for Ph.D. cannot apply.

International Applicants must meet one of the following terms: (1) or 2))

* Those with dual citizenships(nationality) with Korean nationality are not eligible.

- 1) A foreign national whose parents are both foreign nationals.
- 2) A foreign national of Korean origin must meet one of the following terms: (① or ②)
 - ① Your parents must be foreign nationals and submit (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 Must complete at least 16 years of education (elementary, middle, high school, and university) in a foreign country and submit (1) certified copies of academic transcripts and (2) graduation certificates of your entire 16 years of education.

III. Scholarships

Master's Program Scholarships

Scholarship	Eligibility & Benefits
<p>KDIS Scholarship (General Scholarship)</p>	<p>All students who meet the Academic Degree Qualification ※ Choose 'KDIS Scholarship' when creating an online application</p> <ul style="list-style-type: none"> The scholarship will be decided by the Admissions Committee according to applicants' strengths and capability and will be announced in the final result * Scholarship benefits are primarily intended for countries named on the DAC List of ODA recipient nations, as published by the OECD and they will most likely receive 100% scholarship benefits if admitted (https://bit.ly/3hMLrOz) * If a country is not named on the DAC List, applicants from those countries may be conferred a partial, rather than a full scholarship. Accepted students will be given <u>Global Ambassador Scholarship(GAS)</u> or <u>Seoul G20 Scholarship</u>. Part-time applications are open for Korean residents only and may be conferred a partial scholarship. For details about scholarship benefits, please refer to our website (t.ly/OCMR)
<p>KDIS Scholarship (General - Seoul G20 scholarship)</p>	<p>Applicants who meet the Academic Qualification and one of the following requirements may be considered for Seoul G20 Scholarship. [Seoul G20 Scholarship Qualification]</p> <p>*From Non-G20 Countries:</p> <ul style="list-style-type: none"> ▶ Currently Division head level(and above) ▶ Or at least 6 years of work experience in the public sector <p>*From G20 Countries:</p> <ul style="list-style-type: none"> ▶ Having at least one year of work experience(internship, fellowship, employment, etc.) in the public sector Or study/research experience in fields related to Korea studies(not a language studies) will be given more preference for selection. <p>※ <i>Seoul G20 scholarship is applicable for full-time master's program only(except for MIPD program)</i></p> <p>※ <i>(Current) Employment Verification MUST be 1) issued within three(3) months of application deadline 2) original or apostilled/consular authenticated document and 3) bear stamp/seal and signature of the issuing institution.</i></p> <p>※ <i>Seoul G20 Scholarship is awarded to a limited number of students and GAS may be offered instead.</i></p>
<p>KDIS Scholarship (Special Scholarships)</p>	<ul style="list-style-type: none"> Applicants nominated/recommended by Special Scholarship Institutions must also choose "KDIS Scholarship" when creating an online application; scholarship category will be decided by both the institution and KDIS Admissions Committee and will be announced in the final result. *Please refer to the Special Scholarship Brochure for more information. (t.ly/klvb) Prospective Hyundai Motor Chung Mong-Koo Foundation Scholarship applicants may be asked for an additional Interview round conducted by the Foundation after final result announcement.

*The scholarship may be changed due to recommendations from the sponsoring institutes.

Ph.D. Program Scholarships

Scholarship	Eligibility & Benefits
<p>KDIS Ph.D. Scholarship</p>	<p>All students who meet the Academic Degree Qualification ※ Choose 'KDIS Ph.D. Scholarship' when creating an online application</p> <hr/> <ul style="list-style-type: none"> • The scholarship will be decided by the Admissions Committee according to applicants' strengths and capability and will be announced in the final result • Accepted students will be given <u>Global Ambassador Scholarship(GAS)</u> • For details about scholarship benefits, please refer to our website (t.ly/OCMR)
	<p>[Special Scholarship Applicants]</p> <ul style="list-style-type: none"> • Applicants nominated/recommended from Special Scholarship Institutions must also choose "KDIS Ph.D. Scholarship" when creating an online application; scholarship category will be decided by both the institution and KDIS Admissions Committee and will be announced in the final result. *Please refer to the Special Scholarship Brochure for more information. (t.ly/klvb) • Prospective Hyundai Motor Chung Mong-Koo Foundation Scholarship applicants may be asked for an additional Interview round conducted by the Foundation after final result announcement.

*The scholarship may be changed due to recommendations from the sponsoring institutes.

