



Create an account for the online application  
Or log-in to your account (if you have one)

Notice

Please read "NOTICE" carefully

IMPORTANT NOTICE FOR KDIS 20XX SPRING/FALL ADMISSIONS

1. Once you click "Complete Application" button, you are UNABLE to edit your application. Please double check the entered data and submitted documents before completing your application.
2. Please read the Application Guideline THOROUGHLY and apply accordingly.  
Any fraudulent or insufficient application documents will be excluded from the screening and even if a scholar has been selected, he or she will forfeit his or her scholarship if the application is found fraudulent.
3. The transcripts must include the FINAL CGPA/grade with scales that KDIS accepts.
4. If the transcripts does not follow the grade scales that KDIS accepts, applicants MUST submit an official GRADE SYSTEM document.  
Failure to submit the grading system along with official transcripts is considered as an 'incomplete submission' and therefore, will not be evaluated in the Document Review round.

· KDI School accepts the following documents as an official grading system document:

- 1) an official letter from the university's registrar explaining the grading system of the universtiy must have the stamp/seal – and signature of registrar
- 2) an official email from the university's registrar explaining the grading system of the universtiy – must be sent with 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

## International Applicants' Admission Schedule (20XX Spring/Fall)

Type	Online Application	Document Review	Document Review Result	Interview	Final Result	Documents Submission
Master's Program <sup>1)</sup>						
Ph.D. Program <sup>2)</sup>						

※ KST(Korea Standard Time)

1) Master's Program: (Full/Part-time\*) MPP, MDP/MIPD, MPM

2) Ph.D. Program (Full-time only): PP, DP

\*Part-time available for foreign nationals who are currently residing and working in Korea only

※ MIPD and Ph.D. programs offered in Spring Admissions ONLY

[Check the Admission Schedule](#)

## Admission list

20XX Spring/Fall Admissions

[Write Application](#)

If you scroll down to the bottom page,  
you may see "Admission list"  
Click "Write Application" button  
to start your application

## Admission list

### 2022 Spring Admissions

2021-09-06 09:00 ~ 2021-09-27 1

Write Application

### Precautions for application submission

Once you complete the online application, you cannot modify your application. You will not be able to cancel your application after the application has been submitted. (You can modify the application before completing the application)

Cancel

I have read

Read the precaution carefully and click "I have read" to continue your application process



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e-commerce rgst no. SeoulMapo-1109 | Personal Info. Manager Dohoon, Kim | Personal Info retention Period Until Membership Withdrawal | Contact gradnet@apexsoft.co.kr

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Select all of the categories to make sure you read and confirm all these information and Click "Fill out Application Form" to proceed

## Privacy Policy - User Agreement

I confirm and agree to all of the policies below.

In accordance with Articles 15 and 22 of the Personal Information Protection Act, your consent to the collection and use of personal information is required for the collection and use of personal information in connection with the selection of new and transfer graduate students. In addition, we are also conducting verifications to verify personal support and prevent false support, so please confirm the contents before agreeing.

Last Updated May 25, 2021

- Purpose of Collecting Personal Information ∨
- Collected Information ∨
- Data Retention Period ∨
- Disclosure to Third Parties ∨
- Right to Refuse Consent ∨

After your application is completed, it will not be possible to modify or cancel it.

Cancel

Fill out Application Form

## Application Information

This information can not be modified.  
Please double check whether your selections are correct.

Semester \*

Admissions \*

Degree & Schedule \*

Category \*

Program \*

Cancel

Next step

Please read the application guidelines carefully and select the options.

Once you click "Next step", you are unable to change the information.

(In case you want to change your application information, please cancel the application from My List menu and start your new application)

Fill in the blanks and click "Next step" to proceed



## FALL | INTERNATIONAL | Master's Program( Full-Time ) | KDIS Scholarship | Master of Public Policy (MPP)

1. Basic Information	TO DO	∨
2. Educational Background		∨
3. Language Test Score		∨
4. Employment History		∨
5. Upload Documents		∨

Once you complete each form, You MUST click "Next" button to save. Otherwise, it will not be saved.



