

KOICA-Korea University Master's Degree Program in Tax and Fiscal Policy

August 20, 2026 – December 22, 2027

145, Anam-ro, Seongbuk-gu Seoul, Republic of Korea

KOICA

Korea International Cooperation Agency

**KOREA
UNIVERSITY**

Korea University

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

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★ IMPORTANT NOTICE from KOICA

The 2026 KOICA Master's Degree Program application process consists of two main rounds: **(1) KOICA Round** and **(2) Institute (University) Round**.

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 country office, or in the case of countries without a KOICA country office, at an affiliated KOICA country office or the Korean Embassy. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter **KOICA Guidelines**).

The second round is the Institute (University) Round, which is the university selection process. Only those who pass the KOICA Round can apply to universities. The list of successful KOICA Round candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local medical 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 country office/Korean Embassy.

[This Program Information](#) (hereinafter PI) serves as a guide for the second round, the Institute (University) Round.

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/Institute 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 country office (Korean Embassy)	
February 2026	Submission of Application (Via Email/ to KOICA country office or Korean Embassy)
	Document Screening (Submitted documents are non-returnable)
	On-site Interview
	First Round Result
② INSTITUTE(University) Round (Only for those who pass the First Round)	
March to June 2026	Submission of Application Package (Via University email/system)
	Document Screening (Submitted documents are non-returnable)
	Local Medical Check-up
	Interview Test of University (or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to KOICA country office or Korean Embassy)

NOTE: Upon successfully passing the second round of the selection process, candidates who have also cleared the medical check-up 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-Korea University Master's Degree Program in Tax and Fiscal Policy**

▣ **Duration Details**

- **Academic Duration: September 1, 2026 ~ February 25, 2028**

○ Pre-Course: (Offline) August 24, 2026 ~ August 28, 2026

○ Regular-Course : (Offline) September 1, 2026 ~ February 25, 2028 (18 months)

In accordance with the university regulations, the diploma will be issued in February 2028.

- **Stay Duration: August 20, 2026 ~ December 22, 2027**

During 17 months in Korea University 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's Degree in International Studies (International Commerce)**

※ Please note that the name of the program 'Tax and Fiscal Policy' will not be indicated on the diploma; however, it will be specified on the certificate issued by KOICA.

▣ **Objectives**

- 1) To develop human resources who can contribute to the economic development and advancement of developing countries, with a focus on tax and fiscal policy
- 2) To train key government experts in the field of 'Tax and Fiscal Policy' and to bolster the economic and diplomatic ties between the nations
- 3) To share Korea's economic development experience and train experts who can contribute to the global economic development
- 4) To enhance the understanding of Korean industries and corporate management systems in Korea

▣ **Training Institute: Graduate School of International Studies, Korea University (KU GSIS)**

▣ **Number of Participants: 15 Government Officials**

▣ **University Admission Qualification:**

- Applicants who meet the qualifications of KOICA scholarship Program

- **Must be in good physical and mental health to complete the program.**

(*Note: Pregnancy, tuberculosis, or any kind of contagious disease are regarded as disqualifying conditions.)

* **Korea University's admission regulation**

- Government officials or researchers with a minimum of 2 years of experience in the field of study
 - Those from developing countries who hold at least a bachelor's degree or being expected to hold it prior to entering KU GSIS
 - Preference will be given to candidates under the age of 40
 - Capable of undertaking postgraduate studies in English
 - In good physical and mental health for academic pursuits
 - Not having withdrawn from a KOICA training program in the past
 - Not having completed a KOICA training program in the same field within the past three years
- ※ Candidates recommended by the government of a developing country will be considered favorably.

▣ **Language: English fluency that requires no translation**

▣ **Accommodations: (02841) 서울특별시 성북구 안암로 145 고려대학교 안암학사**

/ 145 Anam-ro, Seongbuk-gu, Seoul, 02841 Korea University

- Anam Global House Dormitory

- This dormitory has single and double rooms, but its allocation is subject to availability.
- Each person is provided with a desk, a chair, and a bed.
- Two people share a bathroom.
- One communal kitchen is located on the first floor, with 5 refrigerators, shelves, 6 electronic stoves, 6 sinks, and 1 water purifier that can be shared with others.
- One laundry room, with 6 washing machines and 6 dryers

- Anam 2 Dormitory

- Double rooms
- Each person is provided with a desk, a chair, and a bed.
- Every floor has shared bathrooms and a kitchen.
- **Students will be randomly assigned to single rooms or twin rooms.**

<Korea University>



II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2026.08.20	Arrival in Korea
	2026.08.24	Medical Check-up
	2026.08.24~28	Arrival at KU, KU GSIS Orientation <ul style="list-style-type: none"> • Orientation session: 4 hours • Campus study tour: 3 hours • Special lectures and discussions on Korea: 7 hours
	2026.08.	KOICA Orientation
Course Registration	2026.08.27~28	
Fall Semester (1 st semester)	2026.09.01~12.21	<ul style="list-style-type: none"> • Enrolling in 16 credits • Korean language classes: 20 hours • Participation in the Korean culture (Buddy) program: 4 sessions • Participation in the BK21 Program project: 1 session • (Midterm) October 20-26 • (Final) December 15-21
Winter Break	2026.12.21~2027.02.28	<ul style="list-style-type: none"> • Practical special lecture series (Winter session): 40 hours
Assignment of Academic Advisors	2027.01.17~19	
Course Registration	2027.02.17~19	
Spring Semester (2 nd semester)	2027.03.02~06.21	<ul style="list-style-type: none"> • Enrolling in 15 credits • Participation in the Korean culture (Buddy) program: 4 sessions • Participation in an academic conference-related activity: 1 session • (Midterm) April 20-26 • (Final) June 15-21
Research Proposal	2027.05.29	
Summer Break	2027.06.22~08.31	<ul style="list-style-type: none"> • Thesis-focused lectures: 12 hours • Specialist course in policy development: 20 hours • Field trip • Industrial visit
Course Registration	2027.08.17~20	
Fall Semester (3 rd semester)	2027.09.01~12.21	<ul style="list-style-type: none"> • Enrolling in 9 credits • Participation in the Korean culture (Buddy) program: 4 sessions

		<ul style="list-style-type: none"> Participation in a sports event: 1 session (Midterm) October 20-26 (Final) December 15-21
Wrap-up Session	2027.11.19	Thesis defense presentation
	2027.12.13~16	Thesis submission ※ Submission to the KU GSIS administrative office
	2027.12.20	Completion and Farewell Ceremony
	2027.12.22	Departure
	2028.01.04~06	Thesis Submission ※ Upload the thesis to the school library's website
	2028.02.25	Date for obtaining degrees

* 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

Category	Hours
Orientation Session	4
Campus Study Tour	3
Special Lectures and Discussions on Korea	7

1-2) REGULAR-COURSE

- The credits required to complete the Master's program: **40 credits**

< Number of credits required by semester >

Category	Required credits	Examples of the recommended courses
Fall Semester 2026		
Core compulsory	7	Introduction to Graduate Studies, Research Methods, Academic Communication Skills I
Core elective	3	International Economics

