

KOICA-KDI School Master's Degree Program in Economic Development Policy for Sustainable and Inclusive Growth

January 22, 2026 – May 8, 2027

Sejong, Republic of Korea



Korea International Cooperation Agency



KDI School of Public Policy and Management

****We strongly recommend that applicants carefully review and adhere to the instructions
provided in the Program Information.***

Contents

★ IMPORTANT NOTICE from KOICA.....	3
I . PROGRAM OVERVIEW.....	4
II. PROGRAM CONTENTS	6
III. TRAINING INSTITUTE.....	10
IV. ACADEMIC REGULATIONS	12
V . PRECAUTIONS.....	17
VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)	18
VII. CONTACTS.....	23

★ IMPORTANT NOTICE from KOICA

The 2025 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA office in your country, or in the case of countries without a KOICA office, at an affiliated KOICA office or the Embassy of the Republic of Korea. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter KOICA Guidelines).

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements. Those who have been finally accepted at the university round are required to submit original documents to the KOICA overseas office/Korean Embassy.

This Program Information (hereinafter PI) serves as a guide for the second round, the Institution (University) Selection.

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. **It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant.** Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institution circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information. For any inquiries, please refer to Section **VIII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA overseas Office (Korean Embassy)	
July 2025	Submission of Application (via KOICA overseas Office/Korean Embassy e-mail)
	Document Screening
	On-site Interview
	First Round Result
② INSTITUTION(University) Round (Only for those who pass the First Round)	
September to December 2025	Submission of Application Package (via University email/system)
	Document Screening
	Local Health Check-up
	Interview Test of University(or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to KOICA overseas Office/Korean Embassy)

NOTE: Upon successfully passing the second round of the selection process, candidates who have also cleared the health examination in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-round selection process will be provided exclusively to successful candidates.

I . PROGRAM OVERVIEW

■ **Program Title:** KOICA – KDI School Master’s Degree Program in Economic Development Policy for Sustainable and Inclusive Growth

■ **Duration Details**

- **Academic Duration:** February 1st 2026 ~ May 3rd 2027

○ Pre-course: (Online): January 1st ~ 31st, 2026

○ Regular-course: (Offline): February 1st, 2026 ~ May 3rd, 2027

- **Stay Duration:** January 22nd, 2026 ~ May 8th 2027

During 17 months in KDI School, students are strongly recommended to complete their thesis.

The schedule is subject to change in accordance with internal circumstance or KOICA’s instruction.

■ **Degree: Master of Development Policy**

* Please note that the course title and the degree title may differ. The degree will be conferred in accordance with the degree title indicated in the PI. (For KOICA certificates, the program title will be included.)

■ **Objectives:**

- (1) To encourage critical thinking with analytic and problem-solving skills
- (2) To deepen understanding of the dynamics of development policy environment in order to pursue collaborative governance
- (3) To improve policy implementation skills to efficiently introduce, manage, and evaluate policies
- (4) To enhance professional ethics for strengthened accountability and transparency of development policy management system.

■ **Training Institute:** KDI School of Public Policy and Management

■ **Number of Participants:** 20

■ **University Admission Qualification:**

- (1) **Citizenship:** Be a citizen of the scholarship program target country designated by KOICA.
- (2) **Government Nomination:** Be officially nominated by their governments with a minimum of 2 years of experience in the field of study (preferred).
- (3) **Level of Education:**
Master’s degree
- Must hold a valid bachelor's degree (3 years or longer) or higher by December 2025
- (4) Have not participated in KOICA's scholarship program or any of the Korean government's scholarship program on a same degree level previously.

▣ Language: Written and spoken fluency in English required

▣ Accommodations: KDI School Dormitory, 263 Namsejong-ro, Sejong-si

The KDI School offers on-campus dormitory for all international students. During the whole semester, there is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining. Master's students will be allocated shared rooms, with 2 students to a room.

