



**KDI SCHOOL**  
KDI School of Public Policy and Management

# Application Guideline

*for International Students*

**Fall 2015**

---

**Master of Public Policy (MPP)**  
**Master of Development Policy (MDP)**



---

---

## **- Contents -**

---

---

- 1. Admissions Schedule**
  - 2. Program Information**
  - 3. Qualifications**
  - 4. Requirements**
    - 1) Application Documents**
    - 2) Important Notices**
    - 3) Document Authentication/Legalization**
  - 5. Scholarship & Tuition**
  - 6. Contact Information**
  - 7. Process Checklist**
- 
-



# 1. Admissions Schedule

## ■ Overview

Category	Fall 2015 Admissions	Spring 2016 Admissions
Program Entrance	September, 2015	February, 2016
Application Period	March 30 ~ May 22, 2015	August ~ October, 2015
Programs Offered (Majors)	<b>Master's Programs:</b> - Public Policy (MPP) - Development Policy (MDP)	<b>Master's Programs:</b> - Public Policy (MPP) - Development Policy (MDP) - Public Management (MPM) <b>Ph.D. Programs:</b> - Public Policy (PP) - Development Policy (DP)

*\*The information above is subject to change.*

## ■ Admissions Schedule (KST, Korea Standard Time)

<b>Online Application</b>	<b>March 30 ~ May 22 (24:00)</b>
↓	- Submission of online application must be completed by midnight of the deadline. The online application system will be closed after midnight.
<b>Document Submission</b>	<b>March 30 ~ May 22 (18:00)</b>
↓	- All required documents must arrive in one envelope at the admissions office by 6 p.m. on the deadline. Late or incomplete documents are not accepted. - Arrival of the documents will be indicated on the online application system.
<b>Document Review</b>	<b>Early June</b>
↓	- If the online application and all the required documents 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.
<b>Interview</b>	<b>Mid June</b>
↓	- Those who pass the document review will be contacted for the interview arrangement and a pre-call prior to the actual interview. - The interview will be conducted in English either by Skype or phone.
<b>Final Result</b>	<b>Early July</b>
↓	- The final result will be announced through email and posted on the online application system.
<b>Registration</b>	<b>July ~ August</b>
↓	- The admissions package will be sent to each admitted student by email and postal mail.
<b>Program Entrance</b>	<b>September 2015</b>
↓	- Classes will be held at KDI School's new campus in Sejong City, which is an administrative district created by the Korean government.



## 2. 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 Korea, particularly among developing nations and government officials. The faculty with outstanding research backgrounds and empirical knowledge offer a leading curriculum that integrates theory and practice. Students must take at least one concentration from his/her MPP concentration and they may choose a 2<sup>nd</sup> concentration from 9 concentrations. 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.

- **Core Courses:**
  - Analysis of Market and Public Policy
  - Quantitative Methods
  - Korean Economic Development (for G20 and KOICA students)
- **First Concentration:**
  - Finance and Macroeconomic Policy
  - Trade and Industry Policy
  - Public Finance and Social Policy
  - Regional Development and Environment
- **Second Concentration:**
  - Finance and Macroeconomic Policy
  - Trade and Industry Policy
  - Public Finance and Social Policy
  - Regional Development and Environment
  - Sustainable Development
  - International Development
  - Public Administration and Leadership
  - Strategic Management
  - Global Governance and Political Economy

### ■ Master of Development Policy (MDP)

Based on KDI's hands-on experience on development policy for more than forty 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 specifically targets international professionals, including government officials, development consultants and regional specialists who wish to contribute to development policymaking. The program is also focused on fostering professionals in the field of official development assistance (ODA). Students must take at least one concentration from his/her MDP concentration and they may choose a 2<sup>nd</sup> concentration from 9 concentrations.

