

SPRING 2026
APPLICATION GUIDELINE for
INTERNATIONAL APPLICANTS
Master and Ph.D. Programs



KDI SCHOOL
KDI School of Public Policy and Management

CONTENTS

I . Overview	-----	3
II . Qualifications	-----	7
III . Scholarships	-----	8
IV . Application Documents	-----	9
V . Apostille/Consular Legalization	-----	13
VI . Contact Information	-----	15

I . Overview

Admission Schedule

No	Procedure	Schedule	Notes
1	Online Application + Document Upload	July 14 09:00 ~ July 31 18:00 , 2025 (KST)	<ul style="list-style-type: none"> Application: https://apply.kdischool.ac.kr/ * MIPD applicants must apply to both KDIS and WIPO. WIPO application is available at https://shorturl.at/qrwVZ Online Recommendation Letters must be submitted by each recommender before 24:00 KST on the closing date. * Once you submit the online application, you are NOT able to make any further changes
2	Document Review	August 4 – September 9	<ul style="list-style-type: none"> Only applications(including survey) that are successfully submitted by the deadline will be considered valid.
3	Document Review Result	September 12	<ul style="list-style-type: none"> Document review result will be announced by email and through the online application system. Only applicants who pass the document review will be invited to an interview.
4	Interview	September 22 – 30	<ul style="list-style-type: none"> Interviews will be conducted via Zoom. Interview times are set by the school and cannot be adjusted
5	Final Result	October 20	<ul style="list-style-type: none"> Final result will be announced through the application system.
6	Document Submission (for Accepted Students Only) & Registration	~ November 28	<ul style="list-style-type: none"> The document must arrive no later than the deadline (November 28, 2025). Only the graduation certificate (Bachelor for Master's applicants, Bachelor/Master for Ph.D. applicants) needs to be sent, but it MUST be legalized Please refer to guidelines on <u>V. Apostille/Consular Legalization</u> carefully and send the documents accordingly via post. * In line with the <u>Korean Immigration law</u>, visa support will only be issued when academic documents are submitted with proper legalization Submitted document will NOT be returned in any case; you should receive authentication and legalization on photocopies of original diploma and submit the certified copied documents. Admitted students will be able to access the Admission Package from the online application system upon successful submission of required documents.
7	Program Entrance	February, 2026	<ul style="list-style-type: none"> Spring semester is scheduled to begin early February; students are expected to arrive on campus around the end of January, 2026.

* The above schedule is subject to change.

(1) QUALIFICATION & ELIGIBILITY

1. If an applicant submits the application or supporting documents which are incomplete, he/she will be disqualified from the admission process.
2. All applicants must hold an official graduation certificate before they apply to KDI School.
Expected graduates from Korean or Japanese universities may submit the ‘Certificate of Expected Graduation’ during application, and re-submit the actual ‘Graduate Certificate’ within the respective deadline if admitted
 - For graduates from Korean universities : end of February
 - For graduates from Japanese universities : end of March
3. Accepted students CANNOT defer their admission or scholarship under any circumstances. Any such requests will not be granted and will result in withdrawal of admission and forfeiture of scholarship.
 - Not registering or leaving the school voluntarily will have a negative impact in future admissions.
4. The admission will be cancelled at school’s discretion even after registration in the following cases:
 - 1) If any grounds for disqualification are found.
 - 2) If any information in the application(documents) are found to be false, counterfeit or, if any fraudulent acts are found which had been involved during the admission process.
 - 3) If a student has omitted their academic(higher/tertiary education) history(records) from the application.
 - 4) If a student does not submit the documents(with proper legalization) required by the Admissions office before the deadline or submitted false documents.
 - 5) If a student does not enter Korea within the designated arrival period without prior consent from the school and/or if their visa application is rejected by the Korean embassy (or Korea Immigration Service/Office) and thus, unable to enter Korea before the semester begins.
 - 6) If a student is found to have dual registration(being registered in another university/institution at the same time).
5. Other details not specified in the application guidelines are subject to the decision of the Admissions Committee of KDI School of Public Policy and Management.

