



KDI SCHOOL

OF PUBLIC POLICY AND MANAGEMENT



Spring 2025 Application Guidelines for International Students

- Master's & Ph.D. Programs



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KDI SCHOOL
of Public Policy and Management

I . Overview

Admission Schedule

No	Procedure	Schedule	Notes
1	Online Application + Document Upload	August 12 09:00 ~ August 30 18:00, 2024 (KST)	<ul style="list-style-type: none"> The online application is available at https://apply.kdischool.ac.kr/ ※ MIPD applicants must apply to both KDIS and WIPO. WIPO application is available at https://shorturl.at/qrwVZ Online Recommendation Letters must be submitted by each recommender before 24:00 KST on the closing date. ※ Once you submit the online application, you are NOT able to make any changes including the program.
2	Document Review	September 2 ~ October 6, 2024	<ul style="list-style-type: none"> Only applications(including survey) that are successfully submitted by the deadline will be considered valid.
3	Document Review Result	October 18, 2024	<ul style="list-style-type: none"> Document review result will be announced by email and through the online application system. Only applicants who pass the document review will be invited to an interview.
4	Interview	October 24 ~ October 31, 2024	<ul style="list-style-type: none"> Interviews will be conducted via Zoom.
5	Final Result	November 15, 2024	<ul style="list-style-type: none"> Final result will be announced by email and through the online application system.
6	Document Submission (for Accepted Students Only) & Registration	~ November 29, 2024	<ul style="list-style-type: none"> All documents must be in single package and arrive no later than the deadline(November 29, 2024). Please refer to guidelines on V. Apostille/Consular Legalization carefully and send the documents accordingly via post-mail. ※ <u>According to Korean Immigration law, visa support will only be issued when academic documents are submitted with proper legalization. Late arrival may result in reduction of monthly stipend or admission revocation.</u> Submitted documents will NOT be returned in any case; you should receive authentication on the photocopies of original diploma and submit the certified copied documents. Admitted students will be able to access the Admission Package(documents) from the online application system upon successful submission of required documents.
8	Program Entrance	February, 2025	<ul style="list-style-type: none"> Spring semester is scheduled to begin early February; students are expected to arrive on campus around the end of January, 2025(TBA).

※ The above schedule is subject to change.

◆ **Important Notice** ◆

(1) QUALIFICATION & ELIGIBILITY

1. If an applicant submits the application or supporting documents which are *incomplete*, he/she will be *disqualified* from the admission process *immediately*.
2. All applicants must hold an official graduation certificate before they apply to KDI School.
Expected graduates from Korean or Japanese universities may submit the ‘Certificate of Expected Graduation’ during application, and re-submit the actual ‘Graduate Certificate’ within the respective deadline if admitted
 - For graduates from Korean universities : end of February
 - For graduates from Japanese universities : end of March
3. **Accepted students CANNOT defer their admission or scholarship under any circumstances. Any such requests will NOT be granted and will result in withdrawal of admission and forfeiture of scholarship.**
 - Not registering or leaving the school voluntarily will have a negative impact in future admissions.
4. **The admission will be cancelled at school’s discretion even after registration in the following cases:**
 - 1) If any grounds for disqualification are found.
 - 2) If any information in the application(documents) are found to be false, counterfeit or, if any fraudulent acts are found which had been involved during the admission process.
 - 3) If a student has omitted their academic(higher/tertiary education) history(records) from the application.
 - 4) If a student does not submit the documents(with proper legalization) required by the Admissions office before the deadline or submitted false documents.
 - 5) If a student does not enter Korea within the designated arrival period without prior consent from the school and/or if their visa application is rejected by the Korean embassy (or Korea Immigration Service/Office) and thus, unable to enter Korea before the semester begins.
 - 6) If a student is found to have dual registration(being registered in another university/institution at the same time).
5. Other details not specified in the application guidelines are subject to the decision of the Admissions Committee of KDI School of Public Policy and Management.