- All Rooms: All rooms come with beds, wardrobes, desks, bookshelves, refrigerators, its own shower and a toilet, an air conditioning and a heating system (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms.
- Student Lounge: Student lounges located in each building are places where students can relax, watch TV, check their email, do homework, read, or just hangout. It also offers comfortable surroundings for casual conversations. Lounges have satellite TVs, couches, two desktop computers, a printer, microwaves, a water dispenser, irons and ironing boards.
- Kitchen: Communal kitchens are located in each building and is a place where all residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term		Date	Contents / Remarks
Pre-semester		January 2026	KDI School Online Preliminary Education (KOPE)
		January 22 nd ~ 26 th	Arrival
			Medical Check-up (KDI School)
			Medical Check-up (KOICA)
			Spring Orientation for New Students
Spring Semester (12 weeks: Feb ~ May, 2026)		Early February	Start of Spring Semester
		Mid February	Course Add & Drop Period
		Mid April	Course Evaluation
		Late April	Reading Period
		Early May	Final Examinations
Spring Break (2 weeks)		Early – Mid May	Korea Field Research and Study (KFRS)
Summer Semester (12 weeks: May ~ Jul, 2026)	1 st session	Mid May	Start of 1 st Summer Session
		Late June	Course Add & Drop Period
			Reading Period
			Final Examinations
	2 nd session	Early July	Start of 2 nd Summer Session
		Early August	Course Add & Drop Period
			Reading Period
			Final Examinations
Summer Break (4 weeks)		Mid August – Early September	Research Internship
Fall Semester (12 weeks: Sep ~ Dec, 2026)		Early September	Start of Fall Semester
		Early September – Mid September	Course Add & Drop Period
		Late November	Reading Period
		Late November – Early December	Final Examinations
Winter Break (7 weeks)		Mid-December – Late January	Data Workshop
Spring Semester (12 weeks: Feb 2027 ~ May, 2027)		Early February	Start of Fall Semester
		Mid February	Course Add & Drop Period
		Mid April	Course Evaluation
		Late April	Reading Period
		Early May	Final Examinations
Certificate Awardment		Early May	Awardment of completion/graduation certificate
Departure		May 8 th	Depart from Korea

*THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.

**A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.

***ARRIVAL IN KOREA & KOICA ORIENTATION (OFFLINE) / THE SCHEDULE ABOVE IS TENTATIVE.

2. CURRICULUM

1) CURRICULUM & CREDITS

1-1) PRE-COURSE

KDI School Online Preliminary Education (KOPE) is intended to familiarize incoming students with the basics of economics and statistics through two online courses: Basic Economics and Basic Maths and Statistics. Although the courses are optional and do not count as credit, students are strongly encouraged to take those courses particularly if they do not have prior training in economics and statistics.

KOPE also provides online courses in Academic Writing, as well as mandatory education on the prevention of sexual violence and human rights.

All courses are provided in an asynchronous online format and can be taken before coming to Korea.

1-2) REGULAR COURSES

Category		MDP (Master of Development Policy)
Foundation Courses		Requirement: 9 credits (3 courses) • Quantitative Methods (3 credits) • Introduction to Development Policy (3 credits) • Korean Economic Development (3 credits)
Master's Degree	Elective Courses	Capacity: Leadership • Leadership in Government • Global Governance: Issues, Divisions & Cooperation • Public Management Innovation and Reform • Dispute Resolution and Negotiation • Performance Management and Measurement • Human Resource Management in Government • ICT for SDGs • Digital Government and Governance • Policy Process Analysis • Ethical Leadership in the Age of Sustainable Development • G20 and Global Governance • Strategic Foundations for Public Administration Capacity: Economic Policy Analysis • Analysis of Market and Public Policy • Impact Evaluation Methods • Advanced Impact Evaluation Methods • Cost-Benefit Analysis • R Fundamentals for Public Policy • Input-Output Analysis • Productivity and Economic Growth • Agriculture and Development • Tax Policy and Administration

