2020 Spring Admissions Application Guideline

For International Students

KDI SCHOOL
KDI School of Public Policy and Management

Contents

Ⅰ. Admissions Overview & Schedule

Overview

Category	Spring 2020 Admissions
Program	**Master's Programs (Full-time/Part-time)** · Master of Public Policy · Master of Development Policy · Mster of Public Management · Master in Intellectual Property and Development Policy **Ph.D Programs (Full-time)** · Ph.D in Public Policy · Ph.D in Development Policy
Application Period	August 13 – October 23, 2019
Final Result	Early December, 2019
Program Entrance	Early Feburauary

Academic schedule

	Spring 2020 Admissions Schedule		
No.	Category	Period	Contents
1	Online Application	August 13 - October 23 (24:00 KST), 2019	· The online application is available at https://apply.kdischool.ac.kr. · The online application system will close by midnight on the deadline.
2	Document Submission	August 13 - October 23 (18:00 KST), 2019	· **All required documents must be post mailed or uploaded online** (Fedex or DHL etc.) · In 1 envelope at the admissions office no later than **the deadline**
3	Document Review	November, 2019	· 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 available when you log in onto the online system at https://apply.kdischool.ac.kr.**
4	Interview	November, 2019	· Those who pass the document review will receive a pre-interview call prior to the actual

			phone or Skype interview.
5	Final Result	Early December, 2019	· **The final result will be announced via email and posted on the online application system.**
6	Registration	December, 2019 - January, 2020	· The admissions package will be sent to each admitted student by email.
7	Program Entrance	Early February, 2020	· The Spring semester is scheduled to begin in **first week of February, 2020** and academic calendar will be provided upon admission.

※ The schedule is subject to change

Ⅱ. Master's Program

Academic Program

	Master's Program	
	Full-time	**Part-time (*Residents in Korea Only)**
Programs	· Master of Public Policy (MPP) · Master of Development Policy (MDP) · Master of Public Management (MPM) · Master in Intellectual Property and Development Policy (MIPD)	
Study Areas	· **Master of Public Policy (MPP)** - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy · **Master of Development Policy (MDP)** - Sustainable Development - International Development · **Master of Public Management (MPM)** - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy · **Master in Intellectual Property and Development Policy (MIPD)** - Intellectual Property & Innovation Policy	
Duration	**1 year (3 semesters)** · Coursework: 1st year at KDI School · Thesis Writing: 2nd year in home country	**About 2 years (6 semesters)**
Class Schedule	Daytime (08:30 – 18:00)	Weekday Evenings (19:00 – 22:30) Saturday (09:00 – 17:30)
Requirements	Minimum 39 credits (Including research project)	

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

Study Area	. Finance and Macroeconomic Policy . Trade and Industry Policy . Public Finance and Social Policy . Regional Development and Environment Policy

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

Study Area	. Sustainable Development . International Development

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

Study Area	. Public Administration and Leadership . Strategic Management . Global Governance and Political Economy

Master in Intellctual Property and Development Policy (MIPD)

The MIPD is a unique program focuses on the links between IP and development. The collaboration between WIPO, the Government of Korea through KIPO and KDI School ensures students will acquire development studies.

The program will provide students with the in-depth knowledge, expertise and practical know-how to operate as IP policy makers for development and thought leaders in the public and private sector.

Academic Goals

. Acquire broader and deeper knowledge of the principles and sources of international intellectual property law and understanding of how these are changing as a result of globalization.
. Understand the framework for analyzing policy making for economic growth and sustainable development
. Appreciate the role of IP as a tool for development
. Develop the capacity to evaluate and examine various implications of IP laws and policy for socio-economic development
. Obtain a global perspective and professional expertise in IP and Policy Development
. Demonstrate the capacity to write a research paper on IP and development issues satisfying the requirements of objectivity, structure, analytical reasoning and independence

Study Area	. Intellectual Property and Development

※ Part-time students may be offered a limited number of course

Ⅲ. Ph.D Program

Academic Program

Ph.D Program	
Full-time	
Programs	· Ph.D in Public Policy · Ph.D in Development Policy
Study Areas	**· Ph.D in Public Policy** 　- Social Policy and Public Finance 　- Finance and Macroeconomic Policy 　- Trade and Industrial Policy **· Ph.D in Development Policy** 　- Development Policy 　- International Development Cooperation 　- Development Economics
Duration	At least 3 years
Class Schedule	Daytime (08:30 − 18:00)
Requirements	· 36 Credits · Qualifying Examination · Dissertation

Program Information

Ph.D in Public Policy (PP) / Ph.D in Development Policy (DP)

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.