Category	Required credits	Examples of the recommended courses
Major elective	6	Microeconomics, Macroeconomics
Spring Semester 2027		
Major elective	6	Data Analysis, Policy Evaluation, Policy of the Government and Economic Development, Budget Systems and Policy, Poverty, Inequality, Government Welfare Policy, The Economics of Public Policy I, The Economics of Public Policy II, Public Financial Management, Tax Theory, Tax Law in Korea, Tax Administration in Korea and its Achievements
Area studies	6	Tax Administration in Korea and its Achievements, Public Financial Management, Tax Law in Korea
Fall Semester 2027		
Core compulsory	3	Thesis Research
Core elective	6	World Politics, International Business, Introduction to International Development and Cooperation
Major elective	3	Policy Evaluation, Policy of the Government and Economic Development, Budget Systems and Policy, Poverty, Inequality, Government Welfare Policy, The Economics of Public Policy I, The Economics of Public Policy II, Public Financial Management, Tax Theory, Tax Law in Korea, Tax Administration in Korea and its Achievements
<ul style="list-style-type: none"> Optional courses: Qualitative Research Methods 		

* The above curriculum is subject to change.

- Each course is worth 3 credits. You can choose any course from the list based on your preference. Moreover, you have the flexibility to enroll in other courses outside this list.

2) GRADUATION REQUIREMENTS

- In order to graduate, students must take 40 credits, earn a GPA higher than 3.3 (higher than B), and submit a thesis from Thesis Research course. The participants receive a Master of Arts in International Studies degree upon successful completion of coursework and acceptance of the thesis.

< Number of credits required in each category >

Category	Credits
Core compulsory	6 Credits
Core elective	9 Credits
Major electives, Area studies and General electives	25 Credits
Total	40 Credits

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

- Field trip** - Busan International Finance Center, Busan Port, the Ministry of Economy and Finance, National Tax Service, National Tax Museum of Korea, Korea Institute of Public Finance, Jeonju Hanok

Village, Korea Institute of Local Finance, National Assembly Budget Office (NABO), Korean Demilitarized Zone (DMZ), National Assembly and the UN Governance Centre Regional Symposium Event, etc. (Venues are subject to change.)

- 2) Industrial visit** – Once during this program, visits may include KIA Motors Sohari Plant, the Korea Customs Service, the Korea Trade-Investment Promotion Agency (KOTRA), and the Global Knowledge Cooperation Complex (KDI) (Venues are subject to change.)
- 3) Fellowship event** – In the Buddy Program, 1 Korean student and 3 or 4 KOICA students make a team. These teams will engage in various leisure activities such as going out for dinner and visiting Korean historical sites, amusement parks, etc. at least once a month.
- 4) Round tables** – KOICA students present and discuss their own tax and fiscal policy and trends.
- 5) Continental Roundtable** – Students gather by continent to share their experiences, discuss challenges, and provide feedback for better adaptation and program improvement.
- 6) Other extracurricular activities** – Special practical lecture series are designed to promote knowledge and skills that can be applied to the students' tasks at their own affiliated institutions when they return to their home countries.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Korea University

Korea University(hereafter, KU), originally founded as Bosung College, was founded in 1905 by the Treasurer of the Royal household, Lee, Yong-ik, who believed that educating the young generation was the only way to secure Korea's independent status as a nation. Korea University is the country's first institution of higher education funded and administered solely by Koreans. As such, KU has played a significant role in shaping Korea socially, culturally, and academically.

While successive generations of faculty and students remain deeply committed to the University's proud national heritage, they have also been at the forefront of Korea's globalization. The increasing number of international students on campus is a testimony to the University's growing reputation abroad, as well as within Korea. The year of 2005 was the centennial of Korea University. Korea University is in the heart of Global Pride.

Korea University has two campuses covering over 182 acres: the Anam and Sejong campuses. The Anam campus is divided into three sections: the Main campus, the Science campus, and the Medical campus including Housing facilities. The Sejong campus is in Jo-Chi-Won, Chung-nam Province.

The tiger, the emblem of Korea University and a symbol of dignity and courage, represents truth and justice. The monument of the tiger-overacting the globe standing in the main campus of the University reflects not only the drive for excellence but also the University's global mission.

<Korea University Campus>



2) Graduate School of International Studies (GSIS)

GSIS was established in 1991 in response to the growing forces of globalization and internationalization. By 1996, the Korean government was calling for experts in international commerce, international relations, and area studies. Therefore, the Korean Ministry of

Education designated KU GSIS as one of Korea's top five graduate schools of international studies qualified for a major five-year government grant.

The major goals of GSIS are to educate and train specialists in international commerce, international development and cooperation, international peace and security, area studies, and Korean studies. It offers two master's degree programs under the departments of International Studies and Korean Studies. GSIS welcomes all nationalities. All courses are taught in English.

Apart from the regular program offering, KU GSIS is also operating a variety of extracurricular academic programs in order to provide students with more chances to widen their scope of knowledge and global experience.

<KU GSIS International Studies Hall>



3) Homepage:

- Korea University website is at:

<https://www.korea.edu/mbshome/mbs/en/index.do>

- Graduate School of International Studies(GSIS) website is at:

<https://int.korea.edu/kuis/index.do>

2. ACCOMMODATION

1) Anam Global House

Anam Global House is an air-conditioned, coded home for 406 men and women. Anam Global House offers single and double rooms and has semi-private baths. Bathroom facilities are installed in the room and are shared by the roommates. Students will be assigned to single or double rooms. The room allocation is subject to availability.

- Each person is provided with a desk, a chair, a bed.
- Two people share a bathroom.
- One communal kitchen is located on every floor. Refrigerators, shelves, electronic stoves, and a sink are shared with others on the floor.

*** Note: For further information, visit website at <http://dorm.korea.ac.kr>.**

*** Accommodations: (02841) 서울특별시 성북구 안암로 145 고려대학교 안암학사**

/Global House, 145 Anam-ro, Seongbuk-gu, Seoul, Republic of Korea

*

<Anam Global House>



<Anam Global House room>



<Anam Global House study room>



<Anam Global House laundry room>



3. OTHER INFORMATION

1) GSIS lecture rooms

There are 15 lecture rooms in total from the 1st floor to the 4th floor in the International Studies Hall for GSIS students. The representative ones are as below:

▣ KOICA exclusive room

This room is for exclusive use for KOICA students. This lecture room 219 is used whenever there are special practical lectures and regular meetings.



▣ Global meeting hall

This hall (#214) is not only for big lectures but also for big events such as orientations of students, graduation ceremonies, and conferences.

1) GSIS seminar room

▣ Circular seminar room

Located on the first floor of International Studies Hall, this is used for seminars, conferences, and lectures.



2) Dining on campus

There are several dining places and cafeterias all over the campus. There are also convenience stores and snack bars on the campus.

