

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

2022 Fall Application Guidelines

For International Applicants

Master's Programs MPP, MDP, MPM



Contents

I . Overview	3
II . Program Qualification	5
III . Scholarship	6
IV . Application Documents	7
V . Apostille/Consular Authentication	10
VI . Video Essay	11
VII . Contact Information	12

I . Overview

Admissions Overview

No	Category	Period (KST)	Contents
1	Online Application + Document Upload	April 1 09:00 ~ April 18 18:00, 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	April 19 ~ May 26, 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	May 27, 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	June 7 ~ June 13, 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	June 29, 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	~ July 29, 2022 (Accepted students only)	<ul style="list-style-type: none"> ALL of the documents must be in one envelop and arrive at admissions office no later than the deadline. Please refer to guidelines on V. Apostille/Consular Authentication carefully and mail the documents accordingly via post. ※ You will have to re-send the documents if they are photocopies or improperly authenticated. Late submission will NOT be accepted and if you do not submit the documents, your acceptance to school will be revoked. * The submitted documents will NOT be returned in any case.
7	Registration	July~August, 2022	<ul style="list-style-type: none"> The admitted students will be able to access the Admission Package from KDIS Student MIS.
8	Program Entrance	September, 2022	<ul style="list-style-type: none"> The Fall semester is scheduled to begin in September 2022 and academic calendar will be provided upon admission.

Academic Program

Master's Programs (Full-time)			
Programs	Master of Public Policy (MPP)	Master of Development Policy (MDP)	Master of Public Management (MPM)
Study Areas	<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
	[Common Concentration] Data Science for Public Policy and Management		
Duration*	4 semesters** (About 1.5 year) · Coursework: At least 3 semesters (1 year) at KDI School · Research Project Writing: in home country		
Class Schedule	Daytime (08:30 - 18:00)		
Graduation Requirements	Minimum 39 credits (including research project)		

* The stay duration may differ by each scholarship

** Early graduation is eligible up to one term early in case overall GPA is at least 3.9

** 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)

Important Notice

1. Accepted students must submit the required hard documents to KDI School via post by July 29, 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 copies. 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 in admission.
- ※ We do **NOT** accept scanned or photocopied documents.

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 degree before August 30, 2022; otherwise, their admission will be cancelled.

- ※ Applicants must not be enrolled in other institutions after August 2022. If an applicant is found to have dual registration (being registered in other institution), the acceptance/admission will be revoked.

4. If following issues below are found after the admission has been offered, the application will not be submitted for evaluation and the offered admission will be revoked:

- 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 (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 degree can be submitted instead of degree diploma if one is expected to earn a bachelor's degree by August 2022.*

Scholarship Eligibility

※ Applicants for Master's program who have previously participated in any of the Korean Government's Scholarship Program for Master's cannot apply.

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

** Dual citizens(nationality) with Korean nationality are not eligible.*

- ① A foreign national whose parents are both foreign nationalities.

** 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.)*

- 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.*

III. Scholarship

Master's Program Scholarship

Scholarship Title	Eligibility & Benefits
KDIS Scholarship	<p>All students who meet the Degree Academic Qualification ※ Choose 'KDIS 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 * <i>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)</i> * <i>If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship.</i> General applicants will be given <u>Global Ambassador Scholarship(GAS)</u> or <u>Seoul G20 Scholarship</u> if admitted. For details on scholarship benefits, please refer to our website: https://www.kdischool.ac.kr/#/admissions/cp/international/scholarship <hr/> <p>Applicants who meet the Academic Qualification and one of the following requirements may be considered for Seoul G20 Scholarship.</p> <p>[Seoul G20 Scholarship Qualification]</p> <ul style="list-style-type: none"> *From Non-G20 Countries: <ul style="list-style-type: none"> ▶ Division head level (or) ▶ Over 6 years of work experience in the public sector *From G20 Countries: <ul style="list-style-type: none"> ▶ Having over one year of work experience(internship, fellowship, employment, etc.) in the public sector or study/research experience in fields related to Korean studies will have more preference for selection <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> <hr/> <p>[Special Scholarship Applicants]</p> <ul style="list-style-type: none"> Applicants nominated/recommended from Special Scholarship Institutions must choose for "KDIS Scholarship" too; 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. https://bit.ly/3KriDaJ.

