

KOICA-SNU Master's Degree Program in Public Management and Administrative Reform

August 25, 2026 – December 20, 2027

Seoul, Republic of Korea



Korea International Cooperation Agency



Graduate School of Public Administration
Seoul National 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- SNU Master's Degree Program in Public Management and Administrative Reform**

■ **Duration Details**

- **Academic Duration: 2026.09.1.~2028.02.29. (17 months)**

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

○ Pre-Course: (Online) : 2026.08.10.~08.21.

○ Regular-Course : (Offline)

2026 Fall semester 2026.09.01~2026.12.12

2026 Spring semester 2027.03.01~2027.06.12

2026 Fall semester 2028.09.01~2028.12.14

- **Stay Duration: 2026.08.25.~2027.12.20. (Approx. 17 months)**

During 17 months in Seoul National 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 of Public Administration (MPA)**

** 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 enhance the public administration capabilities of KOICA partner countries by cultivating talents oriented towards problem-solving through the development of core public management skills
- 2) To contribute to the innovation and strengthening of digital capabilities in the public sector of KOICA partner countries by developing leaders in administrative reform and digital transformation
- 3) To foster talents who will lead the localization of the Korean national development model, thereby contributing to the global dissemination of the Korean model and the establishment of a global knowledge network

■ **Training Institute:**

- Graduate School of Public Administration (GSPA),
- Seoul National University (SNU)

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

■ **University Admission Qualification:**

◆ **Eligibility**

Applicants should meet all of the following requirements by August 31, 2026 to be eligible for admission.

◆ **Level of Education**

Applicants must hold the following academic degree or equivalent degree from an accredited institution:

1) Master's Programs: a bachelor's degree or higher

※ Applicants who earned higher education credentials/certificates outside the conventional education system are not eligible to apply.

Those "credentials/certificates" include, but are not limited to:

- Bachelor's Degree Examination for Self-Education (in Korea) or other qualification/degree equivalency exams
- Home schooling and/or cyber learning (Applicants who were required to take courses offered by their institution online/remotely due to **COVID-19** are eligible to apply if they provide an Explanatory Statement and corresponding official evidence.)

※ Graduates from Korean universities may apply.

※ Applicants who will complete their courses by August 31, 2026, and whose degree will be awarded in September 2026 are also eligible to apply.

◆ **Nationality Requirements**

• **The applicant and his/her parents must not be Korean citizens.**

※ If the applicant and/or his/her parents were Korean citizens before, both the parents and the applicant must renounce Korean citizenship before July 10, 2026.

- In this case, the applicant **must submit an official certificate of renunciation of Korean nationality**, such as a Certificate for Renunciation of Korean Citizenship or Korean Residence Registration as a Foreigner, etc.

◆ **Required Documents (e-mail submission)**

• **Applicants who do not submit the required documents within the application period will be disqualified. (Additional document submissions are not allowed after the application deadline.)**

• **All documents must be written in Korean or English.**

• Submitted files should be in PDF format.

- Applicants should merge multiple files within the same category into a single attachment.

- Unidentifiable files (e.g., encoded or unopenable files) will be considered non-submitted, so please double-check before submission.

- Personal information, personal statements, study plans, and uploaded files can still be modified during application period.

• If the documents submitted by applicants are deemed insufficient, they may be requested to provide additional documents for further scrutiny to confirm their validity.

◆ **Precautions for Applicants**

• **Applicants are not allowed to submit multiple applications.**

(If an applicant applies for more than one department, he/she will be disqualified.)

• For information on **the availability of English courses in their desired program**, applicants should **contact the corresponding program/department** directly.

• Admitted students wishing to take a leave of absence after enrollment should contact their college directly.

- **The admission/preliminary admission offer** is only valid for the current semester and **cannot be deferred to a future semester**.
- After admission, **it is mandatory for admitted students to review materials or e-mail information sent** from the SNU GMPA office.

◆ **Applicants may be disqualified if:**

- They are **expected to graduate** at the point of application but **fail to submit a graduation certificate after admission**.
- Admitted applicants **submit their graduation certificate and transcript without Apostille or authentication by the Korean Embassy or Consulate after admission** when they submit the original documents of university application documents. (to KOICA overseas office / Korean Embassy)
- Admitted applicants **fail to submit some or all of the original documents**.
- They **pay tuition fees to two or more domestic or international universities** during the same admission period.
- They are still registered at another university even after the date of admission to SNU (**regarded as dual enrollment**).
- Admitted students fail to register (complete payment of tuition) during the designated period.
- Any dishonest means, such as submitting false (forged or altered) documents, is found at any point in the admission process. **(This applies even after a student enrolls.)**

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

■ **Accommodations:**

○ **Seoul National University Dormitory (SNU Gwanak Residence Halls, Gwanaksa):**

- **1, Gwanak-ro, Gwanak-gu, Seoul, 08826, Republic of Korea**

(08826 서울특별시 관악구 관악로 1 서울대학교 관악학생생활관)

- This dormitory is located within walking distance to GSPA on the Seoul National University campus.
- Double occupancy: 2 people per room
- Each room is furnished with two beds, two sets of desks and cabinets, a LAN port, an air conditioner and a shower booth.
- Communal Area (Shared): Kitchen, Reading Room, Laundry and Drying Room and Lounge
- Halal food is NOT offered in the dormitory cafeteria, but there is a restaurant(Sandwich Cafe) that is selling the halal food around the dormitory building.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term	Date (YYYY.MM.DD)	Contents / Remarks
Course Registration	2026.08.06~08.13	• Course Registration for Fall Semester: Registration for 4 courses (12 credit hours) * Mock Registration Period: 30 July ~ 2 Aug
Preparatory Session (Online)	2026.08.10~08.21 (2 weeks)	• Preliminary Coursework Study: <Basic Statistics>, <Basic Research Methodology>, <Basic Korean>, <Korean Culture and History> • Country Report Lecture (1) • SNU International Students Association Orientation
Arrival	2026.08.25~08.31	• Arrival in Korea • KOICA Orientation • Medical Check-up (To be decided) • Alien Card Application
GMPA Orientation	2026.09.01	• Master's Program Orientation & 2026 Commencement Meeting
2026 Fall Semester (1st semester)	2026.09.01~12.12 (15 weeks)	• Application for Student Card (S-card) and Opening a Bank Account • Enrollment in 4 Courses (12 credit hours) • Mid-term Exam (8th week) and Final Exam (15th week) • <Basic Korean> (non-credit) • Seminars, Roundtable Discussions, Forums, and Special Lectures • Study Tour • Course Registration for Winter Semester: Registration for 1 course (3 credit hours) • Country Report Orientation • Country Report Review Seminar • Assignment of Thesis Advisor • GMPA Conference • <Human Rights and Gender Equality> Education (Online)
Winter Break	2026.12.13~12.21	• Winter Break • Understanding Korean Law Education for International Students (Online)
Winter Semester (2nd semester)	2026.12.22~ 2027.01.23	• Enrollment in 1 Course (3 credit hours) • Mid-term Exam (8th session) and Final Exam (15th session) • <Basic Korean> (non-credit) • <Thesis Writing Workshop>
Winter Vacation	2027.01.24~02.28	• <English Essay Writing Workshop> (optional) • Course Registration for Spring Semester: Registration for 4 courses, including <Korean Language and Korean Culture> (9 credit hours) • Public Internship * <Korean Language and Culture>: Substitute course for thesis qualifying exam (non-credit course)