IV. Application Documents to Upload

No	Required	Application Documents (must be all in English)
		Online Application
1	Required	<ul style="list-style-type: none"> Online application must be submitted at the following link: https://gradnet.kr/kdis/main Applicant's Name and DoB must match with the ones on their passport. Personal information written on the form should be identical with the one on submitted documents.
		Statement of Purpose
2	Required	<ul style="list-style-type: none"> Applicants must use our online application system to submit the SoP. <i>* Your SoP will ONLY be reviewed when ALL of the REQUIRED questions are answered.</i>
		Official Diploma or Graduation Certificate (Certificate of Expected Graduation)
3	Required(*)	<ul style="list-style-type: none"> Applicants for Master's program must submit Bachelor's(min. 3 years) degree certificates from undergraduate institutions (Master's too, if applicable). Applicants for Ph.D. program must submit degree certificates from both undergraduate and graduate institutions. The certificate must indicate 'Bachelor/Master's/Ph.D. Degree' or 'Equivalent to a Bachelor/Master's/Ph.D. Degree and a date of graduation. ※ Must upload an 1) Apostilled or 2) Consular-certified Diploma/Certificate by Korean Embassy - Please refer to V. for Authentication on p.13. ※ Certificate of Expected Graduation must indicate anticipated graduation date and degree type. <i>* Those who submitted a certificate of expected graduation must submit an authenticated certificate of graduation and final transcript by February 2023 (late submission will lead to cancellation in admission).</i> Non-English based documents(original/certified) must be accompanied with authenticated English translations.
		Official Transcripts
4	Required(*)	<ul style="list-style-type: none"> Must provide a record of ALL the courses you have taken throughout the years of studying. <u>Applicants for Master's program</u> must submit Bachelor's degree transcripts from undergraduate institutions (Master's too, if applicable) <u>Applicants for Ph.D. program</u> must submit transcripts from both undergraduate and graduate institutions ※ Must upload an 1) Apostilled Or 2) Consular-certified Transcript by Korean Embassy - Please refer to V. for Authentication on p.13. Must submit an official transcript including the final CGPA/score. ※ If applicants convert their grades through a converting tool such as scholaro.com, wes.org, etc., the converted one must be officially acknowledged by the university they graduated (Additional apostilled/consular-confirmation is not required for this document). Non-English based documents MUST be accompanied with authenticated English translations.

[Mandatory] Grading System

- If your transcript does not include the information of GPA scale or does not meet one of the scales below, please submit additional supporting documents which describes the grade system your university use.

GPA Scale	100% Scale	US Grade	10 Scale Grade	20 Scale Grade	Class/ Division
GPA on a scale of 4.0 or 4.3 or 4.5 or 5.0	Percentage scale	A+, A, A-	1	20	Division I or First Class
		B+, B, B-	2	19	Division II or Second Class
		C+, C, C-	Division III or Third Class
		...	10	1	...

- Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and therefore, will not be reviewed in the Document Review round.
- 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 university - must have the stamp/seal and signature of the issuing university (sealed letter should be sent via postmail)
 - 2) an official email from the university's registrar explaining the grading system of the university - must be sent by 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 (must provide a link via email for checking)

TWO(2) Online Recommendation Letters

5 Required

- Applicants must request the Recommendation Letters to the two (2) recommenders by using our online application system.
- Request for Recommendation Letters will be sent to recommenders' email by pressing the "Recommendation Letter Request" button.
- It is the applicant's responsibility to contact the recommenders and have the letters submitted in time.
- Recommendation letters must include information about applicant's performance in either an academic or a professional settings.

English Proficiency Test Score Report

6 Required(*)

- KDI School **ONLY** accepts the following English Proficiency Tests:
 - TOEFL iBT, PBT, ITP (iBT home edition accepted only temporarily until COVID-19 pandemic subsides)
 - TOEIC, TOEIC-S
 - IELTS
 - TEPS, NEW TEPS, TEPS-S, I-TEPS
 - OPic
 - PTE Academic
 - Cambridge English Exams
 - ** Certificate(s) must be ORIGINAL document (certified certificates are NOT acceptable)*
 - The tests must have been taken within **2 years of the application deadline.**
- [Waiver Condition for Test Score Report]**
- Applicants are eligible to apply if they completed their Bachelor's degree(or above) which was entirely instructed in English. Applicants must submit an official letter indicating the medium of instruction(MOI), or a transcript that has the information on.
 - ※ The MOI letter will be automatically exempted if the applicants graduated from universities(Bachelor's degree or above) in following countries: *UK, Ireland, United States of America, Canada(Quebec excluded), New Zealand and Australia*