Type	Location	Contact
Dining places & cafeterias	International Studies Hall cafeteria (Chacha cafe)	
	Student Union Building cafeteria (Basement)	+82-2-3290-1811
	Student Union Building cafeteria (1 st floor)	
	Living Plaza cafeteria for students	

	Lining Plaza snack bar for students	
	Alumni Hall student cafeteria	+82-2-921-7218
	Techno-complex Research Center cafeteria	+82-2-3290-4348
	Meals and Saecham (Restaurant)	+82-2-3290-2653
Convenience stores & snack bars	Communications Building	+82-2-925-5894
	Tiger Plaza	
	College of Education	+82-2-925-5897
	Central Library (Basement, 1 st floor)	+82-2-928-0876
	Central Square (Basement, 1 st floor)	+82-2-3290-2654
	New building, College of Business Administration (Basement, 1 st floor)	+82-2-3290-2564
	College of Law (New Building, 5 th floor)	+82-2-3290-1817
	College of Life Science & Biotechnology (Basement, 1 st floor)	+82-2-3290-4375
	University Dormitory (Basement, 1 st floor)	+82-2-923-3897
	College of Medicine (1 st floor)	+82-2-920-6179



3) University Library

The Korea University library houses more than 2.7 million books, making it the largest university library in Korea. There are four main university libraries; Main Library (Building #116), Graduate School Library (Building #102), Centennial Digital Library (Building #144), and Science Library (Building #216). There are also Law Library, Sudang Digital Library, ARI East Asian Library, Foreign Research Information Center, Academic Information Center (Sejong), Medical Library, and Health Science Library.

■ **Main Library**

The Main Library opened in 1978 and renovated in June 2004. The Library is a four-story granite building with 7 levels of stacks, having materials for the Humanities & Social Sciences.

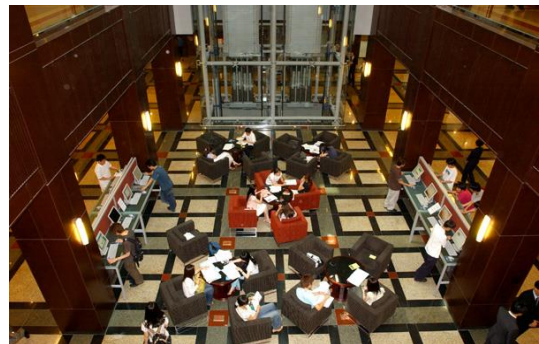
On the ground floor, there are General Reading Rooms with 350 seats, an Information Center providing basic instruction for the library facilities and book return procedure, and an E-Lounge where users can search and use scholarly information sources and take online classes. On the 2nd floor, users can browse journals and reference materials for the researcher's demands, and on the 3rd, 4th floor; monographs are stocked in DDC order.

Moreover, the library is equipped with Carrels supporting intensive research/study and special facilities for disabled people.

* Administrations Office: +82-2-3290-1501, 1509

* Homepage: <http://library.korea.ac.kr>

<Main Library and Lobby>



■ **Library Hours**

- Weekdays 9 AM - 10 PM
- Saturdays 9 AM – 3 PM
- Closed on Sundays and holidays
- Reading rooms open every day 6 AM - 11 PM

Libraries	Sections	Mon-Fri	Sat
Main Library	Journal & References Inter Library Loan Foreign Research Information Center Information Center Books (000-599) Books (600-999)	9 AM - 10 PM	9 AM – 3 PM
	ARI East Asian Library	9 AM - 5:30 PM	Closed
Graduate School Library	Loan office Special collections	9 AM - 5:30 PM	Closed

CDL	Information commons multimedia room UN depository Library / European Documentation Centre course reserve room	9 AM - 10 PM	9 AM – 3 PM
	MPL	9 AM - 5:30 PM	9 AM – 3 PM
Science Library	Circulation room Serials room Reference room	9 AM - 10 PM	9 AM – 3 PM
	Multimedia Room Browsing Room	9 AM - 5:30 PM	Closed
Medical Library	Serials room Electronic information room Monographs room	08:30 - 5:30 PM 08:30 - 7:30 PM	Closed
General reading rooms	6 AM - 11 PM		
24-Hour reading rooms	All Day		

4) Lounge / Fitness

Facility	Location	Contact
Student lounge at each college	Each college has a student lounge: each lounge is furnished with sofa, tables, a vending machine for soft drinks, and drinking water available.	
Female student lounge	Faculty and Women Student's Hall, Science Library (2nd floor), Cafeteria (3rd floor, Science Campus), and Communications Building Annex (3rd floor)	
KU Tiger Dome (HwaJeong Gym)	This gymnasium has a main stadium, Sub-arena, Fitness center, Squash court, Aerobic studio, 250meter track, and an Indoor rock-climbing facility	+82-2-3290-4096
Hana fitness center	The club is located in Hana Square and equipped with different equipment and shower facilities for both men and women. Fees charged.	+82-2-3290-4027
KU Fitness club	The club is located in the 4.18 Memorial Hall (Basement, 2nd floor) and equipped with different kinds of health equipment and shower facilities for both men and women. Fees charged.	+82-2-3290-1762
Table tennis	There are five tables in the 4.18 Memorial Hall (Basement, 2nd floor). No fees are charged.	+82-2-3290-1103
Ice link	University Green Campus	+82-2-3290-4243-5

5) Other Facilities

Facility	Location	Contact
KU Cinema trap	Media Hall 4 th Floor #412	+82-2-924-6579
Museum	Korea University Museum	+82-2-3290-1512~3
Post office	The annex to the Communication Building (3 rd floor)	+82-2-3290-1820
Music hall	Communication Hall, 1 st floor	+82-2-922-5204
Auditorium	Inchon Memorial Hall	+82-2-3290-1771

	The 2 nd Student Union Hall (Basement, 2 nd floor)	+82-2-3290-1772
	The Alumni Hall (Basement, 1 st floor)	+82-2-3290-1771
	College of Business Administration	+82-2-3290-1385
Help for the disabled	www.kujang.net	+82-2-3290-1221

6) Medical Facilities

▣ On campus

Type	Location	Contact	Services offered
Health care center	KU Main Campus	+82-2-3290-1571	Services include emergency aid, health consultations, facilities for temporary rest and recovery, and information related to health centers, services, etc.
	KU Science Campus	+82-2-3290-1572	
Student medical mutual aid service	KU Main Campus	+82-2-3290-1573	The medical fee paid by the student will be later reimbursed to him/her according to the insurance plan.
	KU Science Campus	+82-2-3290-1570	

"Anam Hospital, Korea University Medical Center" is an affiliated hospital of Korea University. Diagnostic and treatment equipment, from Magnetic Resonance Imaging (MRI) systems to radiation fluoroscopes, represent the latest technologies available for the detection and treatment of disease. The three hospitals in Anam, Guro, and Ansan have a combined capacity of about 2,000 beds. This is a general hospital where most health problems can be treated. "

H and B Clinic and Crimson Clinic (refer to below chart) are smaller versions of Anam Hospital but only the size of the hospital is different. Most health problems can also be treated at this hospital. Both hospitals are 5 to 10 minutes away from the university.