	• Theory and Policy of International Trade • Global Health and Development • Human Capital and Economic Development • Environmental Economics and Policy • Environmental Economics in Developing Countries • Urban and Regional Development • Advanced Development Economics • Climate Change Economics and Policy • Social Protection and Work Capacity: Application • Economic Development in Historical Perspective • Korean Human Development • Democracy, Political Mobilization, and Economic Development Korea's Experience • Economics of Education: Policy Design and Evaluation • Political Economy of Development • Politics of Global Economy • International Development in Practice • Labor Market and Labor Policy • Financial Instruments and Markets • Understanding the World Economy
Research Project	Requirement: 6 credits • ARS (3 credits) + Capstone (3 credits)
Language	Requirement: 6 credits (2 courses) • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	• 39 credits

2) GRADUATION REQUIREMENTS

Master's Degree	
Coursework	Foundation courses: 9 credits Electives: 18 credits
Research Project	Requirement: 6 credits • ARS (3 credits) + Capstone or Thesis (3 credits) • Supervised Research Project (3 credits) + Additional course (3 credits)
Language	Requirement: 6 credits (2 courses)

	• Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	• 39 credits

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

Spring Semester	• Orientation (Sejong City Tour) • Student Club / Student Forum • Home Visiting+ • Field Trips (Cultural Experiences & Institutional Visits) • Sports Day
Spring Vacation	• Home Visiting+ • Korea Field Research and Study(KFRS)
Summer Semester	• Student Club / Student Forum • Home Visiting+ • Field Trips (Cultural Experiences & Institutional Visits) • Sejong Talent Donation(A One-day Class with Local Students)
Summer Vacation	• Home Visiting+
Fall Semester	• Student Club / Student Forum • Student Forum Symposium • Home Visiting+ • International Culture Festival • Field Trips (Cultural Experiences & Institutional Visits)
Winter Vacation	• Home Visiting+

* The above schedule is subject to change.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University:

Ever wanted to meet the brains behind Korea's rapid economic and social development? KDI School of Public Policy and Management was established in 1997 in partnership with the KDI, Asia's leading think tank. KDI has been rated by the Economist as one of the most influential research institutions in the world, ranked No. 1 in the field of international development (2016 Global Go to Think Tank Index). The KDI School draws on a wealth of research and resources from the KDI, to share Korea's unique development experience with the global community.

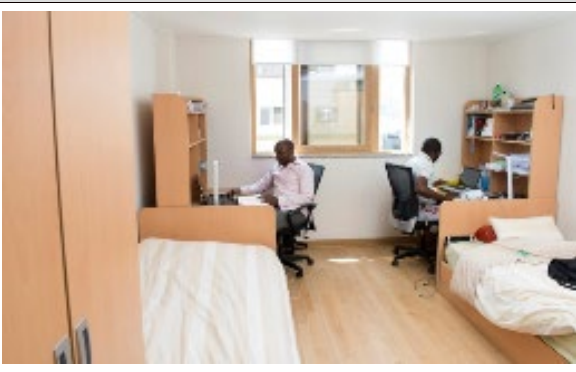
The KDI School offers an innovative educational program focusing on policy and development issues. Aiming to transform mid-career professionals into leaders of their fields, KDI School has been committed to equipping our students with new knowledge, vision and a global perspective.

2) Homepage: <https://www.kdischool.ac.kr>

2. ACCOMMODATION

The KDI School offers on-campus dormitory for all international students. During the whole semester, there is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining. Master's students will be allocated shared rooms, with 2 students to a room.

- All Rooms: All rooms come with beds, wardrobes, desks, bookshelves, refrigerators, its own shower and a toilet, an air conditioning and a heating system (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms.
- Student Lounge: Student lounges located in each building are places where students can relax, watch TV, check their email, do homework, read, or just hangout. It also offers comfortable surroundings for casual conversations. Lounges have satellite TVs, couches, two desktop computers, a printer, microwaves, a water dispenser, irons and ironing boards.
- Kitchen: Communal kitchens are located in each building and is a place where all residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.

Dormitory	General Rooms
	

3. OTHER INFORMATION

■ Lecture Hall and Conference Rooms

High-tech lecture halls and video conference rooms are available to make each class and conferences more effective.

