KDI SCHOOL
KDI School of Public Policy and Management

Fall 2018 Admissions
Application Guideline
for International Students

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KDI SCHOOL
KDI School of Public Policy and Management

1. Admissions Overview & Schedule

	Category	Fall 2018 Admissions	Spring 2019 Admissions (*TBD)
1	Programs	**Master's Programs (full-time)** • Master of Public Policy • Master of Development Policy • Master of Public Management	**Master's Programs(full-time)** • Master of Public Policy • Master of Development Policy • Master of Public Management **Ph.D. Programs(full-time)** • Ph.D. in Public Policy • Ph.D. in Development Policy
2	Application Period	**March 26 – May 24, 2018**	**August – October, 2018**
3	Final Result	**July, 2018**	**December, 2018**
4	Program Entrance	**September, 2018**	**February, 2019**

1. Admissions Overview & Schedule

No.	Category	Period	Contents
	Fall 2018 Admissions Schedule		
1	**Online Application**	March 26 – May 24 (24:00 KST), 2018	• The online application is available at https://apply.kdischool.ac.kr. • The online application system will close by midnight on the deadline.
2	**Document Submission**	March 26 – May 24 (18:00 KST), 2018	• **All required documents must be post mailed** (Fedex or DHL etc.) • In 1 envelope at the admissions office no later than **18:00 on May 24th 2018 KST.**
3	**Document Review**	Early – June, 2018	• If all required documents and online application are submitted on time, they will be reviewed by the admissions committee. • **The result of the document review will be available when you log in onto the online system at https://apply.kdischool.ac.kr.**
4	**Interview**	Mid- June, 2018	• Those who pass the document review will receive a pre-interview call prior to the actual phone or Skype interview.
5	**Final Result**	Early- July, 2018	• **The final result will be announced via email and posted on the online application system.**
6	**Registration**	July – August, 2018	• The admissions package will be sent to each admitted student by email and postal mail.
7	**Program Entrance**	September, 2018	• The Fall semester is scheduled to begin in **September 2018** and academic calendar will be provided upon admission.

2. Scholarship Category

• All admitted international students become potential candidates for full or partial scholarship.

• More than 95% of current international students receive full tuition waiver and monthly stipend.

• Scholarship awards and benefits are decided by the admissions committee upon one's admission to the school.

• The benefits may vary depending on each candidate's qualification.

Fall 2018 Admissions Scholarship					
No.	Category	Scholarship Title	Scholarship Support Institute	Benefit	Study Duration (month)
1	General	Global Ambassador Scholarship(GAS)	KDI School	- Tuition - Monthly Stipend	11
2		Seoul G20		- Tuition - Monthly Stipend - Air Fare	11
3	Special (only available to nominated candidates by supporting institutes)	FSS-KFB-KDIS	Financial Supervisory Service & Korea Federation of Banks	- Tuition - Monthly Stipend - Air Fare	12
4		IBK	Industrial Bank of Korea	- Tuition - Monthly Stipend - Air Fare	17

※ If you are not a special scholarship applicant and have applied for a special scholarship track, your application will be invalid.

3. Program Information - MPP

No.	Program	Contents
1	**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

3. Program Information – MDP

No.	Program	Contents
2	**Master of Development Policy (MDP)**	Based on the KDI's hands-on experience on 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 the 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

3. Program Information – MPM

No.	Program	Contents
3	**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

4. Qualification

	Scholarship	Eligibility	Degree Qualification (1) + (2)
1	Global Ambassador Scholarship (GAS)	**All overseas students who meet the Degree Qualification** ※ Choose **'International general'** when creating an online application	**(1) International Applicants must meet <u>one</u> of the following (① or ②)** ① **A foreign national whose parents are both foreign nationals.** ** If you are an applicant of Korean origin and want to qualify as an international applicant, 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.)* • *Although an applicant of Korean nationality may qualify for International Applicant according to the aforementioned criteria, scholarship conditions may differ from those with foreign nationality*
2	Seoul G20	**Public officials** who meet the Degree Qualification and one of the following requirements: ▶ Division head level (or) ▶ Over 6 years of experience ※ Employment Verification should be signed in 2018 ※ Choose '**Seoul G20**' when creating an online application	② **An applicant who has completed at least 16 years of education (elementary, middle, high school, and university) in a foreign country.** ** If you are an applicant of Korean origin and want to qualify as an international applicant, you must provide certified copies of academic transcripts or graduation certificates of your entire 16 years of education.*
3	FSS-KFB-KDIS **(Special)**	**Only available to nominated candidates by supporting institute**	**(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, 2018.*
4	IBK **(Special)**		② **Educational attainment equivalent to bachelor's degree (min. 3 years) approved by law.**