<Anam Hospital >



<Korea University Healthcare Center>



▣ In city

Type	Medical Facility	Location	Business Hour	Contact
General	Anam Hospital	Inchon-ro 73, Anam-dong, Seongbuk-gu, Seoul	Mon to Fri: 8:30 AM - 5:30 PM	1577-0083
	H and B Clinic	101-53 Anam-dong 5-ga, Seongbuk-gu, Seoul	Mon to Fri: 8:30 AM - 6:00 PM	+82-2-923-5905

Orthopedics	Wooshinhyang hospital	99, Anam-ro, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9:00 AM - 5:00 PM Sat: 9:00 AM - 11:30 AM Sun: Closed	+82-2-926-7505
Internal Medicine	Crimson Clinic	19, Gaeunsa-gil, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9:00 AM - 5:00 PM Sat to Sun: 9:00 AM - 1:00 PM	+82-70-8873-2702
Otolaryngology	Hu Clinic	3, Arirang-ro, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9:00 AM - 7:00 PM Sat: 9:00 AM - 2:00 PM Sun: Closed	+82-2-925-8272
	Isom Clinic	9, Arirang-ro, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 8:30 AM - 7:00 PM Sat: 9:00 AM - 1:00 PM Sun: Closed	+82-2-921-5575
Dental	Doctormin Dentist	5, Gaeunsa-gil, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9:30 AM - 6:30 PM Sat: 9:30 AM - 2:00 PM Sun: Closed	+82-2-925-2879
Dermatology	Samseong Friend Clinic	93, Bomun-ro, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9 AM - 6 PM Sat: 9:00 AM - 1 PM Sun: Closed	+82-2-927-1010
Ophthalmology	Lee-in-sub Clinic	125, Dongsomun-ro, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9 AM - 6 PM Sat: 9:00 AM - 1 PM Sun: Closed	+82-2-922-0017
Pediatrics	Park-so-ah Clinic	35, Jibong-ro 24-gil, Seongbuk-gu, Seoul, Republic of Korea	Mon to Fri: 9 AM - 6 PM Sat: 9:00 AM - 1 PM Sun: Closed	+82-2-953-7582

IV. ACADEMIC REGULATIONS

1. Academic Regulation

Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least two-thirds of the total class hours shall be prohibited from sitting for the exam.

(1) If a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get an approval in advance:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Dean of the Graduate School
- Other events as approved by the Dean of the Graduate School

(2) In the event of student's illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit a written notification of such absence to the Dean of the Graduate School. For absences longer than seven days, students must submit a written diagnosis by a physician.

In the event a student is absent for any of the reasons below, the student must notify the appropriate KU GSIS department, faculty, and KOICA, and get approval in advance, and submit documents that they will request.

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Severe illness or emergency situations

2. Mandatory Dormitory Residence

- Students must reside in dormitory to which you are randomly assigned.
- Living off-campus is not allowed

3. Compliance with Residency Rules

- A student who violates residency regulations will be evicted from the dormitory and he / she must return to his / her country immediately.

4. Graduation Requirements

1) Regular exams and make-up exams

- Regular exams: mid-term (8th week of the semester), final (end of the semester)

2) Qualification for General Exam

- Applicants for the General Exam must be enrolled in their 3rd semester at the time of application with an average GPA of at least 3.3 or higher.

3) Exemption from the General Exam

- Completion by the 3rd Semester
 - A total of 34 credits obtained by the end of the 3rd Semester
 - An accumulative average GPA of 3.3 or higher
 - Completion of all CORE Courses
- * Failure to meet any of the above requirements disqualifies a student from the General Exam and thesis submission until all criteria are satisfied.

4) Scholastic Performance Evaluation Method

- Scholastic performance will be based on a GPA of 4.5 [a 100-point scale] for each course registered. Grades will be based on classroom performance (assignments, presentations, attendance) and test performance (mid-term and final exams).
- Grades will be marked on a curve scale as follows;

GPA	4.5	4.0	3.5	3.0	2.5	2.0	0.0
Grade	A+	A	B+	B	C+	C	F
Score	100-95	94-90	89-85	84-80	79-75	74-70	69-0

5) Thesis evaluation and graduation requirements **(Mandatory)**

- Thesis application period: May (Spring)
- Thesis defense period: November (Fall)

The thesis defense must be passed with an average grade of B or higher, as determined by a thesis defense committee comprising three members, including the advising professor. Failure to pass the thesis will result in ineligibility for graduation. **Writing a thesis is a mandatory component of the program.**

5. Participant Responsibilities

- Attend all lectures, seminars, and workshops they are registered for each semester and submit all assignments by the designated deadlines.
- Comply with all university and dormitory regulations. Unauthorized room changes, overnight stays outside the dormitory, and prohibited activities such as smoking or drinking in restricted areas are strictly forbidden.

- Participate in all mandatory program activities, including orientation, workshops, thesis defense, and the closing ceremony.
- Act responsibly as representatives of the KOICA-KU program both on and off campus.

V. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to the spread of any pandemic and public health regulations thereof, the academic program within this PI may be switched online. In accordance with the academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions. In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from their home country or outside Korea).
2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date. In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.
3. **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure. In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date.
4. **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.
5. **Vaccination Requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.
6. **Check-in to Dormitory:** Participants must check into the dormitory collectively as a KOICA cohort during the daytime hours within the period specified by the school, starting from the designated move-in date set by the dormitory. Upon arrival, participants are required to **submit a copy of their tuberculosis test results, sign a pledge**, and then follow the procedure to receive their card key and metal key for room access.

During their stay, participants must adhere to the dormitory living rules, including supervision by the dormitory manager and compliance with the regulations and operational guidelines of the dormitory. Should a participant need to vacate the dormitory for personal reasons, they must visit the dormitory Management and Operations Team to submit a notice of departure and a refund request form, and inform the dormitory manager and security personnel accordingly. Failure to follow these procedures and any resulting damages will be the responsibility of the participant.

7. **Religious Meals & Personal Food Preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred).
8. **Regulatory Compliance:** **KOICA SP participants should observe KOICA Scholarship 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 INSTITUTE(UNIVERSITY)

■ This page is intended as reference for applicants who have successfully advanced through the KOICA (Korean Embassy) Round conducted by KOICA country office(Korean Embassy).

- 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
Step 1	Application Package Submission (Via University email)	February, 2026
Step 2	Document Screening	March, 2026
Step 3	Medical Check-up (Local)	March, 2026
Step 4	Interview (Successful Applicants of Document Screening)	April, 2026
Step 5	Interview Results Announcement	April, 2026
Step 6	Submission of Original University Documents (To KOICA country office/Korean Embassy)	May, 2026
Step 7	Admission Notification	June, 2026
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	August, 2026

*The above schedule is subject to change.

