

Application Guideline

for International Students

1. Admissions Overview

Category	Spring 2017 Admissions	Fall 2017 Admissions
	Master's Programs <ul style="list-style-type: none">- Master of Public Policy- Master of Development Policy- Master of Public Management Ph.D. Programs <ul style="list-style-type: none">- Ph.D. in Public Policy- Ph.D. in Development Policy	
	August – October, 2016	March – May, 2017
	December, 2016	July, 2017
	February, 2017	September, 2017

2. Admissions Schedule

Online Application

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.

Document Submission

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.

Document Review

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.)

Interview

Mid-November, 2016

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

Final Result

Early December, 2016

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

Registration

December – January, 2016

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

Program Entrance

February, 2017

- The Spring semester is scheduled to begin in **February** 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 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

No.	Application Documents	For Master's	For Ph.D.
1	Online Application	Required	Required
	<i>*Online application must be submitted at the following link: Click</i>		
2	Statement of Purpose (must use the official form)	Required	Required
	Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School. <i>*Download the official form from the KDI School's website: Click</i>		
3	Certified Copy of Academic Transcripts	Required	Required
	<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. <u>Applicants for Ph.D. program</u> must submit transcripts from <u>both</u> 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. <ul style="list-style-type: none"> 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.)

No.	Application Documents	For Master's	For Ph.D.
5	Recommendation Letters	Two letters are required	Three letters are required
	<p>Recommendation letters should provide information about your performance in academic or professional settings.</p> <p><i>*The official form can be downloaded from the KDI School's website (Click). However, it is <u>not</u> required to use the official form.</i></p>		
6	Certified Copy of TOEFL, TOEIC, IELTS, TEPS, OPIC Score Report or Certificate of Medium of Instruction	Not required but strongly recommended	Required
	<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 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. 		
7	Employment Verification	If applicable* (required for Seoul G20 applicant)	Not required
	<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. <p><i>*The official form can be downloaded from the KDI School's website (Click). However it is <u>not</u> required to use the official form.</i></p>		
8	Dissertation Research Proposal	Not required	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	For Ph.D.
9	Copy of Passport	Required	Required
	The copy must show your photo, name, and expiration date.		
10	Two Photos (3cm x 4cm) or Photo File Upload	Required	Required
	If you have uploaded your photo on your online application, you do not have to send your photos again.		
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	If applicable (applicants of Korean origin only)	If applicable (applicants of Korean origin only)
	<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. 		

- ✦ 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)

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.

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.

Scholarship	Benefits	Eligibility
Global Ambassador Scholarship	Full/partial tuition Monthly stipend	All overseas students ※ Choose 'international general' when creating an online application.
Seoul G20 Global Leader's Fellowship	Full tuition Monthly stipend Round-trip airfare	Public officials who meet one of the following requirements: <ul style="list-style-type: none">▶ Division head level (or)▶ Over 6 years of experience▶ Employment Verification should be signed in 2016 ※ Choose ' Seoul G20 ' when creating an online application.

6. Scholarship Spring 2017 (Cont.):

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

※ 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/>