

Fall 2017 Admissions

Application Guideline

for Korea-LAC Scholarship Program (KLSP)



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1. Admissions Overview

Category

Fall 2017 Admissions

Available Programs

Master's Programs (full-time)
- Master of Public Policy (MPP)
- Master of Public Management (MPM)

Application Period

March – May 13th , 2017

Final Result

The week of June 19th , 2017

Program Entrance

September 2017

2. Admissions Schedule

**Online
Application**

March 27th – May 13th (24:00,KST), 2017

- The online application is available on <https://apply.kdischool.ac.kr/>
- Choose “**IDB Scholarship**” category when creating an online application.
- The online application system will close by midnight on the deadline.

**Document
Submission**

March 27th – May 13th (18:00,KST), 2017

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

**Document
Review**

May 22nd – May 26th , 2017

- If all required documents and online application are submitted on time, they will be reviewed by the admissions committee.

**Document
Review Result**

May 30th , 2017

- The result of the document review will be posted on the online application system.

2. Admissions Schedule (Cont.)

Interview

June 7th – June 9th , 2017

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

Final Result Announcement

On the week of June 19th , 2017

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

Registration

June – August, 2017

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

Program Entrance

September , 2017

- Orientation will be held on August 28th (students should arrive to KDI School during August)
- The Spring semester is scheduled to begin in **September 4th, 2017** and academic calendar will be provided upon admission

3. Program Information :

Master of Public Policy (MPP)

The Master of Public Policy (MPP) program is designed to provide global perspective and professional expertise in public policy areas. The program is highly regarded both in and outside of Korea, particularly among developing nations and government officials. The faculty with outstanding research backgrounds and empirical knowledge offers a leading curriculum that integrates theory and practice. Students are required to take one of the economic policy study areas, and may select additional study areas to cover 39 credits towards their graduation. The highly diverse student composition provides a unique educational environment. Both domestic and international students from all walks of life, including the government, the media, and NGOs are able to share ideas, knowledge and experiences, and build a dynamic global network.

Academic Goals

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

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

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 August, 2017.

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

5. Requirements:

Application Documents

No.	Application Documents	For Master's
1	<p>Online Application</p> <p><i>*Online application must be submitted at the following link: Click</i></p>	Required
2	<p>Statement of Purpose (must use the official form)</p> <p>Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School.</p> <p><i>*Download the official form from the KDI School's website: Click</i></p>	Required
3	<p>Certified Copy of Academic Transcripts</p> <ul style="list-style-type: none"> • Academic transcripts 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 transcripts from undergraduate institutions. • Copies must be certified. (Please read 'Document Authentication' section.) 	Required
4	<p>Certified Copy of Degree Diploma, Graduate Certificate or Certificate of Expected Graduation</p> <p>Certificate of Expected Graduation must indicate anticipated graduation date and degree type.</p> <ul style="list-style-type: none"> • 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'. • Copies must be certified. (Please read 'Document Authentication' section.) 	Required

5. Requirements:

Application Documents (Cont.)

No.	Application Documents	For Master's
5	Recommendation Letters	Two letters are required
	Recommendation letters should provide information about your performance in academic or professional settings. <i>*The official form can be downloaded from the KDI School's website (https://www.kdischool.ac.kr/#/admissions/international). However, it is <u>not</u> required to use the official form.</i>	
6	Certified Copy of TOEFL, TOEIC, IELTS, TEPS, OPIC Score Report or Certificate of Medium of Instruction	Not required but strongly recommended
	<ul style="list-style-type: none"> The tests must have been taken within 2 years of the proposed date of admission (The semester opens in September, 2017 and the test must have been taken as of September 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. 	
7	Employment Verification	Optional
	<ul style="list-style-type: none"> 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. <i>*The official form can be downloaded from the KDI School's website. However it is <u>not</u> required to use the official form.</i>	
8	Dissertation Research Proposal	Not required
	<ul style="list-style-type: none"> There is no required format or length however, it should clearly reflect an applicant's research interest. 	

5. Requirements:

Application Documents (Cont.)

No.	Application Documents	For Master's
9	<p>Copy of Passport</p> <p>The copy must show your photo, name, and expiration date.</p>	Required
10	<p>Two Photos (3cm x 4cm) or Photo File Upload</p> <p>If you have uploaded your photo on your online application, you do not have to send your photos again.</p>	Required
11	<p>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</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. 	If applicable (applicants of Korean origin only)

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)

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)

All other applicants must authenticate their academic documents as below:

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 (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.

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

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

Website : <http://admissions.kdischool.ac.kr/>

Facebook : <http://www.facebook.com/KDISofficial/>