(2) ENGLISH PROFICIENCY TESTS

6. **An English Proficiency Test Score is mandatory for ALL applicants, apart from the condition detailed below.**
7. **MOI(Medium of Instruction) is no longer accepted. Submitting an MOI will lead to automatic disqualification. The school will disregard any queries concerning the waiver of the English Proficiency Test.**

Test (8 types)	① TOEIC	② TOEFL (iBT, including Home Edition)	③ TOEFL (CBT)	④ TOEFL (ITP)	⑤ IELTS (including Online)	⑥ OPIC	⑦ New TEPS	⑧ Duolingo
Minimum Required Score	750	72	212	543	6.0	IM3	286	100

- The tests must be taken no more than 2 years prior to the application deadline

8. Only applicants who have received their degree(Bachelor's degree or higher) from the following countries are automatically exempt from submitting an English Proficiency Test Report : Antigua and Barbuda, Australia, Bahamas, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA

(3) DOCUMENT AUTHENTICATION & SUBMISSION

9. For international students, ensure you have the proper academic supporting documents (degree certificates and transcripts) authenticated with an Apostille OR Consular-authenticated by the Korean embassy before you apply to KDI School.

10. Accepted students must submit the required documents to KDI School via post by November 29, 2024.

[Mailing Address]

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

- TOEFL iBT and IELTS reports can be submitted online through the test institution's website and will be considered as an original. Other English Proficiency Test Reports must be submitted in **original** certificate.
- * TOEFL iBT Score Reports can be submitted online via ETS (Institution Code: 6442).
- * IELTS Score Reports can be submitted online via British Council website ([Click](#)).
- * Duolingo test report can be submitted online through duolingo ([Click](#))
- ※ We do **NOT** accept scanned or photocopied documents, **nor** the true original diploma certificates.
- ※ For authentication/legalization regarding the academic documents, please refer to [V. Apostille/Consular Legalization](#) section.
- ※ As it could take up a few months to get the documents legalized depending on where you process the authentication, please initiate the process in advance.

11. The documents will **NOT be returned** to the applicant under any circumstances once submitted according to the School policy.

12. 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.

13. Beginning with 2024 Fall admissions, we are excited to introduce a new master's degree program, the Master of Data Science for Public Policy and Management (MDSPPM). For latest updates, please visit our official website : <https://www.kdischool.ac.kr/>

(4) CHANGES TO 2025 FALL ADMISSION

14. Starting with the 2025 Academic Year, KDI School will no longer recruit students for KDIS Scholarships for the Fall semester and will only do so for the Spring semester, excepting extraordinary circumstances. Admissions for other scholarships, including but not limited to NIIED, KOICA, IBK, CMK and FSS will still be offered for the Fall semester.

In practiced, this means that unless you are applying for the NIIED-GKS or if you are not recommended by an external institution, you can only apply during the Spring semester.

Academic Programs

Master's Program	Public Policy (MPP)	Development Policy (MDP)	Public Management (MPM)	Intellectual Property and Development Policy (MIPD)	Data Science for Public Policy and Management (MDS)
Program Type	Full-time ¹⁾ OR Part-time ²⁾				Full-time
Program Duration ³⁾	4 academic terms (Approx. 1.5 year) <ul style="list-style-type: none"> • Coursework⁴⁾ terms at KDI School (Approx. 1 year) • Research Project for Graduation: in home country 				
Graduation Requirements ⁵⁾	Minimum 39 credits (including research project)				
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 and Innovation Policy 	<ul style="list-style-type: none"> - Data Science for Public Policy and Management
	[Common Concentration] Data Science for Public Policy and Management				

1) Full-time students are not allowed to work during their study(stay) period.

2) **Part-time program is only applicable to foreign nationals residing and working in Korea(No student visa or financial support provided)**

3) The stay duration may differ for each scholarship.

4) Residence requirement is only for 3 terms and students are required to complete the Graduation Research Project in their home country (may vary by each scholarship's conditions)

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

Ph.D. Program	Ph.D. in Public Policy (PP)	Ph.D. in Development Policy (DP)
Program Type	Full-time	
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 4th academic year, stipend support is not guaranteed; students are encouraged to seek opportunities to work in paid RA positions on campus.

II. Qualifications

Academic Qualifications

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

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

② Educational attainment equivalent to a Bachelor's degree (minimum 3 years) approved by law.

- All applicants must hold an official graduation certificate of Bachelor's Degree before they apply to KDIS.
- Applicants must hold a Master's degree if their Bachelor's degree duration was less than 3 years.