- **Core Courses:**
  - Analysis of Market and Public Policy
  - Introduction to Development Policy
  - Introduction to Research Methods
  - Korean Economic Development (for G20 and KOICA students)
- **First Concentration:**
  - Sustainable Development
  - International Development
- **Second Concentration:**
  - Sustainable Development
  - International Development
  - Finance and Macroeconomic Policy
  - Trade and Industry Policy
  - Public Finance and Social Policy
  - Regional Development and Environment
  - Public Administration and Leadership
  - Strategic Management
  - Global Governance and Political Economy



## 3. Qualifications

### ■ Applicant Qualification

**International Applicants must meet one of the following:**

- ① 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.)*
- ② An applicant who has completed at least 16 years of education (elementary, middle, high school, and undergraduate) 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 education.)*

### ■ Degree Qualification

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

- ① A bachelor's degree holder from an accredited college or university (minimum 3 years)  
*\*Certificate of expected graduation must be submitted if one is expected to earn a bachelor's degree by August, 2015.*
- ② Educational attainment equivalent to bachelor's degree (minimum 3 years) approved by law



## 4. Requirements

### ■ Application Documents

No.	Application Documents	Submission
1	<p><b>Online Application</b></p> <p><i>*Online application must be submitted at the following link: <a href="#">Click</a></i></p>	Required
2	<p><b>Statement of Purpose (must use the official form)</b></p> <p>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: <a href="#">Click</a></i></p>	Required
3	<p><b>Certified Copy of Academic Transcripts</b></p> <ul style="list-style-type: none"> <li>- Academic transcripts must provide a record of all the courses you have taken throughout the years of studying.</li> <li>- Applicants must submit transcripts from undergraduate institutions.</li> <li>- Copies must be certified.</li> </ul> <p><i>(Please read 'Document Authentication/Legalization' on page 8.)</i></p>	Required
4	<p><b>Certified Copy of Degree Diploma, Graduate Certificate or Certificate of Expected Graduation</b></p> <ul style="list-style-type: none"> <li>- Certificate of Expected Graduation must indicate anticipated graduation date and degree type.</li> <li>- Applicants must submit certificates from undergraduate institutions.</li> <li>- The certificate must indicate the degree awarded is 'Bachelor's Degree' or 'Equivalent to Bachelor's Degree'.</li> <li>- Copies must be certified.</li> </ul> <p><i>(Please read 'Document Authentication/Legalization' on page 8.)</i></p>	Required
5	<p><b>Two Recommendation Letters</b></p> <p>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. However, it is not required to use the official form. <a href="#">Click</a></i></p>	Required
6	<p><b>Certified Copy of TOEFL, TOEIC, IELTS, TEPS, OPIc Score Report or Certificate of Medium of Instruction</b></p> <ul style="list-style-type: none"> <li>- The tests must have been taken within 2 years of the proposed date of admission. (The semester opens on Sep. 12, 2015 and the test must have been taken as of Sep. 12, 2013.)</li> <li>- If you have received your university degree from an English-speaking country, you may submit a certificate of medium of instruction instead.</li> <li>- Copies must be certified or original.</li> </ul>	Not Required But Strongly Recommended
7	<p><b>Employment Verification (required if currently employed)</b></p> <ul style="list-style-type: none"> <li>- The dates/term of employment or position/title must be specified.</li> <li>- The verification should specify that the issuing organization is in the 'public sector'.</li> <li>- HR officer or supervisor of the applicant should complete the form and include information of the writer as well as the issuing date.</li> </ul> <p><i>*The official form can be downloaded from the KDI School's website. However it is not required to use the official form. <a href="#">Click</a></i></p>	If applicable* (Required for Seoul G20 Applicants Only)
8	<p><b>Copy of Passport</b></p> <p>The copy must show your photo, name, and expiration date.</p>	Required



No.	Application Documents	Submission
9	<b>Two Photos (3cm x 4cm) or Photo File Upload</b> If you have uploaded your photo on your online application, you do not have to send your photos again.	<b>Required</b>
10	<b>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</b> - Only applicable to applicants of <u>Korean origin</u> - 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)

\*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)