Term	Date (YYYY.MM.DD)	Contents / Remarks
2027 Spring Semester (3rd semester)	2027.03.01~06.12 (15 weeks)	• Enrollment in 4 Courses (9 credit hours) • Thesis Qualifying Examination (6 March) • <Thesis Topic Presentation Workshop> • Mid-term Exam (8th week) and Final Exam (15th week) • Country Report Lecture (2) • Seminars, Roundtable Discussions, Forums, and Special Lectures • Course Registration for Summer Semester: Registration for a maximum of 2 courses (maximum 6 credit hours) • Application for Thesis Submission and Submission of Thesis Summary • Submission of Thesis Proposal for Preliminary Thesis Examination (oral defense on 26 May) • Study Tour • Seminars, Roundtable Discussions, Forums, and Special Lectures
Summer Break	2027.06.13~06.21	• Summer Break
Summer Semester (4th semester)	2027.06.22~07.24 (5 weeks)	• Enrollment in 1~2 Courses (3~6 credit hours) • Mid-term Exam (8th session) and Final Exam (15th session)
Summer Vacation	2027.07.27~08.31	• <Data Research for Thesis Writing> (optional) • Course Registration for Fall Semester: Registration for 2 courses (6 credit hours)
2027 Fall Semester (5th semester)	2027.09.01~12.14 (15 weeks)	• Enrollment in 2 Courses (6 credit hours) • Mid-term Exam (8th week) and Final Exam (15th week) • Intermediate Thesis Exam & Final Thesis Exam (oral defense) • Country Report Lecture (3) • Seminars, Roundtable Discussions, Forums, and Special Lectures • Submission of the Final Version of Thesis • Study Tour • Action Plan Workshop
	2027.12.23	• Closing Ceremony of the 2025 KOICA Scholarship Program
	~2027.12.28	• Departure
	February 2028	• Master's Degree Certificate to be Granted in February 2028

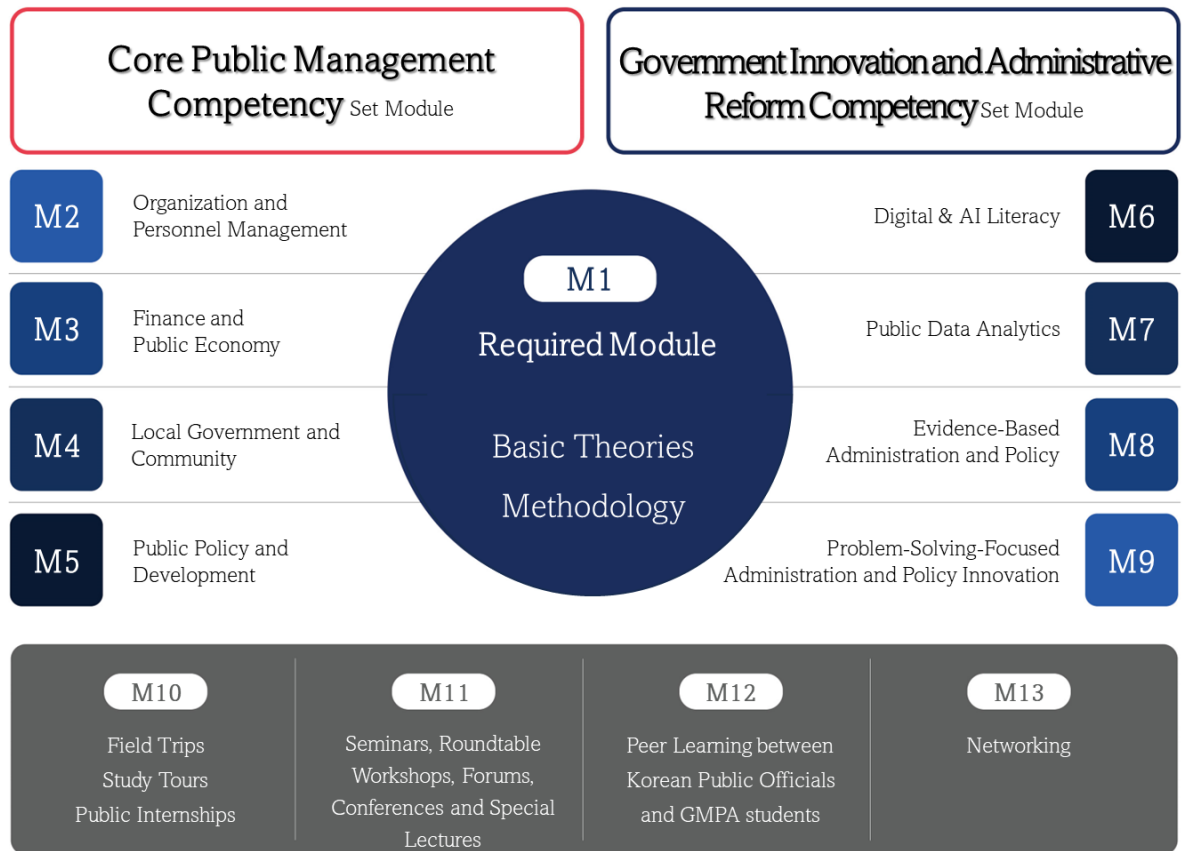
*THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.

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

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

2. CURRICULUM

The Master's Degree Program in Public Management and Administrative Reform consists of three regular curriculum modules and various extracurricular activities modules.