(2) ENGLISH PROFICIENCY TESTS

6. An English Proficiency Test Score is mandatory for ALL applicants, apart from the condition detailed below.

Test (8 types)	① TOEIC	② TOEFL (iBT, including Home Edition)	③ TOEFL (CBT)	④ TOEFL (ITP)	⑤ IELTS (including Online)	⑥ OPIC	⑦ New TEPS	⑧ Duolingo
Minimum Required Score	750	72	212	543	6.0	IM3	286	100

- The tests must be taken no more than 2 years prior to the application deadline

7. Only applicants who are a national of or have received their degree (Bachelor’s degree or higher) from the following countries defined as “majority English speaking countries” are exempt from submitting an English Proficiency Test Report : Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA

(3) DOCUMENT AUTHENTICATION & SUBMISSION

8. For international candidates who receive admission offers, you must submit proper academic supporting documents (bachelor's degree certificate) authenticated with an Apostille OR Consular-authenticated by the Korean embassy before you can enter Korea. This is a requirement by the Korean Immigration Office and cannot be waived under any circumstances.

9. Accepted candidates must submit the required documents, in complete form, to KDI School via post by November 28, 2025. The documents MUST arrive by this date, documents that are on the way will not be considered. Failure to do so will disqualify the candidate and the offer will be automatically and irrevocably withdrawn.

[Mailing Address]

Admissions Office, KDI School of Public Policy and Management 263 Namsejong-ro, Sejong, Republic of Korea (30149)

- TOEFL iBT and IELTS reports can be submitted online through the test institution's website and will be considered as an original. Other English Proficiency Test Reports must be submitted in original certificate.
 - * TOEFL iBT Score Reports can be submitted online via ETS(Institution Code: 6442).
 - * IELTS Score Reports can be submitted online via British Council website([Click](#)).
 - * Duolingo test report can be submitted online through duolingo ([Click](#))
 - * For authentication/legalization regarding the academic documents, please refer to [V. Apostille/Consular Legalization](#) section.
 - * You do not have to legalize the documents during the initial online application process, as legalization can cost a significant amount and admission is not guaranteed. However, as legalization may take months in certain countries, do check in advance whether you can have the documents legalized in time and start the process early if needed
10. The documents will not be returned the applicant under any circumstances once submitted according to the School policy. They are stamped by the school, invalidating their use elsewhere.
11. 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.

NOTE ABOUT 2026 FALL ADMISSION

The school may not recruit general students (students receiving KDI School (internal) scholarships) in Fall 2026 if the quota is fulfilled in Spring 2026. In this case, only candidates from external scholarships will be considered.

Academic Programs

Master's Program	Public Policy (MPP)	Development Policy (MDP)	Public Management (MPM)	Intellectual Property and Development Policy (MPD)	Data Science for Public Policy and Management (MDS)
Program Type	Full-time ¹⁾ OR Part-time ²⁾			Full-time	
Program Duration ³⁾	4 academic terms (Approx. 1.5 year) <ul style="list-style-type: none">• Coursework⁴⁾ terms at KDI School (Approx. 1 year)• Research Project for Graduation: in home country				
Graduation Requirements ⁵⁾	Minimum 39 credits (including research project)				
Concentrations	<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	<ul style="list-style-type: none">- Intellectual Property and Innovation Policy	<ul style="list-style-type: none">- Data Science for Public Policy and Management
	[Common Concentration] Data Science for Public Policy and Management				

1) Full-time students are not allowed to work during their study(stay) period.

2) **Part-time program is only applicable to foreign nationals residing and working in Korea (No student visa or financial support provided)**

3) The stay duration may differ for each scholarship.