▶ Applicants for the **Ph.D. degree program** must meet one of the following criteria: (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.

※ Expected graduates from **Korean or Japanese** universities may submit the 'Certificate of Expected Graduation' during application, and re-submit the actual 'Graduate Certificate' within the respective deadline if admitted (For graduates from Korean universities : before end of February, 2025 / For graduates from Japanese universities : end of March. 2025).

※ All other applicants must have fully graduated and hold an official graduation certificate(Bachelor's or Master's degree) as of August 31, 2024 before applying to the school.

Scholarship Eligibility

1. Applicants who already benefited from any Korean government scholarship(including KDI School) on a Master's or Doctoral level are **NOT** eligible to receive another scholarship for an equivalent degree at KDI School. In this case, the accepted students must bear full tuition fee and living expenses on their own if they want to register.

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

- *Those with dual citizenship(nationality) including a Korean citizenship are not eligible.*

1) A foreign national whose parents are both foreign nationals.

2) A foreign national of Korean descent 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

Scholarship for Master's/Ph.D. Programs

Scholarship		Eligibility & Benefits
KDIS Scholarship	Scholarship Overview	<p>All applicants who meet the Academic Degree Qualification</p> <ul style="list-style-type: none"> ▶ Select 'KDIS Scholarship' when creating an online application <ul style="list-style-type: none"> • Accepted students will be given Global Ambassador Scholarship(GAS) OR Seoul G20 Global Leaders Scholarship. <ul style="list-style-type: none"> ※ Seoul G20 Scholarship is provided to a limited number of students only and GAS may be offered instead even if the applicant meets the qualifications. - The scholarship will be decided by the Admissions Committee according to applicants' strengths and capabilities and will be announced in the final result. The decision is final and cannot be appealed. - For scholarship benefits, please refer to the Admissions website(Click). - Both scholarships entail full tuition waiver, monthly stipend (minimum KRW 1,000,000), and other miscellaneous support.
	Global Ambassador Scholarship for ▶ Master's ▶ Ph.D.	<ul style="list-style-type: none"> • Master's : The scholarship benefits are intended for the nationals from the ODA recipient nations on the OECD DAC List (Click) <ul style="list-style-type: none"> ※ Applicants from non-ODA recipients countries may be conferred a partial, rather than a full scholarship. • Ph.D. : All accepted students will receive full scholarship benefits regardless of their nationality.
	Seoul G20 Global Leaders Scholarship for ▶ Master's	<ul style="list-style-type: none"> • Applicants who are current nationals of a G20 country (apart from the Republic of Korea) may be considered for Seoul G20 Scholarship. [G20 Countries] Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, Turkiye, United Kingdom, United States of America, European Union
Other External Scholarships	Scholarship Overview	<ul style="list-style-type: none"> • Applicants nominated/recommended by KDI School's partner institutions must select "KDIS Scholarship" when creating an online application; scholarship will be decided by both the institution and KDIS Admissions Committee, and will be announced in the final result. <ul style="list-style-type: none"> *Refer to the Special Scholarship Brochure for more information. (Click) • Prospective Hyundai Motor Chung Mong-Koo Foundation Scholarship students may be invited for an additional Interview after School's final result announcement.

*The scholarship may be subject to change based on decisions from the sponsoring institutes.