■ Convenient Facilities

Computer Lab, Chambers, Prayer Room, Gym, Student Council Room and Lounges are available for all KDI School students on campus. The computer lab is open to students 24 hours a day, with internet access as well as newly installed computers, printers, and scanners. The student chambers are also accessible to students 24 hours a day. Each chamber includes desks and a locker, providing a space for students to study and do research/class assignments/team projects, or simply to relax in their free time.

■ Library

The library archives books, academic publications, and other materials essential for student, faculty, and staff research. The KDI Library and the KDI School Library were integrated into the KDI Central Library in 2014 in order to ensure better services through the sharing of capacities, facilities, and resources. The publications and materials are available in the areas of business, economics, policies, and much more.

(library website: <https://library.kdischool.ac.kr>)

- Diverse Collections: The Central Library has been pampered with a featured technology with a book capacity of over 263,890 books, 474,704 e-books, magazines and academic journals. Over 65% of the collection is written in English. The Central Library has the highest percentage of books per student among university libraries in Korea.
- Hi-tech Library: The Hi-tech Library has features that create a more convenient experience in the library where students can learn advanced library technologies such as self-check-out & return, reservation pick-up and intelligent return. Mobile application is a multi-purpose software that allows users to access e-resources, e-attendance, and e-pay.
- Collaborated Academic Class and Seminar: The Collaborated Academic Class and Seminar Central library provide not only database workshops, but also cooperative classes with regular courses on academic writing.
- External Cooperation: KDI Central Library has been in close collaboration with libraries and affiliated organizations in Korea. The library actively provides Interlibrary Services for materials not owned by our library.

■ Student Counseling Service

The KDI School provides a Counseling Service for students. While the new semester can be an exciting challenge for some students, others may have to deal with a variety of issues, including personal and academic concerns. The counseling service is dedicated to supporting those students both emotionally and practically, and aims to maximize the student satisfaction so they can take full advantage of the opportunities at the KDI School and enjoy their stay in Korea. Students may seek counseling for various reasons. No topic is off limits, but common concerns are academic issues, cultural adjustment issues, homesickness, relationship problems, stress and anxiety, depression, grief and loss.

IV. ACADEMIC REGULATIONS

1. Academic Regulation

KDI School of Public Policy and Management regularly revises its Academic Rules and Regulations. The following details are provided in order to help students avoid any difficulties in successfully completing their academic programs.

1. (Program Chair & Academic Advisor) Students will receive advice on general school life by the Program Chair and their Academic Advisor. Each administrative division will also help students adjust to life on campus.
2. (Personal Information) Students should update their personal information through MIS (<https://mis.kdischool.ac.kr>) to ensure they receive pertinent information from the school. If you want to change your name or your date of birth on the system, you should submit an application form to the registrar along with your passport.
3. (Notice) All academic information and forms can be downloaded from the official school website (<https://www.kdischool.ac.kr>). As the School is not responsible for informing each student of every notice, it is the students' responsibility to pay close attention to the Notice Board as well as the Student Message Board on the school website.
4. (Regulation Change) When occasion demands, the rules and regulations may substantively change upon the School Executive Committee's approval. Any changes to the rules and regulations will be notified.

Academic Dishonesty

- ☐ Object of establishing disciplinary action for academic dishonesty: To prevent academic dishonesty that might occur during mid-term examinations, final examinations, quizzes, and reports (including research projects).
- ☐ Definition of academic dishonesty: Academic dishonesty refers to cheating during examinations, and plagiarizing on reports and papers (or research projects).
- ☐ Academic dishonesty on examination and report: Conducting any of the following acts during an examination and/or when submitting reports is considered committing academic dishonesty.
 - Academic dishonesty during examination
 - Looking or attempting to look at prepared documents (paper, book, note, etc.). This also includes jotted notes on walls, desks, chairs, etc.
 - Looking at other student's answer sheet or showing answers to another student.
 - Substituting other people's exam or asking for substitution.
 - Attempting to communicate with each other including speaking, laughing and any other actions.
 - Pulling out or using any wireless device (laptop, smart phones, tablets) or technical aids without the approval of the instructor.
 - Continuing to write after the examination timeout.