* M: Module

- <Theories of Global Public Administration> and <Theories of Global Public Policies> will serve as the foundational understanding of public management and administrative reform.
- <Social Research Methods of Public Administration> and <Statistical Analysis of Public Administration> will be offered to ensure an unbiased and error-free understanding and utilization of public sector statistics and data. Additionally, for students with limited knowledge of statistics, <Basic Statistics> will be offered during a preparatory semester to facilitate sequential learning.

Course Nature	Module	Course Title
Required	Basic Theories	• Theories of Global Public Administration • Theories of Global Public Policies
	Methodology	• Social Research Methods of Public Administration • Statistical Analysis of Public Administration

- The advanced study program in core public management and government innovation and administrative reform in the digital transformation era comprises two sets of modules, each consisting of four modules. Students will deepen their understanding of both theories and techniques through these module-based studies.
- The "Core Public Management Competency Set Module," one of the two aggregate modules, comprises four individual modules (Modules 2 to 5): "Organization and Personnel Management," "Finance and Public Economy," "Local Government and Community," and "Public Policy and Development."
- The other aggregate module, "Government Innovation and Administrative Reform Competency Set Module for the Era of Digital Transformation," consists of four modules (Modules 6 to 9): "Digital & AI Literacy," "Public Data Analytics," "Evidence-Based Administration and Policy," and "Problem-Solving-Focused Administration and Policy Innovation."
- The specialized major courses, "Core Public Management Competency Set Module" and "Government Innovation and Administrative Reform Competency Set Module for the Era of Digital Transformation," are supplemented by lectures and weekly roundtable discussions involving case presentations and debates on administrative reform. Additionally, they are enhanced by practical, case-centric special lectures conducted in an omnibus format by faculty from GSPA and external experts, aimed at enhancing problem-solving abilities in each specialized field.

Course Nature	Set Module	Module	Course Title
Elective	Core Public Management Competency	Organization and Personnel Management	Theories of Public Organizations
			Human Resource Management
			Government and Transparency
			Global Leadership and Public Ethics
		Finance and Public Economy	Government and Market
			Economic Development and Leadership in Asia*
			State, Capital, and Labor in the Era of Globalization*
		Local Government and Community	Central-Local Governmental Relations
			Public Policy and Community Well-Being
			Development Policy in the Global Context
		Public Policy and Development	US Foreign Policy Study
			International Trade Policy Study
			Economic Governance and National Security*
			Understanding International Development*
	Government Innovation	Digital & AI Literacy	Internet Policy and Law
			Artificial Intelligence and Public Policy

	and Administrative Reform Competency		Data Science Seminar (Big Data, AI, and Innovation)*
			Basics of Mathematics and Statistics for Data Science*
		Public Data Analytics	Theories of Administrative Information Systems
			Informatization and E-Government
			Public Data Analytics
			Understanding and Analysis of Data Data Science Project*
		Evidence-Based Administration and Policy	Theories of Policy Process
			Policy Analysis
			Policy Evaluation
			Theories of Performance Management Evidence-Based Public Policy Management
		Problem-Solving-Focused Administration and Policy Innovation	Theories of Citizen Participation
			Public Administration and Communication
			Governance in Modern Welfare States
			Customized Health Care Theory*
			Evaluation of International Development Projects

- NOTE: 1. Courses marked with an asterisk (*) are available in other graduate schools.
Up to 12 credits earned from different graduate schools can be included in the 33 credits required for graduation.
2. The currently offered GSPA courses in English are displayed in bold font
3. You should check the availability of the subjects you want to enroll in each semester at <https://sugang.snu.ac.kr/>.

1) CURRICULUM & CREDITS

- The credits required to complete the master's program: **33 credits**

Semester	Type	Credits	Course Title
2026 Preliminary Session		-	• Basic Statistics • Basic Research Methodology • Basic Korean • Korean History and Culture
2026 Fall Semester Four courses (12 credits)	Required	6	• Theories of Global Public Administration • Social Research Methods of Public Administration • Basic Korean I (non-credit)
	Elective	6	• Two Choices of Elective Courses from Module 2 to Module 9 (6 credit hours)
Winter One course (3 credits)	Required	3	• Topics in Public Administration (TBC) • Basic Korean I (non-credit)
2027 Spring Semester Four courses (9 credits)***	Conditional Elective	3	• Theories of Global Public Policies • Korean Language and Korean Culture* (non-credit) • Statistical Analysis of Public Administration
	Elective	6	• Two Choices of Elective Courses from Module 2 to Module 9 (6 credit hours)
Summer One course (3 credits)	Elective	3	• Topics in Public Administration (TBC)
2027 Fall Semester Two courses (6 credits)	Required	3	• Reading and Research I
	Elective	3	• Two Choices of Elective Courses from Module 2 to Module 9 (6 credit hours)

NOTE: 1. The above curriculum is subject to change.

2. Korean Language and Korean Culture*: This non-credit course is an alternative to the Korean Language Examination, a pre-requisite for submitting a master's thesis.

2) GRADUATION REQUIREMENTS

- ① Students must obtain 33 credit hours and a minimum average of B0 (3.0) to be qualified to write a thesis and get the master's degree.
- ② Students should pass the qualifying examination of writing a thesis to be held in the first week of the second semester.
- ③ Students should sign up for <Korean Language and Korean Culture> and obtain a minimum C- or Success. This course is a non-credit course, which is an alternative course for the Korean language examination.
- ④ Having fulfilled the conditions above, students can apply for thesis examination, which consists of three parts: 1) preliminary thesis examination (oral defense), 2) intermediate thesis examination, 3) final thesis examination (oral defense). To pass the final thesis examination, students should obtain a minimum B0(3.0) and submit the final thesis in PDF and print copy.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field Trips

- o The program includes two field trips, each lasting maximum of two nights and three days.
- o Field Trip 1 and Field Trip 2 will feature visits to industrial, cultural, and historical sites and tourist attractions in Gyeonggi, Jeolla, and Gyeongsang provinces.

2) Study Tours

- o These are day trips to public offices, public organizations, government complexes, historic places, and IT villages, encompassing 5 to 6 tours.

3) Fellowship Events

- o Membership training for newcomers, sports events, and social gatherings such as pizza or barbecue parties organized by the GSPA Student Council.
- o International food festival, sports day, and cultural trips arranged by the SNU International Students Association (SISA)
- o Additional friendship events organized by GMPA students.