# FALL | INTERNATIONAL | Master's Program( Full-Time ) | KDIS Scholarship | Master of Public Policy (MPP)

## 1. Basic Information

Place the cursor on the "TIP" box for instructions

TO DO



### Applicant Information

First Name \* **TIP**

Please write your name as shown in your passport.

Last Name (Family Name) \*

Nationality (Country Name) \*

Gender \*

Date of Birth \*

Male  Female

### Additional Information

G20 Member Countries \* **TIP**

Member  Non-Member

- G20 member countries: Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, Turkey, United Kingdom, United States of America  
- G20 permanent guest: Spain

Non-G20 Member Countries Employment Status **TIP**

- Division head level in the public sector
- Over 6 years of working experience in the public sector (at least 6 years from the date of application deadline)
- N/A

Residency \*

Skype ID

Overseas Korean

Do NOT check the 'Overseas Korean' unless you're Korean origin

The Residency field is required

Please submit Bachelor's Degree(or above) documents ONLY  
(do NOT submit Secondary School's documents) in "Undergraduate" section

MY LIST

MY INFO

FAQ



FALL | INTERNATIONAL | Master's Program( Full-Time ) | KDIS Scholarship | Master of Public Policy (MPP)

### 1. Basic Information TO DO ∨

### 2. Educational Background ∧

#### Undergraduate

Country \*

School Name (University Name) \*

Department

Major TIP  If you have more than one major, please write them in order with descriptions in brackets.  
ex. Economics(Major 1), Business Administration(Major 2), Accountings(Minor), Accountings(Minor)

Academic Status \*

Attendance Period \*  From  To

Grade Point Average TIP  If your grades does not fall into Grade point average or Percentage category, please selectOthers and put your grades.

Grade Point Average(GPA)  Grade ###  Scale ###

Please submit Master's Degree(or above) documents ONLY  
(do NOT submit Bachelor's(or below) documents in "Graduate School" section)



SPRING | INTERNATIONAL | Ph.D. Program( Full-Time ) | KDIS PhD Scholarship | Ph.D. in Public Policy (Ph.D. in PP)

+

**Graduate School**

Country \* School Name (University Name) \*

Department

Major \* TIP

Academic Status \* Attendance Period \*

Grade Point Average \* TIP



# FALL INTERNATIONAL Master's Program( Full-Time ) International General Ma

If you do not have employment history, you are able to delete the "Employment History" section by clicking "X"

## 4. Employment History

### Employment History

Work Period \*

From

To (Today)



Currently employed



If you are currently employed, please select today's date

Employment Category \*



Company name in English \*

Company name in Korean

Department name in English \*

Department name in Korean

Position name in English \*

Position name in Korean

Remark



Go to "MY LIST" tap if you want to request the letter of recommendation.



MY LIST

MY INFO

FAQ

ABOUT SERVICE



## FALL | INTERNATIONAL | Master's Program( Full-Time ) | KDIS Scholarship | Master of Public Policy (MPP)

### 5. Upload Documents

- It is recommended that the file name be composed of English characters, numbers, and '\_' without spaces. Special characters(#@\*) may cause errors.
- For more information on uploading the submitted documents, please check with FAQ Page ( Click ).
- If one document is split into several pages, please merge them into one PDF file and upload it.
- All attachments other than Image File need to set the page size of the document to A4.
- Photo File must be Image File(JPG) under 3MB.
- All attachments other than Image file must be uploaded in PDF file(under 15MB).
- To upload the attachment, you must click the 'Upload' button after selecting the file. If you do not press 'Upload' button, it will not be saved.

\*\*\* Please refer to the guide below for requesting Recommendation Letters \*\*\*

- Online recommendation letter : 'MY LIST' -> 'Request Recommendation Letter' button. ( Click )
- You are able to request the recommendation letters even if you do not complete the application.
- The application system will still allow you to submit the recommendation letters even after you click the "Complete Application" button
- It is the applicant's responsibility to ensure that the referees submit the letters in time.

You are able to request the recommendation letter at any times during the application. Make sure to press "Next" to save and go to "My List" for request.

