Spring 2017 Admissions

Application Guideline
for International Students
1. Admissions Overview

### Available Programs

**Master's Programs**
- Master of Public Policy
- Master of Development Policy
- Master of Public Management

**Ph.D. Programs**
- Ph.D. in Public Policy
- Ph.D. in Development Policy

### Application Period
- **Spring 2017 Admissions**
  - August – October, 2016
- **Fall 2017 Admissions**
  - March – May, 2017

### Final Result
- **Spring 2017 Admissions**
  - December, 2016
- **Fall 2017 Admissions**
  - July, 2017

### Program Entrance
- **Spring 2017 Admissions**
  - February, 2017
- **Fall 2017 Admissions**
  - September, 2017
2. Admissions Schedule

August 3 – October 25 (24:00,KST), 2016

- The online application is available on KDIS admissions website.
- The online application system will close by midnight on the deadline.

August 3 – October 25 (18:00,KST), 2016

- All required documents must arrive in one envelope at the admissions office no later than 6 p.m. on the deadline.

Mid-November, 2016

- 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 posted on the online application system.
2. Admissions Schedule (Cont.)

Mid-November, 2016
- Those who pass the document review will receive a pre-interview call prior to the actual phone or Skype interview.

Early December, 2016
- The final result will be announced via email and posted on the online application system.

- The admissions package will be sent to each admitted student by email and postal mail.

February, 2017
- The Spring semester is scheduled to begin in February 2017 and academic calendar will be provided upon admission.
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
3. Program Information (Cont.):

**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
3. Program Information (Cont.):

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
3. Program Information (Cont.):

Ph.D. Programs

The KDI School offers Ph.D. in Public Policy degree and Ph.D. in Development Policy degree. The goal of the Ph.D. program is to prepare qualified candidates to produce cutting-edge research in their chosen field and to equip them with the skills they need to ascend to leadership positions in the public or private sector.

Curriculum Tailored to Your Research Topic
The KDI School encourages Ph.D. students to take the initiative in shaping their own course of study, once they complete the required courses during the first 1~2 years.

Faculty Involvement
The KDI School also encourages Ph.D. students to collaborate with the faculty on research projects. Along with an emphasis on supervised research courses, the KDI School provides an environment where students work closely with professors.

Expected Target Students
The KDI School selects individuals with demonstrated potential for research. Applicants are also expected to have a research topic firmly in hand.
4. Qualifications:

Degree Qualification

International Applicants must meet one of the following:

- 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.*

- 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.*
4. Qualifications (Cont.):

Degree Qualification

Applicants for Master’s degree program must meet one of the following:

- 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 January, 2017.

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

Applicants for Ph.D. degree program must meet one of the following:

- Both bachelor’s (min. 3 years) and master’s degree holder from an accredited college or university

  Certificate of expected graduation must be submitted if one is expected to earn a master’s degree by January, 2017.

- Educational attainment equivalent to both bachelor’s (min. 3 years) and master’s degree approved by law
## 5. Requirements: Application Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Application Documents</th>
<th>For Master’s</th>
<th>For Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Online Application</strong></td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td><em>Online application must be submitted at the following link: Click</em>*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Statement of Purpose (must use the official form)</strong></td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School. <em>Download the official form from the KDI School’s website: Click</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Certified Copy of Academic Transcripts</strong></td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>
|     | • 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.  
  • Applicants for Ph.D. program must submit transcripts from both undergraduate and graduate institutions.  
  • Copies must be certified. (Please read ‘Document Authentication’ section.) |              |           |
| 4   | **Certified Copy of Degree Diploma, Graduate Certificate or Certificate of Expected Graduation** | Required     | Required  |
|     | Certificate of Expected Graduation must indicate anticipated graduation date and degree type.  
  • Applicants for Master’s program must submit certificates from undergraduate institutions.  
  • Applicants for Ph.D. program must submit certificates from both undergraduate and graduate institutions.  
  • The certificate must indicate ‘Bachelor’s Degree’ or ‘Equivalent to a Bachelor’s Degree’.  
  • Copies must be certified. (Please read ‘Document Authentication’ section.) |              |           |
## 5. Requirements:

### Application Documents (Cont.)

<table>
<thead>
<tr>
<th>No.</th>
<th>Application Documents</th>
<th>For Master’s</th>
<th>For Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Recommendation Letters</td>
<td>Two letters</td>
<td>Three letters are required</td>
</tr>
</tbody>
</table>
|     | Recommendation letters should provide information about your performance in academic or professional settings.  
*The official form can be downloaded from the KDI School’s website ([Click](#)). However, it is not required to use the official form. | 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 opens in February, 2017 and the test must have been taken as of February, 2015.).  
• If you have received your university degree from an English-speaking country, you may submit a certificate of medium of instruction instead.  
• Copies must be notarized or original. | Not required but strongly recommended | Required |
| 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 the KDI School’s website ([Click](#)). However it is not required to use the official form. | If applicable* (required for Seoul G20 applicant) | Not required |
| 8   | Dissertation Research Proposal  
• There is no required format or length however, it should clearly reflect an applicant's research interest. | Not required | Required |
# 5. Requirements:
## Application Documents (Cont.)