*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)																						
1	Required	Online Application <ul style="list-style-type: none">Online application must be submitted at the following link: https://gradnet.kr/kdis/mainApplicant'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 <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>																						
3	Required(*)	Official Bachelor's Diploma or Graduation Certificate (Certificate of Expected Graduation) <ul style="list-style-type: none">The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree and a date of graduation.' ※ Must upload an Apostilled or Consular Certified Diploma/Certificate by Korean Embassy - Please refer to V. for Authentication on p.10.※ 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 August 2022 (late submission will lead to cancellation in admission).</i>※ Applicants who hold Master's Degree(and above) must submit certificates from both undergraduate and graduate institutions.Non-English based documents(original/certified) must be accompanied with authenticated English translations.																						
		Official Bachelor's Transcript <ul style="list-style-type: none">Must provide a record of ALL the courses you have taken throughout the years of studying. ※ Must upload an apostilled or Consular Certified Transcript by Korean Embassy - Please refer to V. for Authentication on p.10.※ Applicants who hold Master's Degree(and above) must submit certificates from both undergraduate and graduate institutions.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.																						
4	Required(*)	[Mandatory] Grading System <ul style="list-style-type: none">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.																						
		<table><tr><th>GPA Scale</th><th>100% Scale</th><th>US Grade</th><th>10 Scale Grade</th><th>20 Scale Grade</th><th>Class/ Division</th></tr><tr><td rowspan="4">GPA on a scale of 4.0 or 4.3 or 4.5 or 5.0</td><td rowspan="4">Percentage scale</td><td>A+, A, A-</td><td>1</td><td>20</td><td>Division I or First Class</td></tr><tr><td>B+, B, B-</td><td>2</td><td>19</td><td>Division II or Second Class</td></tr><tr><td>C+, C, C-</td><td>...</td><td>...</td><td>Division III or Third Class</td></tr><tr><td>...</td><td>10</td><td>1</td><td>...</td></tr></table>	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
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	...																			

		<ul style="list-style-type: none"> • Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and therefore, will not be evaluated in the Document Review stage. • KDI School accepts the following documents as an official grading system document: <ol style="list-style-type: none"> 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)
5	Required	<p style="text-align: center;">TWO (2) Recommendation Letters</p> <ul style="list-style-type: none"> • 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 by pressing the "Recommendation Letter Request" button. • It is for 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.
6	Required(*)	<p style="text-align: center;">English Proficiency Test Score Report</p> <ul style="list-style-type: none"> • KDI School ONLY accepts the following English Proficiency Test following: <ul style="list-style-type: none"> - TOEFL IBT(home edition accepted only temporarily until COVID-19 pandemic subsides), PBT, ITP - TOEIC, TOEIC-S - IELTS - TEPS, NEW TEPS, TEPS-S, I-TEPS - OPIc - PTE Academic - Cambridge English Exams * <i>Certificate(s) must be ORIGINAL document (certified certificates are NOT acceptable)</i> • The tests must have been taken within 2 years of the application deadline. <p>[Waiver Condition]</p> <ul style="list-style-type: none"> - 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 such information on there. ※ The MOI letter will be automatically exempted if the applicants graduated from universities(Bachelor's degree or above) in following countries: <i>UK, Ireland, United States of America, Canada(Quebec excluded), New Zealand and Australia</i> ※ However, applicants with MOI letter(including those graduated from above countries) are advised to submit a valid English Proficiency Test Score Report(refer to the Test list accepted by KDIS) as well to prevent disadvantage in the document review round. ※ The MOI letter must have official seal/stamp and be signed by the issuing university 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> <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.). • Must be written and signed by HR officer or supervisor of the applicant. • Must be stamped and signed by the HR officer or supervisor. ※ Accepted students must submit the original or apostilled/consular authenticated employment verification certificate.

		<ul style="list-style-type: none"> • The form can be downloaded from ‘Admission Documents’ from the Admissions website https://bit.ly/3q8QKg7 (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	<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 for the entire staying period in Korea (The period of stay will be granted only within passport validity period) Please refer to the notice below. (https://bit.ly/3CCngMF, https://bit.ly/3ISzxP3) ※ If you are currently residing in Korea, please submit a copy of your ARC as well.
9	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
10	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.
11	Korean origin only	<p style="text-align: center;"> Certified Copy of Birth Certificate & Copy of Both Parents' Passports or 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.

※ Accepted students must submit the **hard** documents with (*) mark to Admissions Office **via post by July 29.**

- 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 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 non-signatory country

- Submit **Required** Documents 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 the documents with 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 commissioners for oaths or advocacy attorney are **NOT** acceptable.

※ Scanned copies (photocopies) are **NOT** accepted in any case.

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 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] 2022 Fall 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

E-mail : internationaladmissions@kdis.ac.kr for general scholarships (GAS, Seoul G20)
internationaladmissions2@kdis.ac.kr for other special 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/UCgeKbQi5ZwthMQSRZht4uw>

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