#### Online Statement of Purpose \*

- ▷ The SoP should be typed in English
- ▷ If you want to revise the Statement of Purpose (SoP), please click the "Delete" button and then rewrite it (even though the SoP is deleted, the content you wrote will remain)
- ▷ Your Statement of Purpose(SoP) will ONLY be reviewed when ALL of the REQUIRED questions are answered.



## SPRING INTERNATIONAL Ph.D. Program( Full-Time ) KDIS PhD Scholarship Ph.D in Public Policy(Ph.D in PP)

### Statement of Purpose \*

- ▷ The SoP should be typed in English.
- ▷ If you want to revise the Statement of Purpose (SoP), please click the "Delete" button and then rewrite it (even though the SoP is deleted, the content you wrote will remain).
- ▷ Your Statement of Purpose(SoP) will ONLY be reviewed when ALL of the REQUIRED questions are answered.
- ▷ This statement must be written solely by the applicant. Any assistance from others will be grounds for complete dismissal of any scholarship consideration.

[Download](#)[Delete](#)

If you want to revise the Statement of Purpose (SoP), please click the "Delete" button and then rewrite it (even though the SoP is deleted, the content you wrote will remain).

### Basic documents

#### Photo \*

- ▷ KDIS applicants must upload JPG file ONLY, and the file must be less than 3MB.
- ▷ Applicants should submit passport photo (must show face and shoulders, do not upload self-taken photos nor group photos)



Please select a file



Upload

#### Applicant's Passport Copy \*

- ▷ If you do not have a passport, please submit a copy of your National ID Card or Identity Card instead.



Please select a file



Upload

#### Applicant's & Applicant's Parent's Proof of Citizenship Document



Please select a file



Upload



## SPRING INTERNATIONAL Ph.D. Program( Full-Time ) KDIS PhD Scholarship Ph.D in Public Policy(Ph.D in PP)

### Basic documents

#### Photo \*

- ▷ KDIS applicants must upload JPG file ONLY, and the file must be less than 3MB.
- ▷ Applicants should submit passport photo (must show face and shoulders, do not upload self-taken photos nor group photos)

+ passport photo.PNG



Upload

#### Applicant's Passport Copy \*

- ▷ If you do not have a passport, please submit a copy of your National ID Card or Identity Card instead.

+ Please select a file



#### Applicant's & Applicant's Parent's Proof of Citizenship Document

+ Please select a file



Upload

You must click **"upload"** buttons to complete uploading your files

- ✓ "Upload" buttons are activated only after you select a file
- ✓ Selecting files does not mean you have finished uploading your documents
- ✓ You must click "Upload" button to finalize the document submissions



## SPRING | INTERNATIONAL | Ph.D. Program( Full-Time ) | KDIS PhD Scholarship | Ph.D. in Public Policy (Ph.D. in PP)

### Applicant's Passport Copy \*

- ▷ If you do not have a passport, please submit a copy of your National ID Card or Identity Card instead
- ▷ 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)
- ▷ If you are currently residing in Korea, please submit a copy of your ARC as well

+ Please select a file



Upload

- ✓ Ph.D. program applicants must upload Dissertation Research Proposal
- ✓ Ph.D. programs are open in Spring Admissions ONLY

### Admission

#### Dissertation Research Proposal (Required for Ph.D.) \*

- ▷ You must use KDI School's official Research Proposal Form and answer questions provided by KDIS. (Other forms are NOT accepted)
- ▷ Must upload the newly updated Research Proposal from KDI School's homepage(updated as of August 31, 2022).
- ▷ <https://kdischool.ac.kr/board.es?mid=a4020400000&bid=0013>

+ Please select a file



Upload

#### Writing Sample in English

+ Please select a file



Upload

#### GRE Score

+ Please select a file



Upload



## FALL | INTERNATIONAL | Master's Program( Full-Time ) | KDIS Scholarship | Master of Public Policy (MPP)

1. Basic Information	<input checked="" type="checkbox"/>	∨
2. Educational Background	<input checked="" type="checkbox"/>	∨
3. Language Test Score	<input checked="" type="checkbox"/>	∨
4. Employment History	<input checked="" type="checkbox"/>	∨
5. Upload Documents	<input checked="" type="checkbox"/>	∨

Next step

When you complete all of the forms, blue checkbox icons will appear  
Please click "Next step" button and it will navigate you to the next page

## Create Online Application

✓ I confirm that I checked the contents and submitted documents. I also confirm that I am responsible for the omission and authenticity of the submitted documents.