1) Step 1: University Documents Submission (Via University email) (**Scanned originals**)

- Document submission via email (gsiskoica@korea.ac.kr).
- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the institution via designated email address. Applicants are requested to email scanned copies of the university-required materials to gsiskoica@korea.ac.kr
- Details about all the required documents can be found on page 26-27

※ Only documents submitted via email **by the designated deadline** will be evaluated.

※ Additional document submission via post may be requested if needed.

- A. Only copies of documents in **English or in Korean** (notarized translation required if needed) are acceptable.
 - **The spelling of an applicant's name, birth date and gender** must match those shown on his/her passport or other official documents in his/her country.
- B. Applicants must **scan all of the required documents in color in clear PDF form** and submit them submit them via email to the admissions address (gsisadmin@korea.ac.kr) **during the designated submission period.**
- C. Any false/misleading statement or deficient document submission may **disqualify** the applicant.
- D. Additional documents submission can be requested during evaluation, and an application can be **denied due to insufficient documents submission.**
- E. Required documents submitted after the deadline will **NOT** be accepted for any reason.

- ※ **Please review the 'Document List' on pages 26-27 for the 'List of Required Documents.' Save each of the ten documents with the exact names as listed, and compress them into a ZIP file for submission.**

2) Step 2: Document Screening (March, 2026)

- Documents of the applicants who have been nominated by the regional KOICA office or Korean Embassy (if the KOICA 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 scrutinize whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. Factors such as the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience will be carefully considered.
- The results of the first round of the selection process will be communicated to both the applicants and KOICA, respectively.

Document screening by KU GSIS Admission Committee:

- A. Evaluation is based on a holistic assessment of the submitted application and supporting documents, assessing the applicant's academic ability, aptitude for their field of study, and language proficiency.
- B. KU GSIS does **NOT** disclose information related to admission decisions such as the eligibility of each applicant, the content of the evaluation, and the reason for rejection or disqualification.
- C. Applicants who apply to Korea University in an inadequate manner or interfere in the admission process, may face punitive consequences and have their application revoked.

3) Step 3: Local Medical Check-up (Local) (March, 2026)

- Those who have successfully passed the step 2st of the selection process (Successful applicants of document screening) must submit the medical examination result along with other original documents to the school by mid-May.

4~5) Step 4~5: Interview & Interview Results Announcement (April, 2026)

- **KU GSIS conducts interviews only for the applicants who pass the document screening** and will contact them individually in advance.
- Interviews may be held via zoom video conference.

6) Step 6: Submission of Original University Documents *For Accepted Students Only: (May, 2026)

- 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 round (Step 4: Interview) has been announced. Those who have been finally accepted at the university round are required to submit original documents to the KOICA country office/Korean Embassy. KOICA country 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 submit to KOICA country office/Korean Embassy.
- Recipient : Administration Office of Graduate School of International Studies
 - Submitting Entity : **KOICA country office**/Korean Embassy
 - Submitting Deadline : 2026. 05. 15

※ 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. And also domestic Postage costs are not covered (Home to KOICA country office/Korean Embassy). KOICA country office and Korean Embassy will send original documents to university.

- **Accepted students** are required to submit the original documents (refer to **p.28**)

- 1) Only **original** copies of documents **in English or in Korean** (notarized translation required if needed) **published within 3 months** from the application starting date are acceptable.
 - **The spelling of an applicant's name, birth date and gender** must match those shown on his/her passport or other official documents in his/her country.
- 2) Initially, applicants must **scan all of the required documents in color and in clear PDF form** and submit them via email to the admissions address (gsiskoica@korea.ac.kr) during the designated submission period.
- 3) Accepted students must state if they will accept the admission offer or not, and then submit **all hard-copy original documents via post or in person by the set due.**
- 4) All of the submitted records and documents are **NOT returnable.**
- 5) Any false/misleading statement or deficient document submission may **disqualify** the applicant.
- 6) Additional documents submission can be requested during evaluation, and an application can be **denied due to insufficient documents submission.**
- 7) Required documents submitted after the deadline will **NOT** be accepted for any reason.
- 8) Changes in major information of applications (e.g., program(degree) etc.) are **prohibited after the submission.**
 - All information (**name, date of birth, gender, passport number, address, contact information, email address, history of education,** etc.) must be correctly filled out to avoid any disadvantages.

Address: (02841) Administration Office of Graduate School of International Studies
Room #223, International Studies Hall, Korea University 145 Anam-ro, Seongbuk-gu, Seoul, Republic of Korea
E-mail: gsiskoica@korea.ac.kr / Tel: +82-2-3290-1393~4

Application Original documents and inquiries should be directed to:

Administration Office of Graduate School of International Studies Room #223,
International Studies Hall, Korea University
145 Anam-ro, Seongbuk-gu, Seoul, KOREA (Zip Code: 02841)
E-mail: gsiskoica@korea.ac.kr / Tel: +82-2-3290-1393~4

7) Step 7: Admission Notification (June, 2026)

- The final admission result will be confirmed based on the interview results, the completion of the required medical examination, and the submission and verification of the accuracy of the original documents.

- 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.

- 1) Document screening by KU GSIS Admission Committee: Evaluation is based on a **holistic assessment** of the submitted application and supporting documents, assessing the applicant's academic ability, aptitude for their field of study, and language proficiency.
- 2) KU GSIS **does NOT disclose information related to admission decisions** such as eligibility of each applicant, content of evaluation, and the reason of rejection or disqualification.
- 3) Applicants who apply to Korea University in an inadequate manner or interfere in the admission process, may face **punitive consequences** and have their application **revoked**.

※ Details notified on the application guide are subject to change. Any changes will be further notified as information becomes available.

▣ Required Documents

	Document List	Things to Note
1	Completed application forms	<ul style="list-style-type: none"> - KU GSIS Application Form (Appendix 1) and KOICA Application Form - Should be written in the designated form (Please refer to Appendix 1) <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ul style="list-style-type: none"> - Print the completed documents single-sided, one page per sheet, and send them to the school.
2	Statement of Purpose(SOP) (No specific form)	<p>[PDF or MS word File Submission]</p> <ul style="list-style-type: none"> - Statement of Purpose (SOP) is an essay on the brief self-introduction and mostly about your study and research plan. - It should be approximately 1,200 words in English in the form of MS word. It should be at least 3 pages, 12 point, Times New Roman, 1.5 line spaced. - For the document, we would like to leave it as an applicant's own discretion, describing the following: <ul style="list-style-type: none"> • Your objectives for applying for this program and your study plan • How your education and work experience qualify you for this program • Your contribution to the field of Tax and Fiscal Policy and how the KU GSIS-KOICA scholarship program will help you achieve your goals • Future career path after completing this program <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ul style="list-style-type: none"> - Print the completed documents single-sided, one page per sheet, and send them to the school.
3	A Photo (portrait shot)	<p>[PDF or JPG File Submission]</p> <ul style="list-style-type: none"> - Size: 3.5 X 4.5 cm - Photos should be recent, taken within the last 6 months, to accurately reflect your current appearance. <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ul style="list-style-type: none"> - Please send two photographs sized 3.5 X 4.5 cm to the school, taken within the last 6 months to accurately reflect your current appearance.
4	Official Transcript(s) of all colleges, universities, and graduate schools you listed on your online application	<p>[Scanned PDF Documents Submission]</p> <ol style="list-style-type: none"> (1) All should be written in English or in Korean. Otherwise, notarized translation documents in English are required as well. (2) <u>Officially issued documents by the issuing institution</u>. Screenshots or other informal documents would not be acceptable. <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ol style="list-style-type: none"> (1) You should submit the original official final transcript(s) with the attachment of original 'Apostille', or 'Authentication issued by the Korean Embassy or Consulate' to the KU GSIS Administration Office within the designated original documents submission period stated above. (2) If you fail to submit the original apostilled transcript(s) within the designated period, you shall be disqualified. Therefore, please prepare it in advance. (Please refer to Appendix 2 & 3)