<table>
<thead>
<tr>
<th>No.</th>
<th>Application Documents</th>
<th>For Master’s</th>
<th>For Ph.D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Copy of Passport</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>The copy must show your photo, name, and expiration date.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Two Photos (3cm x 4cm) or Photo File Upload</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>If you have uploaded your photo on your online application, you do not have to send your photos again.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Certified Copy of Birth Certificate &amp; Copy of Both Parents’ Passports or Certified Copy of Academic Transcripts or Graduate Certificates of 16 Years of Education in a Foreign Country</td>
<td>If applicable (applicants of Korean origin only)</td>
<td>If applicable (applicants of Korean origin only)</td>
</tr>
<tr>
<td></td>
<td>• Only applicable to applicants of Korean origin</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Birth certificate should prove your relationship with both your parents.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Copy of both parents’ passports should prove their nationality.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 (Cont.): 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.
- 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 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:

- Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from)
- Authenticated by Korean embassy or consulate with official seal or signature
- Authenticated by embassy of the country where one earned his/her degree from
- Authenticated by Ministry of Education of the People’s Republic of China (degree earned from China only)

All other applicants must authenticate their academic documents as below:

- Authenticated by the issuing institution with official seal or signature
- Authenticated by designated government authorities in the country where one earned his/her degree from
- Authenticated by embassy of the country where one earned his/her degree from
- Authenticated by Korean embassy or consulate with official seal or signature
5. Requirements:
Document Authentication (Cont.)

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

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 next page.)

3. Have them authenticate the photocopies with official seal or signature.

4. Submit them along with the rest of the required documents.
6. Scholarship for Spring 2017

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.

The 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.

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Benefits</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Ambassador Scholarship</td>
<td>Full/partial tuition</td>
<td>All overseas students</td>
</tr>
<tr>
<td></td>
<td>Monthly stipend</td>
<td>※ Choose ‘international general’ when creating an online application.</td>
</tr>
<tr>
<td>Seoul G20 Global Leader’s Fellowship</td>
<td>Full tuition</td>
<td>Public officials who meet one of the following requirements:</td>
</tr>
<tr>
<td></td>
<td>Monthly stipend</td>
<td>◀ Division head level (or)</td>
</tr>
<tr>
<td></td>
<td>Round-trip airfare</td>
<td>◀ Over 6 years of experience</td>
</tr>
<tr>
<td></td>
<td></td>
<td>◀ Employment Verification should be signed in 2016</td>
</tr>
<tr>
<td></td>
<td></td>
<td>※ Choose ‘Seoul G20’ when creating an online application.</td>
</tr>
</tbody>
</table>
6. Scholarship Spring 2017 (Cont.):

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Benefits</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS-KFB-KDIS Scholarship</td>
<td>Full tuition</td>
<td>Government finance officers (banking sector only) from Asian countries</td>
</tr>
<tr>
<td></td>
<td>Monthly Stipend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round-trip airfare</td>
<td></td>
</tr>
<tr>
<td>Colombo Plan Scholarship</td>
<td>Full tuition</td>
<td>Government officials recommended by Colombo Plan</td>
</tr>
<tr>
<td></td>
<td>Monthly stipend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round-trip airfare</td>
<td></td>
</tr>
<tr>
<td>KOICA-MDI Scholarship</td>
<td>Full tuition</td>
<td>Myanmar citizens who are applying for Ph.D. program that hold</td>
</tr>
<tr>
<td></td>
<td>Monthly stipend</td>
<td>Master’s degree in economics or related fields</td>
</tr>
<tr>
<td></td>
<td>Round-trip airfare</td>
<td>Myanmar citizens who can commit to work for MDI (Myanmar Development Institute) after earning the degree</td>
</tr>
<tr>
<td>KLSP-IDB Scholarship</td>
<td>Full tuition</td>
<td>Government officials (banking sector only) of Latin America or Caribbean nationality recommended by IDB</td>
</tr>
<tr>
<td></td>
<td>Monthly stipend</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Round-trip airfare</td>
<td></td>
</tr>
</tbody>
</table>

※ Visit the admissions website for more information about the eligibility.
7. Contact Information

**Address** (Application 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

  kdischoolmdi@kdis.ac.kr (for KOICA-MDI applicants)

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

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

**Facebook**: http://www.facebook.com/KDISofficial/