4) Workshops

- o Thesis Writing Workshops Organized by the GMPA Office
- o Academic Writing Workshops and Thesis Topic Presentation Workshops
- o Action Plan Workshop

5) Other Extracurricular Activities

- o Roundtable

Weekly roundtable discussions will be conducted for the Class of 2024 in the GMPA program. These sessions will feature a diverse cohort of GMPA students, including Korean and foreign government officials, who will engage in in-depth dialogues on public issues. This platform is designed to enhance students' understanding of public management and administrative reforms, mainly focusing on challenges and opportunities in the digital transformation era.

- o Seminars, International Conferences, and Special Lectures

In GSPA, GMPA students are afforded rich research opportunities through three research institutes and twelve research centers. These entities focus on critical issues pertinent to public management and administrative reforms in the digital age. Students are encouraged to actively participate in these activities, which include seminars, international conferences, and special lectures, fostering a comprehensive understanding and engagement with current public administration challenges and innovations.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University:

Seoul National University (SNU) was founded in 1946 as the first national university in Korea. SNU has the largest campus in Seoul and an agricultural campus in Pyeongchang in Gangwon Province. It has 15 Colleges and 12 Professional Schools with 2,344 full-time faculty members and 29,073 students enrolled in degree programs. SNU's global standing is 31st in the world and 18th in Asia by QS World University rankings. (Source: SNU, August 2025)

The Graduate School of Public Administration (GSPA) at Seoul National University (SNU) is the first professional graduate school established in Korea and was founded on April 1, 1959. Since then, GSPA has been crucial in developing public policy and administration education in Korea. GSPA graduates have been leading in the development of public policy and administration education in the nation. Therefore, the history of GSPA can also be the history of public administration in Korea. For more than 60 years, GSPA has been committed to empowering students to become experts and government officials who successfully apply their knowledge and skills in responding to public issues and faculty and scholars in various public policy and administration schools nationwide. In this respect, GSPA can be 'the cradle of national leaders' as its graduates demonstrate their ability by leading in the public field and other areas of society.

The GSPA of Seoul National University is one of Asia's leading educational institutions that achieved its success through world-class research and educational infrastructure, networks with developing countries, and various practical training programs. Furthermore, GSPA will leap to become one of the Global Top 5 administration, policy education, and research institutions through Vision 2030 and plan to nurture leaders for public sectors who lead creative innovation.

As of February 2025, 6,699 master's degree students and doctoral degree students had graduated from the GSPA, of which many became leaders in Korean society as high-level public officials: prime minister (1), deputy prime minister (1), minister (20), deputy minister (73), and professors and researchers, politicians, journalists, and corporate leaders.

The Global Master of Public Administration (GMPA) Program launched in September 2011 with a combined effort of GSPA-SNU and KOICA to cultivate students' adaptive capacities that will add value to economic and social development in their home countries.

The GMPA program consists of two different but highly relevant courses. It enables students to form an extended global network between public officials from Korea and countries with a cooperative relationship with KOICA. The two master's courses include one for highly distinguished public officials from developing countries and another for public officials appointed by the Ministry of Security and Public Administration, Republic of Korea.

So far, 400 GMPA students from 56 countries have been studying at the GMPA. As of September 2025, 50 participants from 16 other countries and 17 from the South Korean government officials are now attending the GMPA program. We also look forward to having new students in September 2026.

2) Official Website :

- o **Seoul National University:** <https://en.snu.ac.kr/index.html>
- o **Graduate School of Public Administration(GSPA):** <https://gspa.snu.ac.kr/en>
- o **Global Master of Public Administration(GMPA):** <http://gmpa.snu.ac.kr>

3) Location of GSPA-SNU

The Graduate School of Public Administration is located in Bldg. 57 & 57-1, Seoul National University at 1 Gwanak-ro, Gwanak-ku, Seoul, 08826, Republic of Korea.

2. ACCOMMODATION

Gwanak Residence Halls accommodates over 6,000 residents from around Korea and around 100 countries. It provides residents with living quarters to study, relax, and meet people from various backgrounds. This multicultural living environment will provide an opportunity to learn and practice respecting others and living happily together.



1) Type of Dormitory Room: Double Occupancy (2 people sharing a room)

2) Facilities in the Dormitory Room

- o Each room is furnished with a bed, desk, chair, closet, bookshelf, roll screen, phone, mini-refrigerator, shoe rack, air conditioner, bathroom, shower room, and LAN port internet and email on hand and 220V power.
- o Individual heating system
- o Personal items including bed sheets, blanket and pillow are NOT provided.
- o Possessing or using any of the electric heating appliances is prohibited.

3) Common Area

- o Cooking Room: Induction, microwave (each floor)
- o Laundry Area: Located on the 1st floor of Bldg. 900~903, 1st floor and 7th floor of Bldg. 904~905