- All students should adjust their cameras so that each student's upper body and face appears on the screen when you take an online exam.
- In the case of similar/same IP exams of the same subject at the same time or with a time difference
- Leaving the screen during the test or use another program
- Disobeying instruction of a proctor, or intentionally interrupting during the examination.
- Academic dishonesty on reports and papers
 - Partially or entirely copying other student's report.
 - Allowing other people to copy one's report.
 - Inserting ideas from existing research papers without using quotation marks or proper citations.

☐ Plagiarism on report: If a professor finds out that one has plagiarized on a report, it is considered equivalent to cheating during an examination.

- Plagiarism: Plagiarism refers to 'taking other people's thought without referring to the source'. Word plagiarism originates from Greek 'plagios' meaning 'wicked, cunning' and Latin 'plagiarius' meaning 'stealing other's slave'. Plagiarism is also considered as literary theft and 'intellectual theft'.

☐ Procedure of disciplinary action

- When academic dishonesty during an examination is exposed, the proctor should submit evidence and document with his/her signature to the Academic Affairs Division without delay.
- Documents to be submitted
 - Report on academic dishonesty (prepared by the proctor)
 - Personal statement (this can be omitted)
- In case of report (or research projects), when the professor feels that submitted report (or research projects) has been plagiarized, he/she should submit document and evidence to the Academic Affairs Division.
- Documents to be submitted
 - Letter from professor (prepared by academic advisor or thesis Supervisor)
 - Personal statement (this can be omitted)
- The office in charge of academic dishonesty should submit the received case to the School Executive Committee.

☐ Disciplinary Action imposed on student committing academic dishonesty

When the Graduate School Committee receives notice on academic dishonesty, depending on the degree of academic dishonesty, the following punishments can be imposed.

- Students committing academic dishonesty on an examination or assignment will receive a "0" for that particular assignment (exam, paper, etc.), or may receive an "F" for that particular course depending on

the degree of academic dishonesty. Students committing academic dishonesty, including plagiarism, on their research projects will fail and not receive credit for the research projects.

Full regulations may be found in the Student Handbook, including regulations on the use of AI-based tools, sexual violence prevention, and other pertinent rules and regulations.

2. Mandatory Dormitory Residence

KDI School dormitories are located on campus, just five minutes away from the lecture rooms. All KOICA Scholars are required to live in the dormitory.

* If a fellow stays in external accommodations due to personal responsibility, separate KOICA support will not be provided.

3. Compliance with Residency Rules

- Any student found in violation of residency regulations will be expelled from the dormitory and must promptly return to their home country. Refer to the resident rules below:

A. (Access Restriction) Use of dormitory facilities is strictly limited to residents. Accordingly, residents shall allow neither entry nor overnight stay of outsiders in the building.

B. (Reporting Obligation) Residents must promptly report the following matters to the school:

- ① When a roommate or another resident is in crisis due to mental or physical issues, or is missing for at least 24 hours without being in touch
- ② When a fire or other facility-related hazard or potential accident is identified
- ③ When witnessing or becoming aware of an outsider's access to the dormitory or use of its facilities

C. (Communication) Residents must review and comply with the notices posted on the dormitory website bulletin board. All notices shall be considered acknowledged by residents after 3 days from the date of posting. Accordingly, any responsibilities related to issues arising from failure to read the notices shall be borne by the residents.

D. (Room Management) The amenities and facilities provided within the room must be used and maintained in the following manners:

- ① Residents must inspect the amenities and facilities in the room before finalizing their check-in, and this must be documented by submitting a check-in confirmation form.
- ② Residents must take preventive measures against theft, including locking doors, and shall be responsible for monitoring fire hazards and maintaining cleanliness within their own rooms. The school shall not be held responsible for any thefts.
- ③ Authorized personnel may visit the room to inspect and repair any malfunctions or damage to amenities and facilities. While it is the principle that inspections be conducted in the presence of the resident, they may be carried out in the resident's absence in the following cases, with notification provided afterward.
 - where prior consent for an inspection in the absence of the resident has been obtained from at least one occupant of the room
 - where inspections must be conducted in the absence of the resident due to unavoidable circumstances after one or more prior visits

- where emergencies occur requiring immediate action, such as fires or natural disasters
- where an unannounced inspection is deemed necessary for dormitory safety, such as checking electrical appliances or verifying residency
- where a resident refuses an inspection without a valid reason

- ④ Any breakage or loss of amenities, or damage to facilities, whether intentional or not, shall be compensated for personally by residents.
- ⑤ Upon check-out, residents must undergo an inspection of the condition and cleanliness of the room, including its amenities and facilities. If the condition is deemed poor, compensation shall be required.