## ■ Important Notices

- ① **All required documents must arrive at the admissions office of KDI School by the deadline (Address: The Office of Admissions, KDI School, 263 Namsejong-ro, Sejong, Republic of Korea, 339-007).**
- ② Important notices and announcements are delivered via email and an incorrectly entered email address in the online application will cause a delay in the receipt of important information.
- ③ Applicants may apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate candidacy.
- ④ All required documents must be sent in one package to the admissions office by post and submitted documents will not be returned.
- ⑤ Submission of an online application and arrival of the required documents must be completed by the deadline. If the information submitted in the application package is unclear or if any parts of the application material are missing, the application documents will not be submitted for evaluation. If the above issues are found after the admission has been offered, the offered admission will be revoked.
- ⑥ The applicant's name and date of birth entered in the online application must be exactly the same as those in his/her passport.
- ⑦ Please avoid submitting multiple online applications. The admissions office will not be responsible for any consequences caused by incorrectly prepared and/or submitted applications.
- ⑧ All application documents must be typed (not hand-written) in English.
- ⑨ Non-English based documents must be accompanied with notarized English translations. (The translations should also be certified.)
- ⑩ If any required documents are found to be false or counterfeit, admission to KDI School will be revoked.



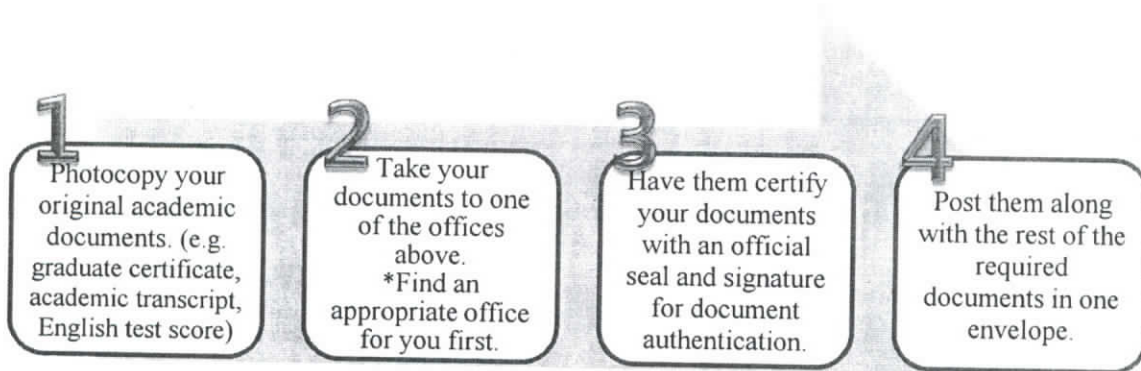
■ **Document Authentication/Legalization**

Please note that photocopies without required seal/stamp/signature will not be considered as authenticated documents and see below to find an appropriate office for you to get your documents certified for authentication.

<p>Applicants who earned their degrees from <i>China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru</i> must certify their academic documents as below:</p>	<p>All other applicants must certify their documents as below:</p>
<p><b>Apostilled</b> (by government authorities; typically by Ministry of External Relations or Ministry Education)</p> <p style="text-align: center;"><b>OR</b></p> <p>Certified by the Korean Embassy or Consulate with a seal or stamp</p> <p style="text-align: center;"><b>OR</b></p> <p>Certified by embassy of the country where one earned his/her degree from</p> <p style="text-align: center;"><b>OR</b></p> <p>Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)</p>	<p>Certified by the issuing institution with an official stamp and signature</p> <p style="text-align: center;"><b>OR</b></p> <p>Certified by Government Ministries, which has the authority to authenticate the academic documents</p> <p style="text-align: center;"><b>OR</b></p> <p>Certified by embassy of the country where one earned his/her degree from</p> <p style="text-align: center;"><b>OR</b></p> <p>Certified by the Korean Embassy or Consulate with a seal or stamp</p>

*\*Note: If you obtain an admission to the school, the Korean embassy may request an extra copy of the document above when you apply for an entry visa.*

How to Authenticate Your Documents





## 5. Scholarship & Tuition

### ■ Scholarship

Most international students enrolled in a full-time Master's program will become potential candidates for full or partial scholarships offered by KDI School.