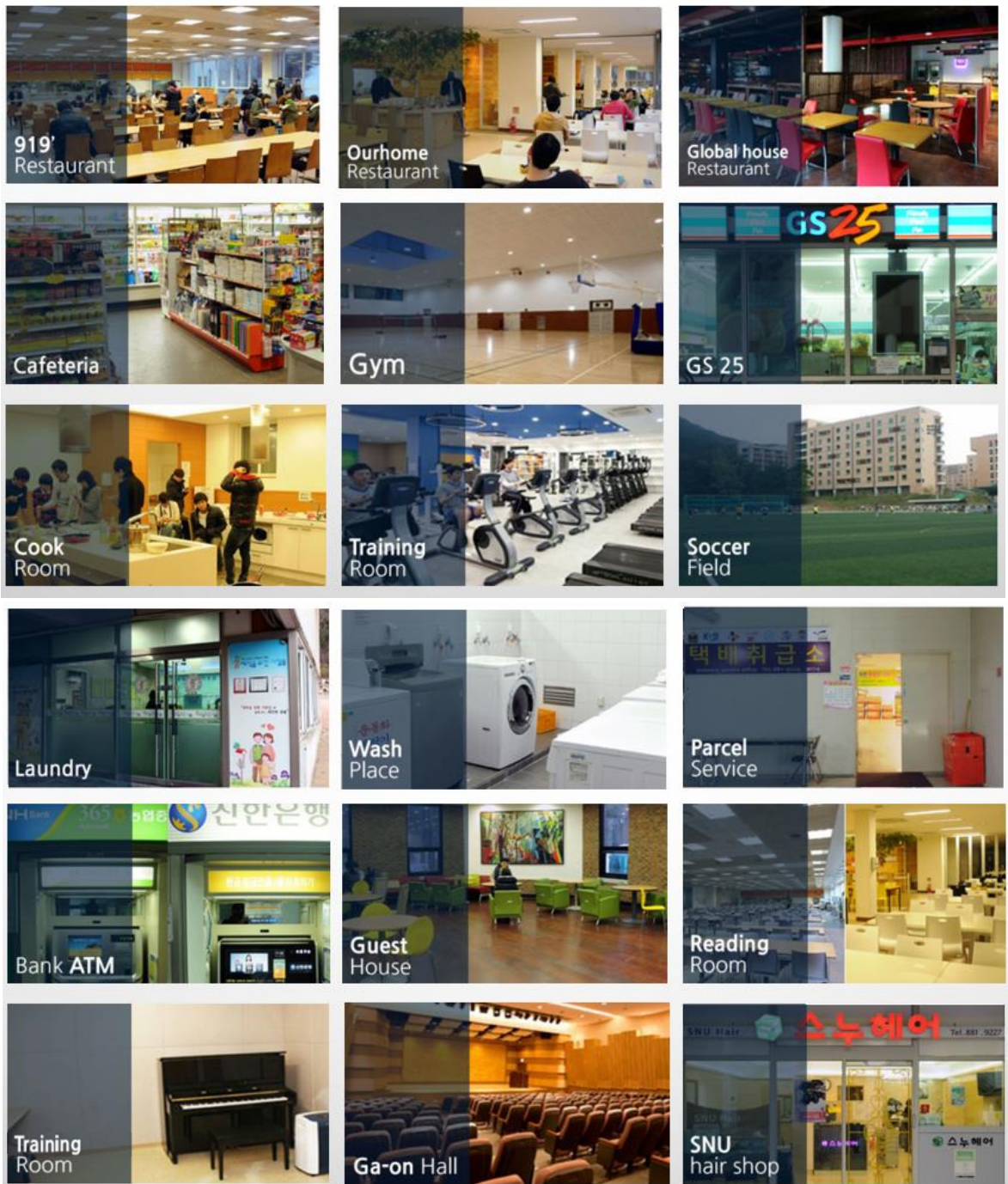
4) Resident Assistance Office

- RA Office is in the lobby of each dormitory building.
- Working hours: Weekdays 19:00~23:00
- RA's responsibilities are to focus on the quality of life in the residence halls and foster community, support residents.

5) Location of Gwanak Residence Halls

- 1, Gwanak-ro, Gwanak-gu, Seoul, 08826, Republic of Korea

Gwanak Residence Halls



3. OTHER INFORMATION

1) Education Facilities of GSPA-SNU



2) Excellent Facilities of Seoul National University



Central Library



POSCO Sports Center



Museum of Arts

3) Dining on Campus

There is a wide range of meals available from on-campus cafeterias and restaurants, which charge about 3,000 ~ 10,000 KRW per meal. The menu is updated in English daily on the SNU mobile application.

Cafeterias/ Restaurants	Floor	Seats	Main users	Menu	Hours (during school semesters)		
					Mon-Fri.	Sat.	Sun.
Cafeteria Student Center {Bldg.C-63, Student Center}	1	380	Stu.	Meals	08:00-9:30 11:00-14:30 17:00-19:00	11:30-14:00 17:00-19:00	Closed
	B1	270	Stu.	Meals, snack	Closed	Closed	Closed
Cafeteria NO.3 {Bldg.C-75-1}	3	500	Stu.	Meals	11:00-14:00 17:00-19:00	Closed	Closed
	4	400	Stu.	Meals	Closed	Closed	Closed
Dorm Cafeteria {Bldg.J-919}	1	232	Stu.	Meals	11:30-13:30 17:30-19:00 (Breakfast - Closed)	Closed	11:30- 13:30 17:30- 19:00 (Breakfast - Closed)
Engineering &Research Center 2 Cafeteria {Bldg.F302}	1	300	Stu.	Meals	11:30-13:30 17:30-19:00	Closed	Closed

DongWeon Cafeteria {Bldg.F113}	2	328	Stu.	Meals	11:00-14:00	Closed	Closed
Lounge'O {Bldg.F113}	1	100	Fac.	Italian food	10:30-18:00	10:30-18:00	Closed
Jahayeon Cafeteria {Bldg.H-109}	2	268	Stu.	Meals	11:30-14:00 17:00-18:30	Closed	Closed
	3	148	Fac.	Korean traditional & Western cuisine	11:30-14:00 (Evening – for group reservation)	Closed	Closed
College of Engineering Snack Bar {Bldg.E-30-2}	1	120	Stu.	Chinese food	11:00-18:30 (break time : 14:30-15:30)	Closed	Closed
Engineering & Research Center 1 Cafeteria {Bldg.F301}	1	100	Fac.	Meals	11:30-13:10	Closed	Closed
	B1	200	Stu.	Meals	11:00-13:30 17:00-18:30	Closed	Closed
Doorae-Midam Restaurants {Bldg.D-75-1}	5	479	Fac.	Korean traditional cuisine	11:00-14:00 17:00-19:00	Closed	Closed
Cafeteria 220 {Bldg. #220}	B1	220	Stu.	Meals	11:30-13:10 17:00-18:30	Closed	Closed

4) Medical Facilities in the City

- **SNU Health Service Center (SNUHSC):** <http://health4u.snu.ac.kr/en/index.do>

The Seoul National University Health Service Center (SNUHSC), located on the 3rd floor of the Student Union Center has played a pivotal role in improving the Seoul National University (SNU) members' healthcare and health promotion since its foundation in 1957.

To provide high-quality medical care for the university members, the SNUHSC runs a comprehensive primary care clinic and various specialty clinics in cooperation with the SNU Hospital (SNUH) and SNU Dental Hospital (SNUDH).

- All medical staff members are specialists and general practitioners of SNUH and SNUDH.
- When a specialty clinic is closed, all primary care services are available at the Family Medicine Clinic.
- You are required to make online reservations for SNUHSC. It is easy and fast.
- The SNUHSC transfers patients to Boramae Hospital and SNU Hospital when further treatment is needed.