E. (Mutual Respect) Residents must adhere to the guidance provided by dormitory staff, including the Housemaster and dormitory assistants, and should show respect toward each other.

F. (Common Facilities) To ensure harmonious communal living, the following rules must be observed:

- ① To prevent noise, the use of common facilities is prohibited from 11:00 PM to 7:00 AM.
- ② The last user of the common facilities must turn off the lights and set the heating/cooling systems to energy-saving mode.
- ③ Personal belongings left unattended in common facilities or common items may be discarded.
- ④ Any breakage or loss of amenities, or damage to facilities, whether intentional or not, shall be compensated for personally by residents.

G. (Cooking) Cooking in dormitory rooms is prohibited. Cooking is permitted in the shared kitchen only.

H. (Mail) It is the principle that all mail must be received by the intended recipient in person. The recipient is responsible for any delays or losses resulting from late collection or incorrect address details. Regular mail must be collected from the mailbox, registered mail from the Housemaster, and packages from the unmanned parcel room by the recipient in person. Damaging or stealing another person's mail is strictly prohibited.

I. (Delivery) Since delivery personnel (outsiders) are not allowed to enter the dormitory, orders requesting delivery to "doorstep" or "on-site payment" are prohibited. Residents must collect delivered food through the designated delivery lockers in each dormitory building, and must include their room number in the delivery address to prevent loss.

J. (Loss of Belongings) The installation of CCTV in the dormitory is intended for facility management, monitoring unauthorized access, and fire prevention, and it is not primarily intended for resolving theft incidents.

K. (Laundry) Residents must use only the designated laundry room in their assigned building and promptly collect their laundry after completion for the convenience of the next user. Additionally, drying laundry in common areas such as hallways is prohibited.

L. (Health) Residents must take all necessary precautions to prevent illnesses and accidents in a communal living environment. In particular, if a contagious disease occurs, residents must report to the Student Affairs Division and the Housemaster, and follow their instructions.

4. Graduation Requirements

Master's Degree	
Coursework	Foundation courses: 9 credits Electives: 18 credits
Research Project	Requirement: 6 credits • ARS (3 credits) + Capstone or Thesis (3 credits) • Supervised Research Project (3 credits) + Additional course (3 credits)
Language	Requirement: 6 credits (2 courses) • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	• 39 credits

5. Participant Responsibilities

Code of Honor and Conduct of KDI School of Public Policy and Management

I. Develop Integrity

- ① Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- ② Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- ③ Respect the personal liberties of fellow students, professors, and other people.

II. Exercise Respect

- ① Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- ② Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

III. Lead by Example

- ① Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- ② Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office.

V. PRECAUTIONS

1. **Possibility of Online Program:** The program may be offered in a distance-learning format (online lectures) in the event of unforeseen circumstances, including but not limited to infectious disease, war and other disasters that prevent KOICA scholars from entering the country. Note this is not applicable to individual scholars and their respective personal circumstances, but to the entire cohort.
2. **Religious Meals & Personal Food Preferences:** The Food for Thought student dining hall provides halal-certified lunch and dinner. There are multiple supermarkets within walking distance and a hypermarket (Emart) about 10 minutes away by car where students can purchase their own ingredients to suit their dietary needs. The dormitory kitchens are well-equipped with utensils and other materials.
3. **Regulatory Compliance:** KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University's internal rules and regulations, otherwise the participant would lose one's status as a SP participant and a university student.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

- This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA overseas Office (Korean Embassy).

■ **Application Method**

- The school will notify successful applicants regarding university enrollment and will offer guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy).