#### • Global Ambassador Scholarship

- Benefits: Full tuition and monthly stipend (app. 1,000 USD) for most recipients
- Eligibility: Admitted international students
- How to Apply: Applicants must complete and submit an online application as an international student and post all the required documents.

#### • Seoul G20 Global Leaders Fellowship

- Benefits: Full tuition, monthly stipend (app. 1,200 USD), and round-trip airfare
- Eligibility: Currently employed in the public sector and meet one of the following requirements below
  - (1) Division head or higher level in the public sector
  - (2) Minimum 6 years of working experience in the public sector
- How to Apply: Applicants must complete and submit an online application for Seoul G20 Global Leaders Fellowship and post all the required documents including an employment verification letter demonstrating the eligibility.

### ■ Tuition

Students may choose to pay by semester or by credits. Regardless of the payment method, students will pay the same amount of 28,000,000 Korean won to complete a Master's program.

#### Payment by Semester

(unit: Korean won)

	First Year			Second Year			Total
	Fall	Summer	Spring	Fall	Summer	Spring	
<b>Full-time</b>	7,000,000	7,000,000	7,000,000	7,000,000	0	0	28,000,000



## 6. Contact Information

**Address (Document Submission):**

The Office of Admissions  
KDI School of Public Policy and Management  
263 Namsejong-ro, Sejong, Republic of Korea, 339-007

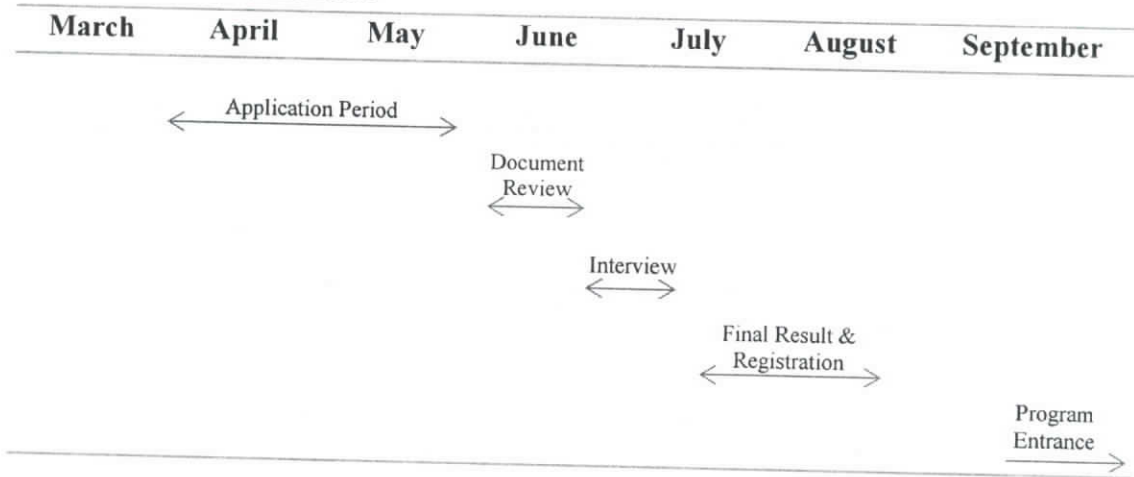
**Phone:** +82-44-550-1281/1220

**E-mail:** admissions@kdischool.ac.kr

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

## 7. Process Checklist

■ **Admissions Schedule**



■ **Online Application**

- Is the name on my online application same as that of my passport?
- Is the e-mail address on the online application correct?
- Did I click on a submit button after completing my online application?
- Did I receive an email indicating successful submission of my online application?

■ **Required Documents**

- Are my documents prepared as indicated in the guideline?
- Do I have all the required documents in one envelope?
- Did I use a delivery service ensuring date of arrival no later than the deadline?
- Did I receive an email indicating successful completion of my application?