○ Clinic Timetable (FEB 2024)

Dept	Hours	MON	TUE	WED	THU	FRI
Family Medicine	AM 09:00 ~ 12:00	•	•	•	•	•
	PM 01:30 ~ 05:30	•	•	•	•	•
Internal Medicine	AM 09:00 ~ 12:00		•	•		•
	PM 01:30 ~ 05:30			•	•	
Psychiatry	AM 09:00 ~ 12:00		•	•	•	•
	PM 01:30 ~ 05:30	•	•	•	•	•
Ear, Nose, Throat	AM 09:00 ~ 12:00	•				
	PM 01:30 ~ 05:30					
Dermatology	AM 09:00 ~ 12:00					
	PM 02:00 ~ 05:30				•	
Ophthalmology	AM 09:00 ~ 12:00			•		
	PM 01:30 ~ 05:30			•		
Gynecology	AM 09:00 ~ 12:00					
	PM 02:00 ~ 05:30		•			
Orthopedics	AM 09:00 ~ 12:00					•
	PM 01:30 ~ 04:30					•
Smoking Cessation Clinic	AM 09:00 ~ 12:00					
	PM 02:00 ~ 05:30	•				
Weight management Clinic	AM 09:00 ~ 12:00					
	PM 02:00 ~ 05:30		•			
Dentistry	AM 09:00 ~ 12:00		•	•	•	•
	PM 01:30 ~ 05:30			•	•	•

○ **Lunch Time** 12:00 ~ 13:30

You can register starting from 1:30 pm.

On Friday, you can register until 4:30 pm.

○ Seoul National University Hospital

- **The Seoul National University Hospital**, the leading tertiary care facility in Korea, has now extended its services and programs of the International Clinic in response to the increasing demand of foreign residents in Korea. Its services and programs include inpatient and outpatient care and consultations, mostly provided by a comprehensive range of advanced specialists.

- Appointment

You can make an appointment by submitting an application that includes your name, age, gender, address, telephone number, nationality, and the medical services or consultations you need.

- Medical Service:

Tel. +82-2-2072-2890 (Mon. ~ Sat: 9am to 5pm, Sat: 9am to 12pm)

Fax. +82-2-763-0395(Medical Service), +82-2-741-0545(Dental Service)

E-mail: ih@snuh.snu.ac.kr Website: <http://www.snuh.org>

- **SMG-SNU Boramae Medical Center**

Seoul Metropolitan Government - Seoul National University (SMG-SNU) Boramae Medical Center has developed into Seoul's premier municipal hospital. The medical center offers low-cost public healthcare and the nation's highest level of treatment services at the same time. All the faculty and medical staff of Boramae Medical Center are employed by and dispatched from Seoul National University Hospital.

- **Appointment**

You can make an appointment by contacting the call center. The contact point is as below.

- **Medical Service:**

Tel. +82-2-870-2177 (Mon. ~ Sat). 8:30am to 5:30pm, Sat. 8:30am to 12:30pm)

Fax. +82-2-870-2177 (24 hrs.)

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

- 1) Students must attend all of the classes they have registered for each semester. Without a good reason, any student who has failed to participate in the class for at least two-thirds of the total class hours shall not sit for the examination.
- 2) If a student is absent for the reasons below, the student must notify the GMPA Office (snugmpa@gmail.com) in advance to get approval.
 - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
 - Participation in seminars or conferences (including international ones)
 - Participation in other events
 - Hospitalization due to illness or accident
- 3) In the event of illnesses or emergencies, students who will be absent for less than seven days (including holidays and weekends) must submit written notification of such absence to the GMPA Program Director. For absences longer than seven days, students must provide a written diagnosis by a physician.

2. EXAMINATIONS AND GRADE EVALUATIONS

1) Minimum Grade Point Average Requirement

Students must achieve a minimum a B0 grade point average to be qualified to submit a thesis and to obtain the master's degree.

2) Regular Exams and Make-up Exam

- Regular Exams: Mid-term (7th to 8th week), Final (15th week of the semester)
- Make-up Exams: If a student cannot sit for an exam due to an illness or any other emergency situation, the student must notify the professor in charge before the examination date, obtain approval to sit for the exam at another time, and notify the GMPA Office.

3) Qualification to Sit for an Examination

- Any student who, without good reason, has failed to attend the class for at least two-thirds of the total course hours shall be prohibited from sitting for the exam.

4) Academic Performance Evaluation Method

- The academic performance will be on a 100-point score scale for each course registered. Grades will include classroom performance (presentation, attendance), assignment, and test performance (mid-term and final exam).
- Grades will be calculated on a curve as follows:
 - A to A+: 30% of the students in the class
 - B+ to A-: 40% of the students in the class
 - B and below: 30% of the students in the class.

3. ACADEMIC INTEGRITY AND PLAGIARISM

- 1) Academic integrity means honesty and responsibility in scholarship. All academic work should result from a student's efforts. Academic work completed in any other way is fraudulent. Academic integrity infractions include cheating, plagiarism, fabrication, favors and threats, and academic interference.
- 2) Plagiarism is dishonest and prevents professors from assessing students' authentic strengths and weaknesses. No student shall represent another's sentences, work, or ideas as their own in any academic endeavor. A violation of this section includes but is not limited to copying, direct quotations, paraphrases, and borrowed facts or information.
- 3) Students will be evicted from the school if academic integrity infractions are found in the examination, assignment, or thesis writing. They will be asked to return to their country during the scholarship program.

4. GRADUATION REQUIREMENTS

- 1) Students must obtain 33 credit hours and a minimum average of B⁰ (3.0) to be qualified to submit a thesis and get a master's degree.
- 2) Students should pass the thesis qualifying examination of submitting a thesis to be held in the first or second week of the second semester.
- 3) Students should take the <Korean Language and Korean Culture> and obtain a minimum B⁰. This is a non-credit course, an alternative course for the Korean language examination.
- 4) Having fulfilled the conditions above, students can apply for the thesis examination, which consists of three parts: 1) preliminary thesis examination (oral defense), 2) intermediate thesis examination, and 3) final thesis examination (oral defense). To pass the final thesis examination, students should obtain a minimum of B⁰ (3.0) and submit the final thesis in PDF and print copy. The thesis will be graded A⁺, A⁰, A⁻, B⁺, B⁰, B⁻ or C. A⁺ ~ B⁰ means "PASS," and the oral defense score should be a minimum 60 out of 100.

5. ACCOMMODATIONS

- 1) Students must reside in the SNU dormitory. Living off-campus is not allowed in principle.**
- 2) Students must abide by dormitory regulations.**
 - SNU has stringent dormitory regulations, and all students must abide by them.
 - Students who violate dormitory regulations will be evicted and asked to return to their country immediately.
- 3) Cooking is only allowed in the communal cooking area.**
 - Induction, microwave, and water purifier are in the cooking room located on each floor.
 - Cooking in a dormitory room is prohibited.