5	<p>Certificate of Degree (Graduation Certificate or a copy of your Diploma) or Expected Graduation (with the exact expected date (YYYY/MM/DD) of graduation)</p>	<p>[Scanned PDF Documents Submission]</p> <ul style="list-style-type: none"> ※ Bachelor's degree graduation certificate/diploma – in English or Korean ※ Expected graduates: expected graduation certificate – which specifies the exact expected graduation date and makes sure of your graduation before the official admission date of KU – then submit the final graduation certificate after graduation, by the set due (No later than late August, 2026) ※ Graduation from university of China: Certificate(s) of Degree(s) issued by the China Credentials Verification (http://www.chsi.com.cn/). <p>[For Successfully Admitted Applicants: Apostille Submission]</p> <p>(1) You should submit the Graduation Certificate(s) or copied document(s) of Diploma(s) with the attachment of original 'Apostille', or 'Authentication issued by the Korean Embassy or Consulate' to the KU GSIS Administration Office within the designated original documents submission period stated above.</p> <p>(2) If you fail to submit the original apostilled transcript(s) within the designated period, you shall be disqualified. Therefore, please prepare it in advance. (Please refer to Appendix 2 & 3)</p>
6	<p>A copy of your passport</p>	<p>[Scanned PDF Documents Submission]</p> <ul style="list-style-type: none"> - At the time of application, passports must have a validity of more than 6 months. <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ul style="list-style-type: none"> - Print the document and send them to the school.
7	<p>A Letter of Recommendation from a professor familiar with your academic work</p>	<p>[Directly Sent from the Referee]</p> <ul style="list-style-type: none"> - Should be written in the designated form (Please refer to Appendix 4) - Should be written in English or in Korean by filling out every blank. - The recommender's full name must be written and signature must be digitally-signed or handwritten on all the pages. - Must be sent in PDF format directly from referees' official work email account to gsisadmin@korea.ac.kr. - The recommender must be either a professor from a course the applicant has completed at university/college or a direct supervisor from the place of employment. Otherwise, they will not be officially recognized. - Only a single recommendation letter is needed for the admission. If the letters are sent by multiple referees, the letter sent first will only be recognized as an official admission document.
8	<p>Certificate of Employment [Optional]</p>	<p>[Scanned PDF Document Submission]</p> <ul style="list-style-type: none"> - The certificate should clearly state your position title, employment start and end dates (if applicable), nature of employment (full-time, part-time, temporary, permanent), and a brief description of duties performed. - If not originally in English, an official translation may be required. <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ul style="list-style-type: none"> - Print the completed documents single-sided, one page per sheet, and send them to the school.

■ Checklist for application documents (**For successfully admitted applicants ONLY**)

	Document List	Things to Note	Submit Original	Applicant's Check
1	Completed application forms	- KU GSIS Application Form	<input type="radio"/>	
2	Statement of Purpose (SOP)	- Study plan (approximately 1,200 words; 3 pages, no specific form)	<input type="radio"/>	
3	Two Photos (portrait shots)	- Size: 3.5 X 4.5 cm - Photos should be recent, taken within the last 6 months, to accurately reflect your current appearance.	<input type="radio"/>	
4	Official Transcript(s) of all Colleges, and Universities, and graduate schools	1. Official Final Transcripts should be Apostilled. (or verified by the Consular office or a Korean Embassy in the country which the transcripts are issued.) 2. Expected Graduates should submit the final transcripts with an Apostille or Consular Verification.	<input type="radio"/>	
5	Certificate(s) of Degree(s) or Certificate of Expected Graduation of all colleges, universities, and graduate schools	1. Certificate of Degree/copy of diploma should be Apostilled. (or verified by the Consular office or a Korean Embassy in the country which the transcripts are issued.) 2. Expected Graduates should submit the final Certificate of Graduation (not a Certificate of Expected Graduation) with an Apostille or Consular Verification.	<input type="radio"/>	
6	A copy of your passport	- At the time of application, passports <u>must have a validity of more than 6 months.</u>	<input type="radio"/>	
7	Certificate of Employment [Optional]	- The certificate should clearly state your position title, employment start and end dates (if applicable), nature of employment (full-time, part-time, temporary, permanent), and a brief description of duties performed. - If not originally in English, an official translation may be required.	<input type="radio"/>	
8	Oath of Undertaking for the Participant	- Should adhere to the prescribed format of KU GSIS and submit the required information as detailed in Appendix 5.	<input type="radio"/>	
9	Local Medical Check-up Result	- Please conduct the local medical examination in early June. - The original medical check-up result obtained from the hospital must be sent to the school.	<input type="radio"/>	

■ Things to know before starting application

- Photographs (3.5x4.5cm/max. 2MB) must have been taken **within the last three months.**
- Once the application is completed, **applicants are solely responsible for any errors and omissions they may have made on the application forms.** The KU GSIS office is not responsible or liable for any such errors or omissions.
- Contact information such as '**current phone number**' and '**email address**' must be accurate so that the KU GSIS administration office may reach the applicant or guardian during the application period. The applicant is responsible for any disadvantages caused by offering incorrect information.
- If submitted documents alone are difficult to confirm its validity or verify the required information, applicants may be asked to provide additional documents.
- **Applicants should write their own application by themselves and all the entered informationshould be their own. Otherwise, the application can be DISQUALIFIED.**
- **Applicants can be DISQUALIFIED for the following reasons as well:**
 - Applicants who are **expected to graduate but fail to prove graduation before admission.**
 - Any qualification data provided with the application are found to be **false.**
 - **Paying tuition to more than two Korean universities** for the same enrollment period.
 - **Having a dual registration**; being registered to another school while being registered to KU GSIS (Applicants must resolve issue of the enrollment of another school before the admission.)
- Any admitted students will be rejected **if they fail to register (complete payment of tuition)within the designated period.**
- All the admitted students are **prohibited to defer admission to the later semester.**
- All the admitted students must read and understand '**Visa & Immigration Guide**' provided on KU GSIS website in advance.
- All the admitted students must submit '**Apostille/Authentication documents for their degree**', '**Release of Information Form**', and '**Arrival Report**' by the set due.
- All international students entering Korea will be automatically enrolled in the **National Health Insurance** from the beginning of their first semester until the graduation.