Ⅳ. Scholarship

Master's

Scholarship Title	Benefit
Global Ambassador Scholarship(GAS)	**All overseas students who meet the Degree Qualification** ※ *Choose 'International general' when creating an online application* . Tuition waiver . Monthly stipend (About $850) 　* *All scholarship benefits are primarily intended for countries named on the DAC List of ODA recipient nations, as published by the OECD.* 　* *If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship.)*
Seoul G20	Public officials who meet the Degree Qualification and one of the following requirements: 　*From Non-G20 Countries: 　▶　Division head level (or) 　▶　Over 6 years of working experience in the public sector 　*From G20 Countries: 　▶　Currently working as a public sector for over a year ※ *Employment Verification should be signed in 2019* ※ *Choose 'Seoul G20' when creating an online application* . Tuition waiver . Monthly stipend (About $1000) . Round trip airfare
MIPD	All overseas students who meet the Degree Qualification ※ *Choose '**MIPD Scholarship**' when creating an online application* . Tuition waiver . Monthly stipend . Round trip airfare

KDI SCHOOL
KDI School of Public Policy and Management

Ph.D

Scholarship Title	Benefit
Global Ambassador Scholarship(GAS)	. Tuition waiver and monthly stipend for the first academic year * The scholarship(tuition waiver & monthly stipend) will be reinstated every year only if students meet all scholarship terms and conditions.

*The amount of monthly stipend is subject to change

Qualification

Degree Qualification (1)+(2) or (1)+(3)

(1) International Applicants must meet <u>one</u> of the following (① or ②)
  * *Dual citizens(nationality) with Korean nationality are not eligible.*

  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 <u>applicant</u>, 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 <u>applicant</u>, you must provide certified copies of academic transcripts or graduation certificates of your entire 16 years of education.

(2) Applicants for <u>Master's degree program</u> must meet one of the following (① or ②)

  ① 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 February, 2020.

  ② Educational attainment equivalent to bachelor's degree (min. 3 years) approved by law.

(3) Applicants for <u>Ph.D. program</u> must meet one of the following (① or ②)

  ① 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 February, 2020.

  ② Educational attainment equivalent to both bachelor's (min. 3 years) and master's degree approved by law

Ⅴ. Requirements – Application Documents

No.	Application Documents	Master's	Ph.D
0	**Document Check List**		
	Attach it when you send your documents to KDI School		
1	**Online Application**		
	Online application must be submitted at the following link: *https://apply.kdischool.ac.kr/*		
2	**Statement of Purpose**		
	Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School.		
3	**Certified Copy of Academic Transcripts**	Required	
	. Academic transcripts must provide a record of all the courses you have taken throughout the years of studying. . Applicants for Master's program must submit transcripts from undergraduate institutions. . Applicants for Ph.D. program must submit transcripts from both undergraduate and graduate institutions. . **Must** Submit an official document issued by the applicant's alma mater describing the **university's grade system** if: - An applicant's transcript does not include information on CGPA, marks or score percentile; or - The grades on an applicant's transcript are difficult to be converted into any one of the GPA criteria mentioned above. . Documents must be certified. * Please read 'Document Authentication' section.		
4	**Certified Copy of Degree Diploma**		
	. Certificate of Expected Graduation must indicate anticipated graduation date and degree type. . 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/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree'. . Documents must be certified. * Please read 'Document Authentication' section.		
5	**Recommendation Letters**	One letter is required	Two letters are required
	Recommendation letters should provide information about your performance in either an academic or a professional settings. If you choose; **1) Online recommendation:** Please fill out the information of your reference in the 'references' tab in your online application system. **2) Hard copy of recommendation**: The official form can be downloaded from. https://www.kdischool.ac.kr/#/admissions/international. *However, it is not required to use the official form.*		