4) Residence requirement is only for 3 terms and students are required to complete the Graduation Research Project in their home country (may vary by each scholarship's conditions)

5) Early graduation is possible; up to one term early in case overall GPA is at least 3.9 or above(out of 4.0).

Ph.D. Program	Ph.D. in Public Policy (PP)	Ph.D. in Development Policy (DP)
Program Type	Full-time	
Required Courses	<ul style="list-style-type: none"> - Foundations of Public Policy - Econometrics I & II - Microeconomics I - Game Theory in Public Policy - Policy Design and Evaluation - Ph.D. Colloquium 	<ul style="list-style-type: none"> - Foundations of Public Policy - Econometrics I & II - Microeconomics I - Game Theory in Public Policy - Development Economics I & II - Ph.D. Colloquium
Duration	At least 3 years ¹⁾	
Class Schedule	Daytime (08:30 – 18:00)	
Graduation Requirements	<ul style="list-style-type: none"> - 36 Credits - Qualifying Examinations (QE), Oral Examination(OE), Final Oral Dissertation Defense(FODD) - Dissertation 	

1) Beyond 4th academic year, stipend support is not guaranteed; students are encouraged to seek opportunities to work in paid RA positions on campus.

II. Qualifications

Academic Qualifications

► Applicants for the Master's degree program must meet one of the following criteria: (① or ②)

① A Bachelor's degree holder from an accredited college or university (minimum 3 years).

② Educational attainment equivalent to a Bachelor's degree (minimum 3 years) approved by law.

- All applicants must hold an official graduation certificate of Bachelor's Degree before they apply to KDIS.
- Applicants must hold a Master's degree or have two or more Bachelor's degree adding up to more than 3 years if their Bachelor's degree duration was less than 3 years.

► Applicants for the Ph.D. degree program must meet one of the following criteria: (① or ②)

① Bachelor's (min. 3 years) and Master's degree holder from an accredited college or university.

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

* Expected graduates from **Korean or Japanese** universities may submit the 'Certificate of Expected Graduation' during application, and re-submit the actual 'Graduate Certificate' within the respective deadline if admitted (For graduates from Korean universities : before end of February, 2025 / For graduates from Japanese universities : end of March. 2025).

* All other applicants must have fully graduated and hold an official graduation certificate (Bachelor's or Master's degree) as of August 31, 2025 before applying to the school. Provisional graduation certificates, issued by certain countries, are only valid for up to one year prior to the start of the Spring 2026 semester as set by the Korean Immigrations Office

Scholarship Eligibility

1. Applicants who already benefited from any Korean government scholarship (including KDI School) on a Master's or Doctoral level are NOT eligible to receive another scholarship for an equivalent degree at KDI School. In this case, the accepted students must bear full tuition fee and living expenses on their own if they want to register.

2. International Applicants must meet one of the following terms: 1) or 2)

- *Those with dual citizenship(nationality) including a Korean citizenship are not eligible.*

1) A foreign national whose parents are both foreign nationals.

2) A foreign national of Korean descent must meet one of the following terms: (① or ②)

- ① Your parents must be foreign nationals and submit (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 Must complete at least 16 years of education (elementary, middle, high school, and university) in a foreign country and submit (1) certified copies of academic transcripts and (2) graduation certificates of your entire 16 years of education.