5. Requirements – Application Documents

No.	Application Documents	For Master's
1	**Online Application** *Online application must be submitted at the following link: https://apply.kdischool.ac.kr/*	Required
2	**Statement of Purpose (must use the official form)** Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School. *Download the official form from https://www.kdischool.ac.kr/#/admissions/international*	Required
3	**Certified Copy of Academic Transcripts** • Academic transcripts must provide a record of all the courses you have taken throughout the years of studying. • Applicants for Master's program must submit transcripts from undergraduate institutions. • Documents must be certified. (Please read 'Document Authentication' section.)	Required
4	**Certified Copy of Degree Diploma, Graduate Certificate or Certificate of Expected Graduation** • Certificate of Expected Graduation must indicate anticipated graduation date and degree type. • Applicants for Master's program must submit certificates from undergraduate institutions. • The certificate must indicate 'Bachelor's Degree' or 'Equivalent to a Bachelor's Degree'. • Documents must be certified. (Please read 'Document Authentication' section.)	Required

5. Requirements – Application Documents

No.	Application Documents	For Master's
5	**Recommendation Letters** (you can submit either online recommendations or hard copies of recommendation) Recommendation letters should provide information about your performance in either an academic or a professional settings. If you choose; 1) Online recommendation: Please fill out the information of your reference in the 'references' tab in your online application system. 2) Hard copy of recommendation: The official form can be downloaded from https://www.kdischool.ac.kr/#/admissions/international. *However, it is not required to use the official form.*	**Two letters are required**
6	**Certified Copy of TOEFL, TOEIC, IELTS, TEPS, OPIC Score Report or Certificate of Medium of Instruction** • The tests must have been taken within 2 years of the proposed date of admission (The semester starts in September 2018 and the test must have been taken as of September, 2016.). • If you have received your university degree from an English-speaking country, you may submit a certificate of medium of instruction instead. • Document(s) must be notarized or original.	Not required but strongly recommend-ed
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 and sign the verification letter. • *The official form can be downloaded from https://www.kdischool.ac.kr/#/admissions/international. However it is not required to use the official form.*	If applicable* (required for Seoul G20 applicant)
8	**Copy of Passport** The copy must show your photo, name, and expiration date.	Required

5. Requirements – Application Documents

No.	Application Documents	For Master's
9	**Two Photos (3cm x 4cm) or Photo File Upload** If you have uploaded your photo on your online application, you do not have to send your photos again.	Required
10	**Video Essay** Create a YouTube video and provide us with a link when you submit your online application. Instruction is posted on our admissions website at https://admissions.kdischool.ac.kr	Optional
11	**Certified Copy of Birth Certificate & Copy of Both Parents' Passports <u>or</u> 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.	If applicable (**applicants of Korean origin only**)

※ Applicants of Seoul G20 Global Leader's Fellowship must submit Employment Verification to prove their eligibility.
(**Eligibility:** Applicants must be currently employed in the public sector (1) as a division head-level official or (2) with minimum 6 years of working experience in the public sector)

5. Requirements – Important Notices

- All required application documents must be submitted in **one package via POSTAL MAIL**(or in person) at the admissions office of KDI School by the deadline (**K**orea **S**tandard **T**ime).

- The online application must be submitted by midnight of the deadline. Please avoid submitting multiple online applications or entering incorrect information. The important notices and announcements are delivered via email entered in each applicant's online application. The admissions office will not be responsible for any consequences caused by incorrect information in the online application.

- Applicants may apply for one program only. Submitting multiple applications to more than one program will invalidate candidacy.

- 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. If the above issues are found after the admission has been offered, the offered admission will be revoked.

- **The submitted application documents will NOT be returned.**

- **All application documents must be typed (not hand-written) in English.**

- Non-English based documents(original/certified) must be accompanied with notarized English translations.

- **Please provide us with your application number when you communicate with KDI School.**

- If any required documents are found to be false or counterfeit, admission to KDI School will be revoked.

5. Requirements – Document Authentication

Applicants who earned their degrees from *China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru* **must authenticate their academic documents as below:**	**All other applicants** must authenticate their academic documents as below:
Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from) OR **Authenticated by Korean embassy or consulate with official seal or signature** OR **Authenticated by embassy of the country where one earned his/her degree from** OR **Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)**	**Authenticated by the issuing institution with official seal or signature** OR **Authenticated by designated government authorities in the country where one earned his/her degree from** OR **Authenticated by embassy of the country where one earned his/her degree from** OR **Authenticated by Korean embassy or consulate with official seal or signature**

5. Requirements – Document Authentication

※ Please note that photocopies of academic documents <u>must be authenticated</u> with official seal or signature by a designated office. Follow the instructions below to authenticate your academic documents.

| 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
4	Submit them along with the rest of the required documents.