IV. Application Documents

No	Required	Application Documents
1	Required	<p style="text-align: center;">Online Application & Online Statement of Purpose(SOP)</p> <ul style="list-style-type: none"> • Create the Online Application & SOP through KDI School’s application portal(Click) • Applicants can apply for one program only. • Applicant’s basic information(name, DOB etc) must match with the ones on their passport. Any information written on the application form should be identical with the ones on submitted documents. • Must include all academic history and records, except for primary/secondary education. <ul style="list-style-type: none"> - Please make sure to state correct information such as CGPA(Grade, Score), grading scale(maximum score) and admission & graduation date. <p>※ Applicants are NOT allowed to submit their SOP(including study plan) drafted by the AI based software such as ChatGPT.</p>
2	Required	<p style="text-align: center;">Applicant’s Photo</p> <ul style="list-style-type: none"> • Head shots in the Passport size only (35x45 mm) • File format: JPG only / Size limit: less than 3MB <p>※ Selfie or full length/group photos will NOT be accepted. Upload a photo that meets the format and specifications.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>CORRECT</p> </div> <div style="text-align: center;">  <p>WRONG</p> </div> </div>
3	Required	<p style="text-align: center;">A Copy of Passport</p> <ul style="list-style-type: none"> • A passport which is valid at least until January 2026 (August 2026 for IBK scholarship, and December 2028 for Ph.D. applicants). <ul style="list-style-type: none"> - A copy of passport page with the holder’s personal information - If you have more than one passport, please submit the one which will be used for visa application. ※ The period of stay will be granted only within passport validity period. Please refer to the notice from the Ministry of Justice & Korea Immigration Service.(Click) ※ <i>If you are a resident in Korea, submit a copy of your Residence Card(ARC) as well.</i>
4	Required	<p style="text-align: center;">Online Survey</p> <ul style="list-style-type: none"> • Online Survey is available on the first step in the application portal and must be done before you complete/submit the application.
5	Required	<p style="text-align: center;">TWO(2) Online Recommendation Letters</p> <ul style="list-style-type: none"> • Applicants must send requests for the ‘Online’ Recommendation Letters to the Two(2) recommenders by using the application system portal. <ul style="list-style-type: none"> - An email request will be sent to the recommenders when you fill out their information and press the “Recommendation Letter Request” button. • Recommendation letters must include information about applicant’s performance in either academic or professional settings. <p>※ Recommendation letters uploaded by an applicant are NOT acceptable.</p> <p>※ If your recommenders do not submit the letters in time, your application will be excluded from the admission process.</p>

English Proficiency Test Score Report

- **The English Proficiency Test Score is mandatory for ALL applicants, apart from the condition detailed below.**
- **MOI(Medium of Instruction) is no longer accepted. Submitting an MOI will lead to automatic disqualification.**

Test (8 types)	① TOEIC	② TOEFL (iBT, including Home Edition)	③ TOEFL (CBT)	④ TOEFL (ITP)	⑤ IELTS (including Online)	⑥ OPIC	⑦ NewTEPS	⑧ Duolingo
Minimum Required Score	750	72	212	543	6.0	IM3	286	100

- * **Certificate(s) must be ORIGINAL document** (certified certificates are NOT acceptable)
- * **The tests must have been taken within 2 years of the application deadline.**

► Only applicants who have received their degree(Bachelor's degree or higher) from the following countries are automatically exempt from submitting an English Proficiency Test Report : *Antigua and Barbuda, Australia, Bahamas, Belize, Canada (excluding Quebec), Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA*

Official Diploma or Graduation Certificate

Master Applicants

- **Official Bachelor's(min. 3 years) degree certificates from undergraduate institutions**
- Applicants who already hold Master's or Ph.D. degree must submit certificates from both undergraduate and graduate institutions.

Ph.D. Applicants

- **Official Bachelor's(min. 3 years) and Master's degree certificates from both undergraduate and graduate institutions** (Ph.D. degree as well, if applicable)

- ※ **The certificate(including translation for non-English document) must be 1) Apostilled Or 2) Consular-certified by Korean Embassy - Please refer to V. Legalization section.**
- ※ Any unofficial, provisional(temporary) graduation certificates are NOT acceptable.
- ※ 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.

Official Transcripts

Master Applicants

- **Official Bachelor's degree transcripts from undergraduate institutions**
- Applicants who already hold Master's or Ph.D. degree must submit transcripts from both undergraduate and graduate institutions.

Ph.D. Applicants

- **Official Bachelor's and Master's degree transcripts from both undergraduate and graduate institutions** (Ph.D. degree as well, if applicable)

- Must submit an official transcript **indicating the final(overall) CGPA/Grade/Score.**
- ※ If your transcript does not have a CGPA/Grading system information or does not meet the grading scale, please refer to Grading System section below and prepare a supporting document.
- Must provide **a full record of the courses** you have taken throughout the years of studying. (Examination results are NOT acceptable)
- ※ **The transcripts(including translation for non-English document) must be 1) Apostilled Or 2) Consular-certified by Korean Embassy - Please refer to 'V. Legalization section'.**
- ※ Applicants who transferred to another university must submit the academic records of the previous university as a supplementary document. Applicants must state both academic records in their application separately.