III. Scholarships

Scholarship for Master's/Ph.D. Programs

Scholarship	Eligibility & Benefits
KDIS Scholarship	<p>All applicants who meet the Academic Degree Qualification</p> <p>▶ Select 'KDIS Scholarship' when creating an online application</p>
	<ul style="list-style-type: none"> All accepted students will be automatically assigned scholarships <ul style="list-style-type: none"> The scholarship will be decided by the Admissions Committee according to applicants' strengths and capabilities and will be announced in the final result. The decision is final and cannot be appealed. For scholarship benefits, please refer to the Admissions website(Click). All internal scholarships entail full tuition waiver, monthly stipend (minimum KRW 1,200,000), and other miscellaneous support.
	<ul style="list-style-type: none"> Master: The scholarship benefits are intended for the nationals from the ODA recipient nations on the OECD DAC List (Click) <ul style="list-style-type: none"> <i>* Applicants from non-ODA recipients countries may be conferred a partial, rather than a full scholarship.</i> Ph.D. : All accepted students will receive full scholarship benefits regardless of their nationality.
External Scholarships	<ul style="list-style-type: none"> Applicants who are current nationals of a G20 country (apart from the Republic of Korea) may be considered for Seoul G20 Scholarship.
	<p>[G20 Countries]</p> <p>Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, Turkiye, United Kingdom, United States of America, European Union</p>
External Scholarships	<ul style="list-style-type: none"> Applicants nominated/recommended by KDI School's partner institutions may be required to select a different scholarship category when creating an online application; scholarship will be decided by both the institution and KDIS Admissions Committee, and will be announced in the final result. The applicants will be individually contacted at the time of application. Prospective Hyundai Motor Chung Mong-Koo Foundation Scholarship students may be invited for an additional Interview after School's final result announcement. Prospective Industrial Bank of Korea Scholarship students will reside in Korea for 4 semesters instead of 3, for a total of 17 months.

**The scholarship may be subject to change based on decisions from the sponsoring institutes.*

IV. Application Documents

No	Required	Application Documents	
1	Required	Online Application & Online Statement of Purpose(SOP)	
		<ul style="list-style-type: none"> • Create the Online Application & SOP through KDI School's application portal(Click) • Applicants can apply for one program only. • Applicant's basic information(name, DOB etc) must match with the ones on their passport. Any information written on the application form should be identical with the ones on submitted documents. • Must include all academic history and records, except for primary/secondary education. - Please make sure to state correct information such as CGPA(Grade, Score), grading scale(maximum score) and admission & graduation date. 	
2	Required	Applicant's Photo	
		<ul style="list-style-type: none"> • Head shots in the Passport size only (35x45 mm) • File format: JPG only / Size limit: less than 3MB * Selfies or full length/group photos will NOT be accepted. Upload a photo that meets the format and specifications. 	 
		CORRECT	WRONG
3	Required	Copy of Passport	
		<ul style="list-style-type: none"> • A passport which is valid at least until January 2027 (August 2027 for IBK scholarship, and December 2029 for Ph.D. applicants). - A copy of passport page with the holder's personal information - If you have more than one passport, please submit the one which will be used for visa application. * The period of stay will be granted only within passport validity period. Please refer to the notice from the Ministry of Justice & Korea Immigration Service. (CLICK) * <i>If you are a resident in Korea, submit a copy of your Residence Card (ARC) as well.</i> 	
4	Required	Online Survey	
		<ul style="list-style-type: none"> • Online Survey is the first step in the application portal and must be done before you complete/submit the application. 	

Online Recommendation Letters

5 Required

- Applicants must send requests for the ‘Online’ Recommendation Letters to the Two (2) recommenders by using the application system portal.
- An email request will be sent to the recommenders when you fill out their information and press the “Recommendation Letter Request” button.
- Recommendation letters must include information about applicant’s performance in either academic or professional settings.
- * Self-recommendation letters should be avoided.
- * If your recommenders do not submit the letters in time, your application will be excluded from the admission process.

English Proficiency Test Score Report

6 Required

- The English Proficiency Test Score is mandatory for ALL applicants, apart from the condition detailed below.

Test (8 types)	① TOEIC	② TOEFL (iBT, including Home Edition)	③ TOEFL (CBT)	④ TOEFL (ITP)	⑤ IELTS (including Online)	⑥ OPIC	⑦ NewTEPS	⑧ Duolingo
Minimum Required Score	750	72	212	543	6.0	IM3	286	100

* Certificate(s) must be **ORIGINAL document** (certified certificates are NOT acceptable)

* The tests must have been taken **within 2 years of the application deadline.**

- Only applicants who are a national of or have received their degree (Bachelor’s degree or higher) from the following countries defined as “majority English speaking countries” are exempt from submitting an English Proficiency Test Report: Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA

Official Diploma or Graduation Certificate

7 Required*

Master Applicants

- Official Bachelor’s (min. 3 years) degree certificates from **undergraduate institutions**
- Applicants who already hold Master’s or Ph.D. degree must submit certificates from both undergraduate and graduate institutions.