1. Please double check the contents and documents that you have submitted. (Refer to the application guide)
2. For request on online recommendation letters, please press 'My List'(located on top right corner of the screen) and press 'Request Recommendation Letter' button.

Create Online Application

Check the List of Submitted Documents

Complete Form

Please read carefully and click "Create Online Application" button

Once you click the "Create Online Application" button, "Check the List of Submitted Documents" button will be activated. When you click it, your application in a PDF format will be automatically downloaded.

\*\*\*Please note that even if you click "Complete Form", that does NOT mean you have submitted your application\*\*\*  
 The application will show that your application is still "**proceeding**"  
 Please double-check the entered information and submitted documents as you are not able to revise them after submission

To complete the submission of application, you must follow the next steps.



**Application for Admission**  
 - For International Applicants

(PP)  
 KDIS PhD Scholarship

I. PERSONAL INFORMATION

<b>Applicant No.</b>	Proceeding application		
<b>Degree</b>	Ph.D. Program	<b>Attendance Type</b>	Full-Time
<b>Program</b>	Ph.D in Public Policy(Ph.D in PP)		
<b>Category</b>	KDIS PhD Scholarship		
<b>Name</b>			

To submit and complete the application, press "Submit Application" button and submit the survey. Remember, you are not able to revise any information or submitted documents once you click this so please double-check before complete submission.

If you have not requested Recommendation Letters, please refer to the next page.

All applications

18

Ongoing

2

Form Completed

4

Submitted

1



Please proceed to 'Submit Application' in 'MY LIST'.

Confirm

All applications

Ongoing

anceled

KDI SCHOOL Form Completed

2022 Spring Admissions

KDI SCHOOL SPRING INTERNATIONAL Ph.D. Program( Full-Time ) KDIS PhD Scholarship Ph.D in Public Policy(Ph.D in PP)

Request Recommendation Letter

View Application

Edit

Submit Application

# How to request Recommendation Letters by using Online Application System

- TWO(2) letters of recommendation are required for international applicants



MY LIST

MY INFO

FAQ

ABOUT SERVICE

SIGN OUT

한국어

All applications

3

Ongoing

1

Form Completed

0

Submitted

0

All applications

Ongoing

Form Completed

[제목 없음]

Submitted

Canceled

KDI SCHOOL

Basic Info Saved

20XX Spring/Fall Admissions

KDI SCHOOL FALL |

| Master's Program( Full-Time ) | General Applicant | Master of Public Policy (MPP)

Request Recommendation Letter

View Application



Edit

Submit Application

Click "Request Letter" to send an online letter format to your recommenders' e-mail

It is for the applicant's responsibility to contact the recommender and to get the letter uploaded in time.

Letter of recommendation

Total requests can not exceed 2.

Referee's Details

Name  Email address

Phone  Institution Name

Position Title

- The due date for requesting Referees
- The due date for submission of letters
- By your request, GRADNET sends an email to referees to submit the letters in time.
- GRADNET is not responsible for the delay of the letter submission.
- Please ask your referees to check the email regularly.

responsibility to ensure that the

Fill in the blanks and click "Send Request Email" button.  
 The system will automatically send an online recommendation form to your recommender's email.

\*\*\*If the recommendation letters are found to be false or counterfeit, your admission will be cancelled\*\*\*

# "My List" – Request Recommendation Letter

## Letter of recommendation

\* Total requests can not exceed 2.

No.	Referee's Name	Referee's Email address	Status	
1	Name	internationaladmissions@kdis.ac.kr	Request sent	<a href="#">Cancel</a>

[Go 'MY LIST'](#)

[Request Recommendation Letter](#)

- The due date for requesting Recommendation Letters (for applicants) :
- The due date for submission of Recommendation Letters (for recommenders) :

Check the "Status" and encourage your referees to submit the letters in time

- GRADNET is not responsible for late submission or non-submission of recommendation letters.
- Please ask your referees to check their junk/spam mailbox if they did not receive any request emails.