6	**Certified Copy of TOEFL, TOEIC, IELTS, TEPS, OPIC Score Report** **or** **Certificate of Medium of Instruction** . The tests must have been taken within 2 years of the proposed date of admission (The semester starts in February 2020 and the test must have been taken as of February, 2018). . Applicants could submit an official document issued by the university proving that all the courses are fully instructed in English instead. . Document(s) must be notarized or original.	Not required but strongly recommended	Required
7	**Employment Verification** . 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. . *The official form can be downloaded from https://www.kdischool.ac.kr/#/admissions/international. However it is not required to use the official form.*	*If applicable (required for Seoul G20 applicant)	Not required
8	**Dissertation Research Proposal** *Download the official form from https://www.kdischool.ac.kr/#/admissions/international*	Not required	Required
9	**Copy of Passport** The copy must show your photo, name, and expiration date.	Required	
10	**Two Photos (3cm x 4cm) or Photo File Upload** If you have uploaded your photo on your online application, you do not have to send your photos again.		
11	**Video Essay** Create a YouTube video and provide us with a link when you submit your online application. Instruction is posted on our admissions website at https://admissions.kdischool.ac.kr	Optional	
12	**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** . 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 Korean origin only**	

※ Download the official form from http://www.kdischool.ac.kr/#/admissions/international

VI. Document Authentication

Document Authentication Process

Applicants from <u>Apostille member nations</u> must authenticate their academic documents as below: (*please see the following page for a list of Apostille member nations)	<u>All other applicants</u> 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)	Authenticated by the issuing institution with official seal or signature
OR	**OR**
Authenticated by Korean embassy or consulate with official seal or signature	Authenticated by designated government authorities in the country where one earned his/her degree from
OR	**OR**
Authenticated by embassy of the country where one earned his/her degree from	Authenticated by embassy of the country where one earned his/her degree from
OR	**OR**
Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)	Authenticated by Korean embassy or consulate with official seal or signature
OR	**OR**
Authenticated by notary public	Authenticated by notary public

Apostille member countries (refer to the Ministry of Foreign Affairs)

Region	Name of countries (2019.5)
Asia, Oceania (18)	Australia, Brunei, Cook islands, Fiji, Hongkong, India, Japan, Macao, Marshall Island, Mauritius, Mongolia, New Zealand, Niue, Philippines, Samoa, Tajikistan, Tonga, Vanuatu
Europe (52)	Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan
North America (1)	USA (Guam, Saipan, Puerto Rico)
Central and South America (30)	Argentina, Bahamas, Barbuda, Barbados, Belize, Bolivarian Republic of Venezuela, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Commonwealth of Dominica, Ecuador, El Salvador, Granada , Guatemala, Guyana, Honduras, Republic of Suriname, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, St. Vincent, Trinidad and Tobago, Uruguay
Africa (12)	Botswana, Burundi, Cape Verde, Liberia, Lesotho, Malawi, Namibia, Republic of South Africa, Sao Tome and Principe, Seychelles, Swaziland, Tunisia
Middle East (4)	Bahrain, Israel, Morocco, Oman

Overall Process

No.	Process
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 previous page.)
3	Have them authenticate the photocopies with official seal or signature written in English
4	Submit them along with the rest of the required documents.

VII. Video Essay (Optional)

Overall Process

. 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] Spring 2020 Admission - applicant# & Full Name

VIII. Important Notices

Important Notices

· Submit the documents in order (Do not use stapler or clip)

· 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 (**K**orea **S**tandard **T**ime).

· 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.

· **Once you submit the online application, you cannot change your program in any case.**

· 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(original/certified) 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.

Contact Information

Tel : +82-44-550-1281 / 1220
E-mail : internationaladmissions@kdis.ac.kr
Address (Document Submission)
 : The Office of Admissions, KDI School of Public Policy and Management 263 Namsejong-ro, Sejong, Republic of Korea, 30149

Website : http://admissions.kdischool.ac.kr/
Office Hour: 09:00 ~ 18:00(Mon ~ Fri, KST)