Ph.D. Applicants

- Official Bachelor’s (min. 3 years) and Master’s degree certificates from **both undergraduate and graduate institutions** (Also Ph.D., if applicable)

* The certificate (including translation for non-English document) must be **1) Apostilled Or 2) Consular-certified by Korean Embassy** for those who receive an admission offer in order to have their visa issued – Please refer to V. Legalization section.

* Unofficial graduation certificates or letters affirming graduation are NOT acceptable. However, provisional graduation certificates, issued by certain countries, are valid if issued at maximum of one year prior to the start of the Spring 2026 semester

* The certificate must indicate ‘Bachelor / Master / Ph.D. Degree’ or ‘Equivalent to a Bachelor / Master / Ph.D. Degree and a date of graduation.

8	Required	Official Transcripts	
		Master Applicants	<ul style="list-style-type: none">• Official Bachelor’s degree transcripts from undergraduate institutions<ul style="list-style-type: none">– Applicants who already hold Master’s or Ph.D. degree must submit transcripts from both undergraduate and graduate institutions.
		Ph.D. Applicants	<ul style="list-style-type: none">• Official Bachelor’s and Master’s degree transcripts from both undergraduate and graduate institutions (Ph.D. degree as well, if applicable)
		<ul style="list-style-type: none">– Must submit an official transcript indicating the final(overall) CGPA/Grade/Score.– Must provide a full record of the courses you have taken throughout the years of studying. (Examination results are NOT acceptable)* Applicants who transferred to another university must submit the academic records of the previous university as a supplementary document. Applicants must state both academic records in their application separately.	
9	Required (for those with professional experience)	Employment Verification/Certificate	
		<ul style="list-style-type: none">• Use the form available here (Click). Use ONLY this form for current workplace. For previous work place, upload a documentary proof of employment.• Must be written and signed by the HR officer or supervisor of the applicant with an official seal/stamp.• Any professional/career experience without a proper employment certificate will NOT be considered.• Do NOT upload appointment letter, employment contracts or pay slips.	
10	Required for Ph.D. applicants	Dissertation Research Proposal	
		<ul style="list-style-type: none">• Dissertation Research Proposal should clearly reflect an applicant’s research interest.• It is mandatory to use an official form for your proposal and draft it according to the suggested requirements stated in the form.* The form can be downloaded from ‘Admission Documents’ from the Admissions website (Click).* Must upload PDF file directly converted from Word program (scanned file NOT accepted)	
11	Optional for Ph.D. applicants	Writing Sample in English(Thesis, Journal Articles, Publications etc)	
12		<ul style="list-style-type: none">• Writing Sample must be written in English and it should present the applicant’s research capabilities.	
12		GRE Score Report	
		<ul style="list-style-type: none">• The tests must have been taken <u>within 5 years</u> of the application deadline.	
13	If applicable	(For Foreign nationals of <u>Korean descent only</u>)	
		<ul style="list-style-type: none">• Applicant’s birth certificate and both parents’ passports• OR Graduation certificates with academic transcripts of applicant’s entire 16 years of education from foreign countries	

* **For accepted students**, required documents (hard copies, legalization required for bachelor graduation certificate only) **with (*) mark** must arrive at the Admissions Office **via post no later than November 28, 2025**. Late submissions will result in automatic withdrawal of admission offer.

V. Apostille/Consular Legalization

The **Apostille legalization** 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 legalized with Apostille to ensure the validity in the foreign countries.