		<ul style="list-style-type: none"> ※ However, applicants with MOI letter(including those who graduated from above countries) are still advised to submit a valid English Proficiency Test Score Report as well to prevent disadvantage in the document review round. ※ The MOI letter must have an official seal/stamp and be signed by the issuing university's registrar and must be Original or Apostilled/Consular-authenticated.
7	Required(*) for those who have professional experience only	<p style="text-align: center;">Employment Verification</p> <p style="text-align: center;">(The appointment letter or employment contracts are NOT accepted)</p> <ul style="list-style-type: none"> · Must specify the employment period and position/job title clearly. ※ The verification should indicate the employment category (e.g. public, private, NGO/IGO, etc.). ※ Submitting additional official nomination letter from (deputy)head of the institution is recommended for those working in the government/public sector. · Must be written and signed by the HR officer or supervisor of the applicant. · Must be <u>stamped and signed</u> by the HR officer or supervisor. ※ Accepted students must submit the Original or Apostilled/Consular-authenticated employment verification certificate. · The form can be downloaded from 'Admission Documents' from the Admissions website t.ly/kBtA (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 (refer to III. Scholarship). ※ Applicants from G20 member countries having experience in Korean studies do not need to submit employment verification but submit proof of study experience instead. · The professional/career experience without a proper employment verification will NOT be considered.
8	Required for Ph.D. applicants	<p style="text-align: center;">Dissertation Research Proposal</p> <ul style="list-style-type: none"> · Dissertation Research Proposal should clearly reflect an applicant's research interest. · You must use an official application form and answer questions provided by KDIS. Download the official form from 'Admission Documents' at: t.ly/wJmX
9	Optional for Ph.D. applicants	<p style="text-align: center;">Writing Sample in English</p> <ul style="list-style-type: none"> · Writing Sample must be written in English and it should present the applicant's English ability. · There is no designated form for this document.
10		<p style="text-align: center;">GRE Score Report</p> <ul style="list-style-type: none"> · If you have GRE Score Report, please submit this report.
11	Required	<p style="text-align: center;">Copy of Passport</p> <ul style="list-style-type: none"> · The passport must be valid including full information. * If you have more than one passport, please submit the one which will be used for visa issuance. * Your passport must be valid at least until December 2023 (August 2023 for IBK scholarships and December 2025 for Ph.D. scholarships). * The period of stay will be granted only within passport validity period. Please refer to the notice below. (https://bit.ly/3CCngME, https://bit.ly/3ISzxP3) ※ If you are currently residing in Korea, please submit a copy of your ARC as well.
12	Required	<p style="text-align: center;">Applicant's Photo</p> <ul style="list-style-type: none"> · Please upload your photo on your online application. · File format: JPG only / Size limit: Must be less than 3MB

13	Optional	<p style="text-align: center;">Video Essay</p> <ul style="list-style-type: none"> · Create a YouTube video and provide us with a link when you submit your online application. · Please refer to “VI. Video Essay” section for more information.
14	Korean origin only	<p style="text-align: center;">Certified Copy of Birth Certificate & Copy of Both Parents' Passports or Certified Copy of Academic Transcripts and Graduate Certificates of 16 Years of Education in a Foreign Country</p> <ul style="list-style-type: none"> · 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.

- ※ Accepted students must submit the **hard** documents with (*) mark to Admissions Office **via post by December 23, 2022.**
- Academic documents(transcripts, grading system, certificate of graduation) and employment verification(if applicable) should be APOSTILLED/CONSULAR-AUTHENTICATED.
 - English Proficiency Test Score Report must be ORIGINAL(Only MOI letter may be authenticated).

V. Apostille/Consular Authentication

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

Please check the updated signatory country list and information

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

1. Documents issued in a signatory country

- Submit **Apostilled** Required Documents.
- All documents must be in English. (Non-English based documents must be accompanied with authenticated translation)
- Scanned copies of Apostilled documents are not accepted.

2. Documents issued in a non-signatory country

- Submit **Required** Documents that are authenticated **from the Korean Embassy**.
- All documents must be in English. (Non-English based documents must be accompanied with authenticated translation.)
- If there is no Korean Embassy in the country that your university is affiliated with, go to the honorary consulate or the embassy in charge.
- The requirements for Consular authentication vary by Embassy. Please contact the Embassy for further information.

3. Documents issued in China

- Submit **academic-related documents** issued by the China Academic Degrees & Graduate Education Development Center (CDGDC) or China Higher Education Student Information and Career Center (CHESICC/CHSI).
- Other Required documents should be authenticated **from the Korean Embassy**.

4. Documents issued in Korea

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

- ※ It is the Applicant's responsibility to submit the corresponding documents in time.
- ※ **It is MANDATORY to Apostille or Authenticate the required documents by the Korean Embassy.**
- ※ Documents authenticated by commissioner for oaths or advocate attorneys are **NOT** acceptable.
- ※ Scanned copies (photocopies) are **NOT** accepted in any case.
- ※ Original diplomas are not supposed to be submitted via post as we do not return it back.

VI. Video Essay (Optional)

- . 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's 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 have an access to it.
- . The applicant is also responsible for adhering to the terms and conditions of the website he/she 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] 2023 Spring Admission - Applicant # & Full Name

VII. Contact Information

Tel : +82-44-550-1175 for general scholarships (GAS, Seoul G20)
+82-44-550-1281 for other special scholarships and Ph.D. scholarships

E-mail : internationaladmissions@kdis.ac.kr for general scholarships (GAS, Seoul G20)
internationaladmissions2@kdis.ac.kr for other special scholarships and Ph.D. scholarships
Please provide your **application number** when communicating with KDI School.

Post Mailing Address (Document Submission for Accepted Students)

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

※ Please specify ‘**The Office of Admissions**’ so that the documents can be delivered properly.

Website

- ▷ KDIS Website : www.kdischool.ac.kr
- ▷ Admissions Website: <https://www.kdischool.ac.kr/#/admissions/international>
- ▷ Facebook : www.facebook.com/KDISofficial
- ▷ Instagram : https://www.instagram.com/kdischool_official
- ▷ Youtube : <https://www.youtube.com/channel/UCgeKbQi5ZwthQMQRZht4uw>

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