6. PARTICIPANT RESPONSIBILITIES:

- 1) Take up the scholarship in the academic year (deferral is not allowed).
- 2) Follow the training program with utmost effort and abide by the training institute's (SNU) rules.
- 3) Reside in the SNU dormitory. Living off-campus is not allowed.
- 4) Maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain the University's minimum grades, KOICA may suspend his/her status as a KOICA program participant.
- 5) Participate in all activities associated with the approved course of study, including all lectures and tutorials, submit all work required for the course, and sit for examinations unless agreed otherwise by the training institute in advance.
- 6) Notify the training institute and get approval for a temporary leave.
- 7) Advise KOICA and the training institute of any personal or family circumstances, such as health or family problems, which may seriously affect their study.
- 8) Refrain from engaging in political activities or any form of employment for profit or gain.
- 9) Agree to KOICA collecting information concerning them and passing it to other relevant parties, if necessary.
- 10) Return to their home country upon completing their training program.
- 11) Do not extend the length of their training program or stay for personal convenience.
Neither KOICA nor the University will provide any assistance and be responsible for extending their stay.

V . PRECAUTIONS

1. Possibility of Online Program:

According to unavoidable emergency situation or unexpected circumstances, the academic program within this PI may be switched online. In accordance with 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. However, online course requests due to personal circumstances may not be accepted.

- 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 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. The cost of living does not increase with exchange rate fluctuations or inflation.

- 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.

- (Example) If the participant is delayed in arriving at the airport and fails to board the flight, any additional costs occurring thereof (flight change fees, etc.) is to be paid by the participant.

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.

- (Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).

6. Check-in to Dormitory:

- In principle, dormitory check-in is required of program participants.

7. Religious meals & Personal Food Preferences:

Religious meals and personal food preferences are not provided during the scholarship program 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 CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.

9. Dismissal of Participant Status

Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.

- ① Falsifying statements on any of their application documents or providing false information in their application documents
- ② Receiving serious disciplinary actions, such as suspension or expulsion from the university
- ③ Violating the Korean law
- ④ Temporarily leaving Korea more than once without permission
- ⑤ Involved in any political activities
- ⑥ Violation of the agreement with KOICA
- ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally
- ⑧ Behaving disgracefully or involving in any activities that do not align with the purpose of the program
- ⑨ Withdrawal from the program before completion
- ⑩ Failing to leave Korea within the given time frame as stated in 4 of this guideline Leaving Korea
- ⑪ Changing visa types without prior approval

10. Admissions Criteria

The admission decisions are made by comprehensively evaluating academic strengths, major aptitude, language proficiency, academic and extracurricular activities based on the submitted documents.

- Late submissions will not be accepted.
- The assessment is based on the documents submitted within the application period.
- After preliminary admission decisions are made, original copies of the uploaded documents must be sent by post or in-person.
- Depending on the policy of specific colleges or departments, applicants may be asked to undertake interviews, examinations, and/or performance tests. In such cases, applicants will be individually notified of the details.
- For further inquiries, please contact the corresponding department .
- Admission data, including the applicants' (dis)qualifications, the number of applicants, acceptance rates, assessment details, and reasons for rejection, will NOT be disclosed.

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).

■ 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) • Submit the application by University official e-mail(snugmpa@gmail.com) within the deadline. (Korea Standard Time)
- All the information for the admission process will be delivered by e-mail, applicants should check their e-mail. All consequences that applicants do not read e-mail notifications should be borne by the applicants.
 - **ONLY applicants who meet the qualification below can apply.**
 - 1) Be a citizen of the KOICA scholarship program target country
 - 2) Must meet the qualifications of KOICA scholarship Program
 - 3) Must meet the qualifications that university requires stated in the page 4-5

Admission Steps	Contents	Period
Step 1	Application Package Submission (Via e-mail)	January
Step 2	Document Screening	February ~ March
Step 3	Essay Test and Zoom Interview	April
Step 4	Local Medical Check-up	March ~ April
Step 5	Submission of Original University Documents (To KOICA country office/Korean Embassy)	May
Step 6	Admission Notification	June

* 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 institute by uploading them through email address. : snugmpa@gmail.com
- **Applicants are requested to email scanned copies of the university-required materials.**
- Please follow below instructions to email the university documents

① **File type:** PDF format. Merging multiple files within the same category into a single attachment (if total file size is too big to attach at once, please submit them into a compressed file format such as 'rar' and 'zip')

② **File name format:** SNU GMPA_ Nationality Applicants Name
(e.g. SNU GMPA_ South Korea_ABCDEF)

③ **University official e-mail:** snugmpa@gmail.com

- Please check the **page 29-31** for further details before preparing the university-required documents.
- Applicants must comply with the deadline and requirements in each step without exception.
- Applicants will get each due date by e-mail. Documents after the due date will not be accepted.

2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the KOICA country office or Korean Embassy (if 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 examine 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.

3) Step 3: Essay Test and Zoom Interview (University 2nd Round)

- Conducting Tests: The 2nd round, consisting of an essay test and a Zoom interview, is conducted by SNU-GSPA according to the scheduled interview.
- Notification of Schedule: The schedule for the 2nd round will be individually notified by the KOICA regional offices or Korean embassy, typically 2-3 before to the interview.
- Interview Results: Results of the interview will be announced by KOICA office or Korean embassy. (It will be also officially reported to the partner country's government.)

4) Step 4: Local Medical Check-up

- Those who have successfully passed the step 3 of the selection process (successful applicants of essay and Zoom interview) must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

5) Step 5: Submission of Original University Documents:

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 :
- Submitting Entity : **KOICA country office/Korean Embassy**
- Submitting Deadline :

※ 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 an original documents to university.