[Mandatory] Grading System

- If your transcript does not specify the CGPA information and its scale(maximum score) or, does not meet one of the scales below, please submit supporting documents which describe the grading system certified by the university.
 - If applicants convert their grades(CGPA) through a converting tool such as scholaro.com, wes.org, etc., the converted one must be officially certified by the university from which they graduated(additional Apostille/Consular legalization is not required for this document).
- **Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and will automatically be disqualified from the admission process.**

[Grading Scale(Maximum Score)]

GPA Scale	100% Scale	US Grade	10 Point Scale	20 Point Scale	Degree Class
4.0 or 4.3 or 4.5 or 5.0	Percentage (%)	A	1~10	1~20	First Class/Division
		B			Second Class/Division
		C			Third Class/Division
	

※ *KDI School accepts the following documents as an official grading system:*

- 1) A grading system in the official transcripts
- 2) An official letter issued by Registrar office explaining the grading system of the university - must bear the stamp/seal and signature of the issuing university
- 3) A PDF file with the link of the university's grading system uploaded on the university's homepage

Employment Verification/Certificate

- **Must** specify the employment **period and position/job title** clearly.
 - The verification should indicate the **organization's category** (e.g. Government/Public Institution, Private Company, NGO, IGO, etc.)
- **Must** be written and signed by the **HR officer** or **supervisor** of the applicant with an official **seal/stamp**.
 - ※ **(Current) Employment Verification MUST be** ① **issued within three(3) months from the application deadline** ② **original or apostilled/consular legalized document and** ③ **bear stamp/seal and signature of the issuing institution.**
 - ※ Additional official nomination letter(with study leave granted) from (deputy) head of the institution is highly recommended for those working in the government and public sector.
 - ※ Any professional/career experience without a proper employment certificate will **NOT** be considered.
 - ※ **Do NOT** upload an Appointment letter/Employment contracts/Pay slips.
 - ※ The form can be downloaded from 'Admission Documents' from the Admissions website([Click](#)). However, it is not necessary to use the KDI School's form.

Required(*)
for those who
have
professional
experience
only

9

Dissertation Research Proposal

- Dissertation Research Proposal should clearly reflect an applicant's research interest.
- It is mandatory to use an official form for your proposal and draft it according to the suggested requirements stated in the form.
 - ※ The form can be downloaded from 'Admission Documents' from the Admissions website([Click](#)).
 - ※ **Must** upload PDF file directly converted from Word program (scanned file NOT accepted)
 - ※ Accepted students are required to submit a signed proposal along with the other necessary documents by post.

Required(*)
for
Ph.D.
Applicants

10

11	Optional for Ph.D. applicants	Writing Sample in English (Thesis, Journal Articles, Publications etc)
12		<ul style="list-style-type: none"> · Writing Sample must be written in English and it should present the applicant's research capabilities.
13	If applicable	GRE Score Report
		<ul style="list-style-type: none"> · The tests must have been taken <u>within 5 years</u> of the application deadline.
		<p style="text-align: center;">(For Foreign nationals of <u>Korean descent only</u>)</p> <ul style="list-style-type: none"> · Applicant's birth certificate and both parents' passports · OR Graduation certificates with academic transcripts of applicant's entire 16 years of education from foreign countries

※ **For accepted students**, required documents(Original documents in hard copies) **with (*) mark** must arrive at the Admissions Office **via post no later than November 29, 2024. Late submissions will result in automatic withdrawal of admission offer.**

※ **Applicants from Pakistan are required to prepare an IELTS Score** as it is one of the requirements for a student visa application at the Korean Embassy in Pakistan. In addition, as other embassies may have different, unique visa requirements, and applicants are strongly recommended to check with the respective embassies for the latest visa requirements. The school cannot assist with waiving any unique visa requirements by different embassies.

V. Apostille/Consular Legalization

The **Apostille legalization** 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 legalized with Apostille to ensure the validity in the foreign countries.

Please check the updated signatory country list from the link below and proceed to ① or ② or ③ or ④ depending on where you earned your degree from.

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

① Academic documents issued in a Apostille signatory country

- Submit Required Documents with Apostille legalization(including translation for non-English document).
- Please obtain an exemplification(등본인증) from the apostille issuing government authority on a notarized copy. Do NOT get the stamp/seal on the true original certificate.