■ Appendix 1

**GRADUATE SCHOOL OF INTERNATIONAL STUDIES KOREA UNIVERSITY
APPLICATION FOR ADMISSION**

INFORMATION OF APPLICANT

Title: Ms. / Mr.
Family Name: _____
First Name: _____
Citizenship: _____
Date of Birth: (MM / DD / YYYY)
E-mail: _____

* Distinguish the capital and small letter when putting the e-mail address.

Please Type and Print in English.

* Send your complete application to KOICA offices/Korean Embassies in home country.

Graduate School of International Studies, Korea University
145, Anam-ro, Seongbuk-gu, Seoul, 02841, Republic of Korea
Tel: +82-2-3290-1393~4
Fax: +82-2-929-0402
Email: gsiskoica@korea.ac.kr

1 BASIC INFORMATION

I wish to begin to study at GSIS Korea University in Academic Year **2026**.

Program Title: KOICA-KU GSIS Master's Degree Program in Tax and Fiscal Policy

Degree Title: Master of Arts in International Studies

(Major: International Commerce)

**** Before applying, be mindful of the fact that the degree title is different from the program title.**

2 PERSONAL DETAILS

Title: Mr. / Ms.
Family Name: _____ Given Name: _____
Date of Birth: (MM/DD/YYYY)
E-mail: _____
Zip Code: _____ Mailing Address: _____
Telephone: Country code ___ Area code ___ Local number: _____
Mobile Phone: Country code ___ Area code ___ Local number _____
Citizenship: _____ Passport Number: _____
Mother's Citizenship: _____ Father's Citizenship: _____

3 EDUCATIONAL BACKGROUNDS

List all the colleges and universities you have attended or are now attending, beginning with the most recent one.

**** Do NOT add your high school/non-degree course (pl. certificate course) records.**

(List Degree course ONLY and indicate if it is BA or MA course)

1	School Name			
	School Location	City:	Country:	
	Major(Department)		Degree	College degree/ BA / MA
	GPA	out of		
	Dates Attended (MM/YYYY)	From	/	To /
	Office of Registrar or Office of Student Records			
	Mailing Address			
	Tel		Fax	Email
2	School Name			
	School Location	City:	Country:	
	Major(Department)		Degree	College degree/ BA / MA
	GPA	out of		
	Dates Attended (MM/YYYY)	From	/	To /
	Office of Registrar or Office of Student Records			
	Mailing Address			
	Tel		Fax	Email
3	School Name			
	School Location	City:	Country:	
	Major(Department)		Degree	College degree/ BA / MA
	GPA	out of		
	Dates Attended (MM/YYYY)	From	/	To /
	Office of Registrar or Office of Student Records			
	Mailing Address			
	Tel		Fax	Email

* Academic transcripts are required for all the institutions you list.

4 ACADEMIC CAREERS & OTHER EMPLOYMENT

Academic career and other employment related to your proposed field of study:

* Please put the recent one firstly.

Company(Organization)	Position	Nature of Work	Period of Service (MM/YYYY~MM/YYYY)
			~
			~

5 PROFICIENCY IN KOREAN

Level of Korean Proficiency: Excellent Good Moderate Poor Never studied

6 LETTERS OF RECOMMENDATION

List the names and positions of individuals whom you ask to write letters of recommendations:

Name	Institution	Position

7 DECLARATIONS

This is to certify that I have submitted all above required documents to apply for **2026** KU GSIS-KOICA Scholarship Program.

SIGNATURE

DATE

I declare that the information submitted in this application is true and correct. I authorize the University to obtain information from any educational institution previously or currently attended by me in order to verify my credentials and qualifications. If any information supplied by me is considered to be untrue, incomplete, or misleading in any respect, I understand the University may reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. Also, I understand documents submitted along with this application become the property of KU GSIS and will not be returned to me.

SIGNATURE

DATE

Apostille/Authentication Requirements

Since July 14, 2007, the Republic of Korea has been a party of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification or public (including notarized) documents to be used in countries that have joined the convention.

The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

- **Apostille certificate(s) are to be submitted within 15 days after enrollment at KU GSIS.**
- For information regarding how to get an Apostille, please refer to the website <http://www.hcch.net>(Apostille Section).

A. Newly admitted students graduated from countries which are signatories to the convention must meet one of the following requirements:

※ Please refer to the list of signatory countries on Apostille certificates in [Appendix 3](#).

1. Official certificate(s) (transcript(s), graduation certificate(s)/diploma(s), etc.) from public schools or institutions should be submitted with the attachment of original “**Apostille**”.
2. Official certificate(s) (transcript(s), graduation certificate(s)/diploma(s) etc.) from private schools or institutions, however, should be **officially notarized** by a notary, agency or any other authority competent under the law of the country of origin of the certificates, and then, should be submitted with the attachment of original “**Apostille**”.

N.B. All documents must be **in English**. Otherwise, you must get a notarized/certified **translation in English first** completed by a public notary in the country in which the documents were originally produced, and documents notarized in English attached with the original copies of documents finally can get apostilled and submitted.

B. Admitted students graduated from countries which are NOT signatories to the convention and do not recognize the Apostille must meet one of the following requirements:

1. Official certificate(s) (transcript(s), graduation certificate(s)/diploma(s), etc.) must be **legalized by a Korean consular officer** in the country which issued the certificates.
2. Applicants from these countries should submit the **official certificate(s) with the attachment of an Authentication** (ex. Certificate of Authentication or Certificate of Overseas Educational Institutions) issued by the Korean Embassy or Consulate.

N.B. All documents must be **in English**. Otherwise, you must get a notarized/certified **translation in English first** completed by a public notary in the country in which the document was originally produced, and documents notarized in English attached with the original copies of documents finally can get authenticated and submitted.

C. Admitted students graduated from the universities/institutions in China

1. **Certificate(s) of Degree(s)/Graduation** must be issued by the China Credentials Verification (<https://www.chsi.com.cn/>).

FAQ for Apostille

A. In which countries does the Apostille Convention apply?

The Apostille Convention only applies if both the country where the public document was issued and the country where the public document is to be used are parties to the Convention. A comprehensive and updated list of the countries where the Apostille Convention applies, or will soon apply, is available in the Apostille Section of the Hague Conference website – <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41> – of the Apostille Convention.

- If your public document was issued in a country where the Apostille Convention does **not** apply, you should submit a **Certificate of Authentication** issued by the Korean Embassy or Consulate in your country.

B. Where can I get an Apostille?

Each country that is party to the Convention must designate one or several authorities that are entitled to issue Apostilles. These authorities are called *Competent Authorities* – only they are permitted to issue Apostilles. The list of all Competent Authorities designated by each country that has joined the Apostille Convention is available in the Apostille Section of the Hague Conference website.