Admission Steps	Contents	Period
1	Application Submission (via apply.kdischool.ac.kr)	Jul.14 - July 30
2	Document Screening	Aug.4 - Aug.29
3	Local Health Check-up	Sep.10 - Sep.19
4	Interview	Sep.22 - Sep.30
5	Second Round Result	Oct. 8
6	Original Document of University Submission (to KOICA overseas Office/ Korean Embassy)	Oct.8 – Nov.7
7	Final Admission Notification	Nov. 27

*The above schedule is subject to change.

■ **Detailed Information**

1) Step 1: University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the institution by uploading them through KDI School's application system : apply.kdischool.ac.kr

* In the event that guidance from the university is not received by July 25th, please proceed to contact the KOICA overseas Office or the Korean Embassy.

2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the regional KOICA overseas Office or Korean Embassy (if KOICA overseas Office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also examine whether or not the nominated applicants have properly prepared the required documents.

3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the 1st stage of the selection process (successful applicants of document screening) **must** submit the medical examination result by the designated date.
- Further guidance will be given by the university.

4) Step 4: Interview

- Applicants who have successfully passed the 1st stage of the selection process (document screening) will be invited to participate the interview, which will be conducted online through Zoom.
- Further guidance will be given by the university once the result of the 1st stage (document Screening) has been announced.

5) Step 5: Original Document Submission:

Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated) and have them ready to be sent to the university as soon as the result of the 2nd stage (interview) has been announced. Those who have been finally accepted at the university stage are required to submit original documents to the KOICA overseas Office/Korean Embassy. KOICA overseas Office/Korean Embassy will send original documents to the University. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check accurately with university staffs before submission to KOICA overseas Office/Korean Embassy. The cost of the initial submission of original documents (from the applicant's country to the Korean university) will be covered. However, if the applicant's original documents are incomplete and need to be resubmitted to the university, no additional financial support will be provided. The applicant must send the documents to Korea at their own expense via an international courier service.

- Original document submission address: KOICA overseas Office/ Korean Embassy
 - **Supplementary Document Submission Address: Respective Universities (No financial support provided)**
- ※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense. Also, domestic postage costs are not covered (Home to KOICA overseas Office/Korean Embassy). KOICA overseas Office and Korean Embassy will send original documents to university.

6) Admission Notification

- Admission result will be notified to the regional KOICA overseas Offices or Korean Embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.

▣ Required Documents

No.	Type of Documents	Required/Optional
1	KDI School's Application Form • You must use KDI School's online application system to submit the application form. (https://apply.kdischool.ac.kr/) • Applicant's basic information must match the corresponding information on their passport. Any information written on the application form should be identical with the corresponding information on submitted documents. • Must include all academic history and records, excluding primary/secondary education. • Please make sure to state correct information such as CGPA (Grade, Score), grading scale (maximum score) and admission & graduation date.	Required
2	Statement of Purpose Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. The SOP must be submitted using KDI School's application system.	Required
3	Undergraduate (Bachelor's degree, minimum 3 years) Academic Transcripts • Academic transcripts (Bachelor's degree) must provide a record of all the courses throughout the years of studying. • The word 'Bachelor's degree' must be written on academic transcripts.	Required