[ Recommendation Status ]

- Step 1. Request sent : You have requested to write a letter of recommendation. ( applicants are able to cancel the request )
- Step 2. Request received : The referee has checked the email. ( applicants are unable to cancel the request, should contact 'gradnet@apexsoft.co.kr' to delete the request if needed )
- Step 3. Recommendation creating : The referee is writing the letter of recommendation. ( applicants are unable to cancel the request, should contact 'gradnet@apexsoft.co.kr' to delete the request if needed )
- Step 4. Recommendation submitted : The referee has completed the submission of the letter of recommendation. ( Unable to request for cancellation nor deletion )

Click "Submit Application" button to finalize your application.  
Once you press "Yes", you CANNOT edit your application after this.  
Please double check the input data and uploaded documents before  
completing your application.

All applications

18

Ongoing

2

Form Completed

4

Submitted

1



Once you press 'Submit Application', you are  
UNABLE to edit your application.

Yes

No

KDI SCHOOL Form Completed

**20XX Spring/Fall Admissions**

KDI SCHOOL SPRING INTERNATIONAL Ph.D. Program( Full-Time ) KDIS PhD Scholarship Ph.D in Public Policy(Ph.D in PP)

Request Recommendation Letter

View Application

Edit

Submit Application

# Once you fill out the survey, your application is completed

## [ Survey Item ]

### - Main Contact Information

HOME  OFFICE

### - Recommended by KDI School Student of Alumni? (optional)

Alumni Type	Name	Alumni Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Major  Remark (Contact Information, etc.)

### · Which field are you interested in?

### · Which topic would you like to study?

0 / 150

Are you currently employed in the public sector AND meet one of the following?  
: (1) work as division head or higher  
: (2) have minimum 6 years of working experience in the public sector

Yes  No

### 1. Where/How did you get to know KDI School?

- 1) Homepage
- 2) Recommended
- 3) Internet searching
- 4) Advertising(On/Offline Banner)
- 5) SNS(Facebook, Instagram)
- 6) Naver blog
- 7) Youtube
- 8) Government or Public Organization
- 9) KDI School Open House
- 10) Other

### 2. Do you think the information given is sufficient enough? (regarding our school, admission information, etc.)

- 1) Sufficient
- 2) General
- 3) Insufficient

### 3. Was the online application system easy to use?

- 1) Yes
- 2) Not really
- 3) No

### 4. Why did you apply to KDI School?

- 1) Expansion of knowledge
- 2) Application to work
- 3) Assistive tool in employment(promotion)
- 4) Social recognition and honor
- 5) Creation of new connections and opportunities
- 6) Other

### 5. Have you ever applied to KDI School previously?

Yes  No

### 6. Please fill in the universities(colleges)/region(country) you have applied to other than our school.

0 / 150

### 7. Did you participate in our school's admission briefing session?

Yes  No

### 8. Do you want to receive information about our school periodically?

Yes  No

### 9. Which field did you study in your university?

- 1) Humanities & Social Science
- 2) Business & Economy
- 3) Science & Engineering
- 4) Others

### 10. Please select ALL of the following KDI School's online channel which you have VISITED at least once.

- 1) YouTube
- 2) Instagram
- 3) Facebook
- 4) Naver blog
- 5) News Center

### 11. Please select ALL of the following KDI School's online channel which you have SUBSCRIBED or FOLLOWED.

- 1) YouTube
- 2) Instagram
- 3) Facebook
- 4) Naver blog

Submit

All applications

Ongoing

Form Completed

Submitted

Canceled

You are also able to check your application status by clicking the tabs above

KDI Completed

20XX Spring/Fall Admissions

KDI SCHOOL FALL INTERNATIONAL Master's Program( Full-Time ) International General Master of Public Policy (MPP)

Request Recommendation Letter

View Application

Submit Application

- ✓ Now, you have completed your application!
- ✓ Remember, you can still work on "Recommendation Letter Request" by the deadline.
- ✓ You are able to check the input data and uploaded documents/forms by clicking "View Application".  
(Please note that since you have completed the application, you are unable to edit the data nor uploaded documents)