② Academic documents issued in a Non-signatory country

- Submit Required Documents that are consular-verified by the Korean Embassy(including translation for non-English document).
- If there is no Korean Embassy in the country where your university is located, please search for the Korean embassy in charge.
- Please obtain an exemplification(등본인증) from the Korean embassy on a notarized copy. Do NOT get the stamp/seal on the true original certificate.
- ※ The requirements for Consular legalization vary by Embassy. Please contact the Embassy for further information.

③ Academic documents issued by Universities in the Republic of Korea

- Documents issued by the Korean institutions does not need to be Apostilled or authenticated by the Korean Embassy.
- Please submit the official documents with a valid verification code issued by the university.

④ Academic documents issued in China

- Submit Required Documents that are consular-verified by the Korean Embassy(including translation for non-English document).
- The documents must be originally issued by the China Academic Degree & Graduate Education Development Center(CDGDC) or China Higher Education Student Information and Career Center(CHESICC/CHSI).
- ※ **It is the Applicant's responsibility to submit the corresponding documents in time since there will be no visa support for the accepted applicants who submit their documents without proper legalization.**
- ※ **It is MANDATORY to process Apostille or Consular Legalization. No exceptions will be made to this requirement.** Documents authenticated solely by public notary, commissioner for oaths or advocate attorneys, or universities/working institutions are **NOT** acceptable.
- ※ Photocopies are **NOT** accepted in any case.
- ※ True original diplomas will not be accepted. Should you submit such a document, they will be disposed of and will not be returned under any circumstances.



Tips on how to legalize your documents

< Legalization Samples >

Apostille legalization	Consular verification by the Korean Embassy
<p>APOSTILLE (Convention de La Haye du 5 Octobre 1961)</p> <ol style="list-style-type: none"> Country : Brunei Darussalam This public document has been signed by : Dik Hajah Norisrayanti Pg Hj Ismail acting in the capacity of : Notary Public, Supreme Court, Negara Brunei Darussalam bears the seal/stamp of : Notary Public, Supreme Court, Negara Brunei Darussalam <p>Certified</p> <ol style="list-style-type: none"> at High Court, Bandar Seri Begawan, Brunei Darussalam the 17th day of December 2022 by Mohammad Maruqi bin Sabu No. 672/2022 Seal/stamp: [Stamp] Signature: [Signature] <p>Mohammad Maruqi bin Sabu Registrar Supreme Court Brunei Darussalam</p> <p>NOTICE: "This Apostilled document is bound for production only in the contracting states to the Hague convention of the 5th October 1961 abolishing the requirement of legalization for foreign public documents."</p>	<p>확인서 LETTER OF CONFIRMATION</p>

< Preliminary Check on the Legalization Process >



< Legalization Cases >

CASE 1 🗒 If you are a Uzbekistan national, and received your Bachelor's degree in Uzbekistan, your academic documents must be "Apostilled" by your government's designated authority.

CASE 2 🗒 If you are a Thai national, but you received your Bachelor's degree from India, your academic documents must be "Apostilled" by the designated Indian government authority.

CASE 3 🗒 If you are a Cambodian national, and received your Bachelor's degree in Cambodia, your academic documents must be "Consular-certified" at the Korean embassy in Cambodia.

CASE 4 🗒 If you are a Gambian national, and received your Bachelor's degree in Gambia, your academic documents must be "Consular-certified" at the Korean embassy in Senegal since there's no Korean embassy in Gambia.

CASE 5 🗒 If you are a Liberian national, but you received your Bachelor's degree from Sierra Leone, your academic documents must be "Consular-certified" at the Korean embassy in Nigeria since there's no Korean embassy in Sierra Leone.

VI. Contact Information

Inquiry : internationaladmissions@kdis.ac.kr for KDI School scholarships
internationaladmissions2@kdis.ac.kr for other external scholarships, and Ph.D.

Mailing Address (Document Submission for Accepted Students)

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

※ Please specify the '**Admissions Office**' so that the documents can be delivered properly.

Website

▷ KDIS Website : www.kdischool.ac.kr

▷ Admissions Website: <https://kdischool.ac.kr/admissions/>

Office Working Hours : 09:00~12:00

13:00~18:00 (Monday~Friday, KST)