5. Requirements – 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 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 2018 Admission – applicant# & Full Name

6. Contact Information
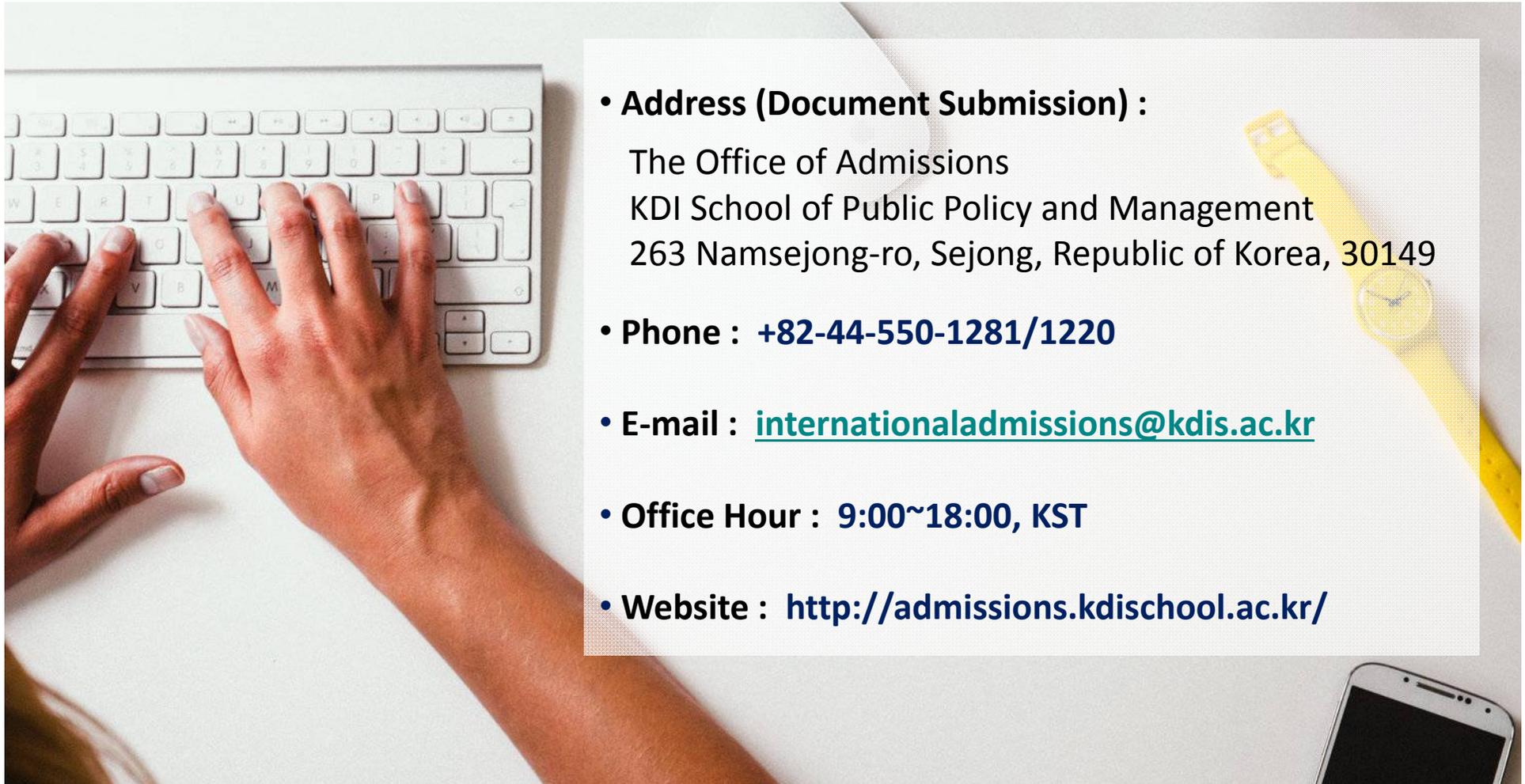
- **Address (Document Submission) :**

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

- **Phone : +82-44-550-1281/1220**

- **E-mail : internationaladmissions@kdis.ac.kr**

- **Office Hour : 9:00~18:00, KST**

- **Website : http://admissions.kdischool.ac.kr/**

7. Check List

No.	Documents	For Master's
1	Online Application	Required
2	Statement of Purpose in <u>official form (Download from the admissions website)</u>	Required
3	Original/Authenticated Undergraduate Academic Transcript	Required
4	Original/Authenticated Undergraduate Degree Diploma	Required
5	Two Recommendation letters	Required
6	Original/Authenticated English proficiency score report (TOEFL / TOEIC / IELTS / TEPS)	Recommended
7	Employment Verification(Required for Seoul G20 applicants)	If applicable
8	Copy of passport	Required
9	Two photos or Photo uploaded on online application	Required
10	Video Essay	Optional

※ <u>All required application documents must be submitted in **one package via POSTAL MAIL**(or in person) at the admissions office of KDI School by the deadline (**K**orea **S**tandard **T**ime)</u>.