6) Admission Notification

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

▣ Required Documents

No	Document	Notes & Caveats
❖ Please download [Form1] ~[Form4] in the “SNU Application Forms (Masters).zip” attached.		
1	[Form1] Application for Admissions	+ Type in English and print out; Hand writing is not acceptable. + Personal information (e.g. name, date of birth) written on the form should be identical with the one on submitted documents.
2	[Form2] Personal Statement and Study Plan	+ 3,000 bytes limit including spaces and line breaks (approximately 600 English words) for each entry
3	[Form3] Two Letters of Recommendation	+ Total 2 Letters of Recommendation; one each from two recommenders + 3,000 bytes limit including spaces and line breaks (approximately 600 English words) for each entry + Applicants may designate individuals who are well aware of the applicants' academic abilities (e.g. faculty members at another university, managers/supervisors at work) if it is not feasible to receive the letters from faculty members at the institution of their enrollment.
4	Proof of Language Proficiency (A Minimum of One Document Required)	+ Submit a minimum of one document proving their English language proficiency. Applicants may submit the documentation confirming their program's medium of education if they have completed their entire bachelor's or master's degree program in English. + Minimum Language Proficiency Requirement Applicants should meet at least one of the following thresholds: [English] TOEFL iBT 80 / IELTS Academic Overall Band Score 6.0 / TEPS 269 - SNU will accept TOEFL MyBest (see below [Reference]), iBT Home Edition and IELTS Online scores but does not consider IELTS Indicator score and TOEFL ITP scores. + SNU would only accept above-mentioned test results if the tests were taken on or after March 1, 2023. Applicants are not allowed to submit language proficiency test results after the deadline under any circumstances. [Reference] TOEFL MyBest Scores System If applicants submit their TOEFL scores as proof of language proficiency, applicants are allowed to submit their TOEFL score via MyBest Scores System. (submitting scores from a single test date is also allowed.) ✦ TOEFL MyBest Scores Adding up best scores of each category from multiple TOEFL exam scores. • When submitting by MyBest Scores, the date of TOEFL exams for all 4 categories must be after March 1, 2024

5	Certificate of Graduation or Academic Degree (Bachelor) ※Apostille or consular authentication is required	+ A scanned copy of the original documents (with notarized, word-for-word translations in English if they are not written in English) within the application period. + Applicants who are unable to obtain a certificate of (expected) graduation from their previous or current university may submit substitute documentation, such as a certificate of enrollment, academic transcript, or official documents issued by university authorities, clearly indicating their (expected) graduation date. The substitute documentation must be accompanied by an explanatory statement. + If applicants have attended more than one college or university before the completion of their academic program, they should submit academic transcripts from all institutions they have attended.
6	Academic Transcript (Bachelor) ※Apostille or consular authentication is required	+ If applicants have not completed their final semester/academic year, they may submit the most up-to-date transcript. (e.g. If applicants are in the second semester of their final year, they may submit their most up-to-date transcript that reflects their academic progress up until the first semester of the final year.) + Applicants who have completed their academic program from universities in China must submit the ① Graduation Certificate ② Degree Certificate ③ Academic Transcript. Additionally, applicants must provide the ④ Online Verification Report of Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (中国高等教育学生信息网). All of the documents must be apostilled or authenticated by the Korean Embassy or Consulate abroad. ※ Apostille or consular authentication is NOT required during application period
7	Nationality Certificate of Applicants	+ A scanned copy of valid, unexpired passport ID pages. If not possible, submit the original or the original copy of nationality certificate with English notarization or the original copy of an identification card(nationality clearly indicated) with English notarization.
8	Nationality Certificate of Parents (One for Each Parent)	+ If one specific parent holds the parental authority due to death, divorce, single parenting or other valid reasons, applicants may only submit the nationality certificate of the parent with legal custody. + Applicants who once held Korean nationality must submit the government-issued Korean nationality renunciation document(s) pertaining to every individual who once held Korean nationality.
9	Certificate of Parent-Child Relationship	+ A copy of a certificate with the names of applicants AND both of their parents clearly indicated. (e.g. birth certificate, citizenship certificate, certificate of family relations) + If applicants have family-related circumstances (e.g. death, divorce, single parenting), they must provide the Explanatory Statement and corresponding official evidence. - Applicants must submit the official documents indicating the information of the parent with legal custody in case of divorce.
10	Curriculum Vitae	
11	Explanatory Statement [Form 4] & Supporting Documentation	+ Submit an explanatory statement along with relevant proof if applicants need to provide additional evidence for their eligibility and/or further explanation for their special circumstances.

■ Important Notice

- **Original documents must be submitted.** Should they be unavailable, copies of documents must be verified and certified by the issuing institution before they are submitted.
- Submitted documents will not be returned.
- If any of the submitted materials contain false information, the application will be automatically rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- Applicants should take full responsibility for any disadvantage due to mistakes or omissions of any information on the application documents.
- Soft copy for the university should be sent to snugmpa@gmail.com

■ Document Authentication (must be in Korean or in English)

- 1) Original Document (with Notarized Translation)
 - All documents should be issued directly by the corresponding institution with a signature or official seal of the authority.
 - If the original documents are issued in a language other than Korean or English, they need to be translated into Korea or English by an authorized notary office with a notary seal on it. (For originals in a language other than Korean or English, submit a notarized translation along with the original.)
- 2) Bachelor's Degree (or Graduation Certificate) & Transcript (Official academic transcripts must contain grades for all semesters)
 - In the case of the graduate certificate that is re-issued upon your request, it must be issued within 2 months of application.
 - Applicants are encouraged to have the documents apostilled or authenticated by the Korean Embassy in advance, as it may take a long time to complete the entire process in some countries.
 - Above documents must have apostilled by the government authorities or consulate authentications by the Embassy of the Republic of Korea located in the country where the original documents were issued.
 - For the degree/transcript written in languages other than English or Korean, applicants must submit an original copy of their degree and transcript along with a notarized translation.
 - The authentication can be done in the following ways:

Applicants from Member Countries of Apostille Convention	Applicants from Other Countries
Apostilled by government authorities; typically, by the Department of External Relations or Foreign Affairs	Certified by the Embassy or Consulate of the Republic of Korea with a seal or stamp

- For information about Apostille Convention Parties: www.hcch.net → Members & Parties → HCCH Members

VII. CONTACTS

1. CONTACT INFORMATION

1) Graduate School of Public Administration, Seoul National University

- **Admissions Division**

- E-mail: snugmpa@gmail.com

- **Student Affairs Division**

- Name: Minjai Kim

- Email: alswo5959@snu.ac.kr

- Tel: +82-2-880-4141

- Fax: +82-2-882-3998

- **Homepage:** <https://gmpa.snu.ac.kr>

- **Address:** Room 214, Building 57-1, 1 Gwanak-ro, Gwanak-gu, Seoul, 08826, Republic of Korea,
Graduate School of Public Administration

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.