Please check the updated signatory country list from the link below and proceed to ① or ② or ③ or ④ depending on where you earned your degree from.

Click <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

Legalization should be done in the country where you received the diploma, not the country you reside in. That is, for example, if you reside in England (who is signatory of the Hague Convention), but received your degree in Nigeria (who is NOT a signatory), you must have your diploma consular-verified in the Korean Embassy in Korea, whether in person or via post. Check with the embassy in charge before for specific methods.

① Academic documents issued in a Apostille signatory country

- Submit Required Documents with Apostille legalization(including translation for non-English document).
- Do NOT get the stamp/seal on the true original certificate. Instead, use a verified/notarized photocopy.

② Academic documents issued in a Non-signatory country

- Submit Required Documents that are consular-verified by the Korean Embassy (including translation for non-English document).
- If there is no Korean Embassy in the country where your university is located, please search for the Korean embassy in charge of the general region.
- Do NOT get the stamp/seal on the true original certificate. Instead, use a verified/notarized photocopy.
- * The requirements for Consular legalization vary by Embassy. Please contact the Embassy for further information.

③ Academic documents issued by Universities in the Republic of Korea

- Documents issued by the Korean institutions does not need to be Apostilled or authenticated by the Korean Embassy.
- Please submit the official documents with a valid verification code issued by the university.

④ Academic documents issued in China

- Submit Required Documents that are consular-verified by the Korean Embassy (including translation for non-English document).
- The documents must be originally issued by the China Higher Education Student Information and Career Center(CHESICC/CHSI).
- * It is the Applicant's responsibility to submit the corresponding documents in time since there will be no visa support for the accepted applicants who submit their documents without proper legalization.
- * It is **MANDATORY** to process Apostille or Consular Legalization. No exceptions will be made to this requirement, as this is required for visa issuance. Documents authenticated solely by public notary, commissioner for oaths or advocate attorneys, or universities/working institutions are **NOT** acceptable.



Tips on how to legalize your documents

< Legalization Samples >

Apostille legalization

Consular verification by the Korean Embassy

< Preliminary Check on the Legalization Process >



< Legalization Cases >

- CASE 1 ➡ If you are a Uzbekistan national, and received your Bachelor's degree in Uzbekistan, your academic documents must be "Apostilled" by your government's designated authority.
- CASE 2 ➡ If you are a Thai national, but you received your Bachelor's degree from India, your academic documents must be "Apostilled" by the designated Indian government authority.
- CASE 3 ➡ If you are a Cambodian national, and received your Bachelor's degree in Cambodia, your academic documents must be "Consular-certified" at the Korean embassy in Cambodia.
- CASE 4 ➡ If you are a Gambian national, and received your Bachelor's degree in Gambia, your academic documents must be "Consular-certified" at the Korean embassy in Senegal since there's no Korean embassy in Gambia.
- CASE 5 ➡ If you are a Liberian national, but you received your Bachelor's degree from Sierra Leone, your academic documents must be "Consular-certified" at the Korean embassy in Nigeria since there's no Korean embassy in Sierra Leone.

VI. Contact Information

Inquiry

intladm@kdischool.ac.kr for general inquiries on Master's and Ph.D. admission

mipdadm@kdischool.ac.kr for MIPD program

We strongly encourage all prospective applicants to thoroughly review the Admissions Guidelines and our website. General inquiries already covered in these resources may not receive a direct reply, allowing us to focus on complex or unique questions

Mailing Address (Document Submission for Accepted Students)

Admissions office, KDI School of Public Policy and Management

263 Namsejong-ro, Sejong, Republic of Korea (30149)

* Please specify the '**Admissions Office**' so that the documents can be delivered properly.

Website

▷ KDIS Website : www.kdischool.ac.kr

▷ Admissions Website: <https://kdischool.ac.kr/admissions/>

Office Working Hours : 09:00~12:00

13:00~18:00 (Monday~Friday, KST)