C. How much does an Apostille cost?

The Apostille Convention is silent on the cost of Apostilles. As a result, the practice among Competent Authorities varies greatly. Many Competent Authorities do charge for Apostilles; when they do, the prices vary greatly. For practical information on the prices that individual countries charge, see the information available in the Apostille Section of the Hague Conference website.

For further details, please see the website of the Hague Conference at <http://www.hcch.net/> and the ABCs of Apostilles (<https://assets.hcch.net/docs/6dd54368-bebd-4b10-a078-0a92e5bca40a.pdf>). The Hague Conference is the organization that developed the Apostille Convention. All relevant and updated information about the Apostille Convention is available in the Apostille Section of the Hague Conference website.

The List of Countries for Apostille certificates

A. Albania / Andorra / Antigua and Barbuda / Argentina / Armenia / Australia / Austria / Azerbaijan
B. Bahamas / Bahrain Barbados / Belarus Belgium / Belize / Bolivia / Bosnia and Herzegovina / Botswana / Brazil / Brunei Darussalam / Bulgaria / Burundi
C. Cabo Verde / Chile / China, People's Republic of / Colombia / Cook Islands / Costa Rica / Croatia / Cyprus / Czech Republic
D. Denmark / Dominica / Dominican Republic
E. Ecuador / El Salvador / Estonia / Eswatini (formerly Swaziland)
F. Fiji / Finland / France
G. Georgia / Germany / Greece / Grenada / Guatemala / Guyana
H. Honduras / Hungary
I. Iceland / India / Indonesia / Ireland / Israel / Italy
J. Jamaica / Japan
K. Kazakhstan / Korea, Republic of / Kosovo / Kyrgyzstan
L. Latvia / Lesotho / Liberia / Liechtenstein / Lithuania / Luxembourg
M. Malawi / Malta / Marshall Islands / Mauritius / Mexico / Monaco / Mongolia / Montenegro / Morocco
N. Namibia / Netherlands / New Zealand / Nicaragua / Niue / Norway
O. Oman
P. Pakistan / Palau / Panama / Paraguay / Peru / Philippines / Poland / Portugal
R. Republic of Moldova / Republic of North Macedonia / Romania / Russian Federation
S. Saint Kitts and Nevis / Saint Lucia / Saint Vincent and the Grenadines / Samoa / San Marino / Sao Tome and Principe / Serbia / Seychelles / Singapore / Slovakia / Slovenia / South Africa / Spain / Suriname / Sweden / Switzerland
T. Tajikistan / Tonga / Trinidad and Tobago / Tunisia / Türkiye
U. Ukraine / United Kingdom of Great Britain and Northern Ireland / United States of America / Uruguay / Uzbekistan

V. *Vanuatu* / **Venezuela (Bolivarian Republic of)**

* Contracting Parties to this Convention that are also Members of the HCCH (i.e., the Organisation) are in **bold**;

** Contracting Parties that are not Members of the HCCH are in *italics*.

✂ **The list of signatory countries may change due to the change of convention.**

Please check the link as follows: [The list of countries for Apostille certificates](#)

■ Appendix 4

Recommendation letter for 2026 KOICA

Korea University Graduate School of International Studies

• Applicant's information

Full Name		Date of Birth	(MM/DD/YYYY)
Email Address		Contact No.	
Application Number		Relationship with the Recommender	

• Recommender's information

Full Name		University/Coll ege/Institution	
Official Email at Work		Contact Number at Work	
Number of Year You Have Acquainte d with the Applicant	() Year () Month	Your Signature	

※ **Your personal information will only be used in the admissions process.**

※ Please kindly note that the collection of your personal information (including the Business Card) is just to clarify if the recommendation letter is authentic; written originally from the recommender, not written by the applicant, agency, or counterfeited by any case. Your kind support for applicants and understanding will be highly appreciated.

※ The recommendation letter must be written **in either English or Korean.**

※ The recommender's full name and signature must be **handwritten or digitally-signed on all the pages.**

※ The recommendation letter must be sent in PDF format directly from the recommender's official work email account to gsiskoica@korea.ac.kr.

Do you agree and grant consent to Korea University to provide your personal information above?

I agree.

I do not agree.

• A copy of business card

If you don't have it, any materials which shows the recommender's occupational information will be acceptable.
(e.g. screenshot of the webpage which indicates the faculty in the institution, etc.)

- **Recommender's letter**

1. I verify that the contents of this letter is true.
2. If I found to have written false statements or asked another person to write on my behalf, I understand that the applicant's admission may be revoked.
3. I pledge not to disclose the contents of this letter of recommendation to anyone and in any case.

Recommender's name: _____

Recommender's signature: _____

Date of Written: _____ (MM / DD / YYYY)

■ Appendix 5

OATH OF UNDERTAKING FOR THE PARTICIPANT

I, _____, as an incoming participant of the Graduate School of International Studies (GSIS) at Korea University (KU), do hereby pledge to conduct myself in a dignified manner “at all times, and in all things, and in all places.” As such, I will faithfully abide by all Korean laws, the regulations of the Korea International Cooperation Agency (KOICA), and the rules of GSIS and KU, including those of the dormitory where I will reside. In addition, I pledge that I will refrain from performing the following undesirable acts:

- Academic misdemeanor including plagiarism, cheating and poor performance;
- Discrimination based on race, religion, gender, or any other type of discrimination;
- Sexual harassment or sexual abuse;
- Illicit or intimate affairs, especially with a co-participant during the program;
- Violent or unbecoming conduct, or willful misconduct;
- Unreported or unofficial temporary leaves;
- Unauthorized family visits during the official semester;
- Misdemeanor of excessive drinking; and
- Breaking any existing harmonious relationship.

I understand that failure on my part to keep this oath will subject me to disciplinary action by the concerned training institute/university, which may include suspension or forfeiture of my KOICA scholarship grant. Moreover, I will abide by the rules which the organization that I belong to will be notified and I will not be allowed to apply for a KOICA scholarship program again.

The Name and Signature of the Participant _____

Country _____

Date _____

Your obedience of the regulation of KOICA and KU and fulfillment of KU academic requirement are key factors in evaluating your performance. At the end of this program, the evaluation result of your performance will be reported to your immediate supervisor of your institution (company). Therefore please fill out the following information.

Name of your immediate supervisor _____

Name of your institution (company) _____

Position of your immediate supervisor _____

Contact information of your immediate supervisor

Postal address _____

Email _____

Phone number _____

VII. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of International Studies, Korea University

- **Admissions Division**

- E-mail: gsiskoica@korea.ac.kr

- **Student Affairs Division**

- Email: gsiskoica@korea.ac.kr

- **Homepage:** <https://int.korea.edu/kuis/index.do>

- **Address: (02841) Administration Office of Graduate School of International Studies**

Room #223, International Studies Hall, Korea University 145 Anam-ro, Seongbuk-gu, Seoul,
Republic of Korea

2) General requests regarding 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.