	Non-English based documents (original/certified) must be accompanied with authenticated English translations.	
4	Undergraduate (Bachelor's Degree of a minimum 3 years) Degree Diploma/ Certificate of Graduation (a completed bachelor's degree) - Certificate of Graduation must indicate your graduation date and degree type (You must be a bachelor's degree holder). - Non-English based documents (original/certified) must be accompanied with authenticated English translations. - The certificate must indicate 'Bachelor's Degree' or 'Equivalent to a Bachelor's Degree.'	Required *Document must be Apostilled/Consular-certified.'
5	Graduate (Master's degree or higher) Academic Transcripts - Academic transcripts (Master's degree or higher) must provide a record of all the courses throughout the years of studying. - The word 'Master's degree' or higher must be written on academic transcripts.	Optional
6	Graduate (Master's degree or higher) Degree Diploma/ Certificate of Graduation - Certificate of Graduation must indicate your graduation date and degree type (You must hold a master's degree or higher). - Non-English based documents (original/certified) must be accompanied with authenticated English translations. - The certificate must indicate 'Master's Degree' or higher.	Optional
7	2 (two) Recommendation Letters - Applicants must send requests for the 'Online' Recommendation Letters to the Two (2) recommenders by using the application system. - An email request will be sent to the recommenders when you fill out their information and press the "Recommendation Letter Request" button. - Recommendation letter should provide information about candidates' performance in professional settings. ※ Recommendation letters uploaded by an applicant are NOT acceptable.	Required
8	English proficiency score report (TOEFL IBT, TOEFL ITP, TOEIC, IELTS, OPIC, Duolingo) or Medium of Instruction (MOI) - The tests must have been taken within 2 years of the application deadline. - Applicants may submit an official MOI issued by undergraduate/graduate universities providing that all the courses are fully instructed in English (Medium of Instruction; MOI) instead.	Required
9	Employment Verification - Applicants must submit employment verification for ALL employment history written in the application. - Must specify the employment period and position/job title clearly. - Must be written and signed by the HR officer or supervisor of the applicant with an official seal/stamp. ※ Applicants should use the KDIS form for current workplace from 'Admission Documents' from KDI School's admission website(click).	Required
10	Copy of Passport The copy must clearly show your photo, full personal information, expiration date (important), and signature. * Your passport must be valid for at least 6 months as from the date of arrival in Korea. There must be no problem issuing a 'Certificate of Admission' and visa with the passport information you provide.	Required

11	Photo file • The Photo File should be uploaded in the online application system (no need to submit the photo via post mail). • Headshots in the Passport size only (35x45 mm) • File format: JPG only / Size limit: less than 3MB ※ Selfie or full-length/group photos are NOT allowed.	Required
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▣ Important Notice

The Apostille is used when public documents are being transferred between countries that are parties to the Hague Apostille Convention (1961). Documents issued in signatory country should be Apostilled to ensure validity. **Please check the updated signatory country list and information [here](#).**

Documents issued in signatory country

- Submit diploma or certificate of graduation with Apostille legalization (including translation for non-English document).
- All documents must be in English. (documents not in English must be accompanied by authenticated translation)
- Apostilled documents should NOT be sent to us as photocopies (the apostille must be original).

Documents issued in 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.
 - Consular-authenticated documents should NOT be sent to us as photocopies (the Embassy stamp/verification must be original).
 - Please obtain an exemplification from the Korean Embassy on a notarized copy (Do NOT get the stamp/seal on the true original certificate (we do not return the documents in any case)).
- ※ The requirements for Consular legalization vary by Embassy. Please contact the Embassy for further information.

Documents issued in China

- Submit academic certificate report issued by CHSI (China Higher Education Student Information).

Documents issued in Korea

- Documents issued by a Korean institution do not need to be Apostilled or consular authenticated.
 - Please submit documents with a valid authentication code for academic-related documents.
- Following a directive from the Ministry of Justice of Korea, we are unable to issue the visa-related documents without the apostilled/consular authenticated documents sent via post. Consequently, it may result in cancellation of admission.
 - As it may take extended time to get the documents apostilled/consular authenticated, applicants are strongly advised to start the authentication process as early as possible. It is the applicant's responsibility to submit the corresponding documents within the deadline.

- Documents certified by commissioners for oaths, advocacy attorney, public notary or solely authenticated by the applicant's government authorities/institutions are unacceptable.
- Photocopies are NOT accepted in any case.
- Original diplomas should not be submitted via post as we do not return submitted documents.

VII. CONTACTS

1. CONTACT INFORMATION

1) KDI School of Public Policy and Management

- **Admissions Division**
- E-mail: internationaladmissions2@kdis.ac.kr
- **Student Affairs Division**
- E-mail: studentaffairs@kdis.ac.kr
- **Homepage:** <https://www.kdischool.ac.kr>
- **Address:** 263 Namsejong-ro, Sejong-si

2) General Inquiries Regarding the Application Process

- E-mail: koica.sp@koworks.org
- **Homepage:** <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule in PI (Program Information) is changeable according to the KOICA and University's Schedule.