No. 12037/03/2019 -FTC
Department of Personnel & Training
(Training Division)

Old JNU Campus, New Mehrauli Road
New Delhi, dt.15.05.2019

Training Circular

Subject : Fall 2019 admissions in KDI School of Public Policy and Management , Republic of Korea   **(Submission Deadline 22.5.2019)**
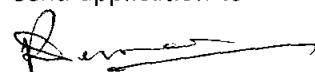
   The undersigned is directed to say that KDI School of Public Policy and Management, Republic of Korea is currently accepting applications for fall 2019 admissions. The following three full time programs of approx. one year have been offered:

(i) Master of Public Policy (MPP) (ii) Master of Development Policy (MDP) and (iii) Master of Public Management (MPM)

2. Scholarship is available for the officials of G20 member countries. Tuition fee waiver is also given Monthly stipend (about $1000) and round trip air fare is also provided.

3. The other terms and conditions have been mentioned in the application guidelines (enclosed).

4. It is therefore, requested that suitable and desirous candidates may please submit online application through the website of KDI directly after taking necessary approval from the concerned Ministry/ Department/Organization. There is no need to send application to DoPT.

(Rajendra Prasad Tewari)
Under Secretary to the Govt. of India
Tel No. 26165682

To,

1. All Ministries/Departments,

2. Hong. Ji Min(Ms),International Student Coordinator, Admission Division, KDI School of Public Policy and Management , 263Namsejong –ro,Sejong, Republic of Korea 30149

3. NIC with request to post the circular along with KDI application guidelines on this Department's website.

Dear Jitesh Kumar Gupta

Warm greetings from KDI School of Public Policy and Management

This is Jimin Hong from the Admissions Office at KDI School.

With appreciation for your continued cooperation it is my pleasure to inform you that KDI School is currently accepting applications for Fall 2019 admissions until May 22nd, 2019.

Attached you will find the application guidelines and school brochure which can be circulated among potential candidates for our scholarship programs.

If you have any outstanding candidates for Fall 2019 admissions, we would also appreciate it if you could send the list of candidates by **early May** so I can assist each candidate in completing his/her application submission.

And for the Seoul ODA Scholarship, the qualification has been changed a bit

the applicants from 300 countries only requires to be working as a public sector for over a year.

The details are also stated in our attached guideline.

Please find me as a contact one for further inquiries.

Thank you for your cooperation in advance.
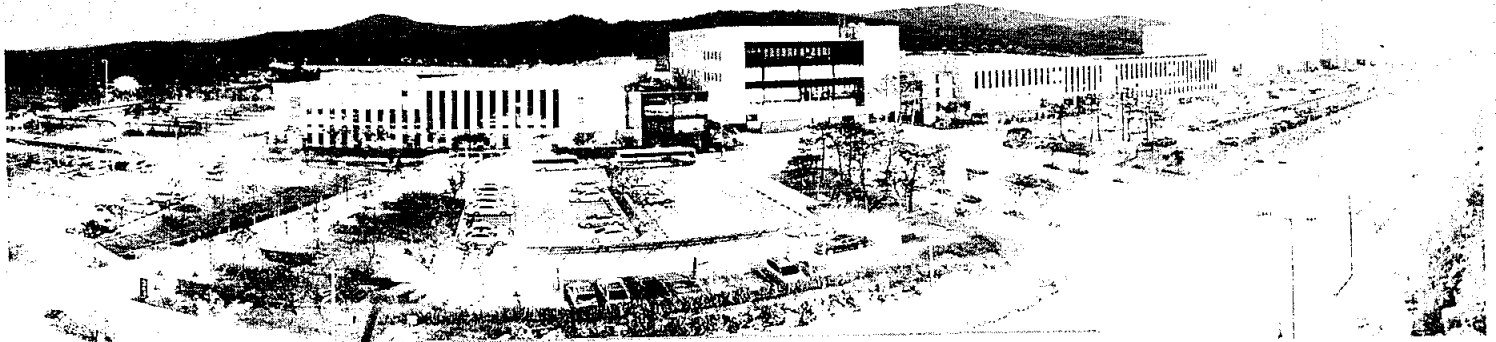
Sincerely,

Hong, Ji Min(Ms.)

International Student Coordinator

Admissions Division

Republic of Korea, Seoul

Tel. 82-44-550-1102

Application Guideline

for International Students

Contents
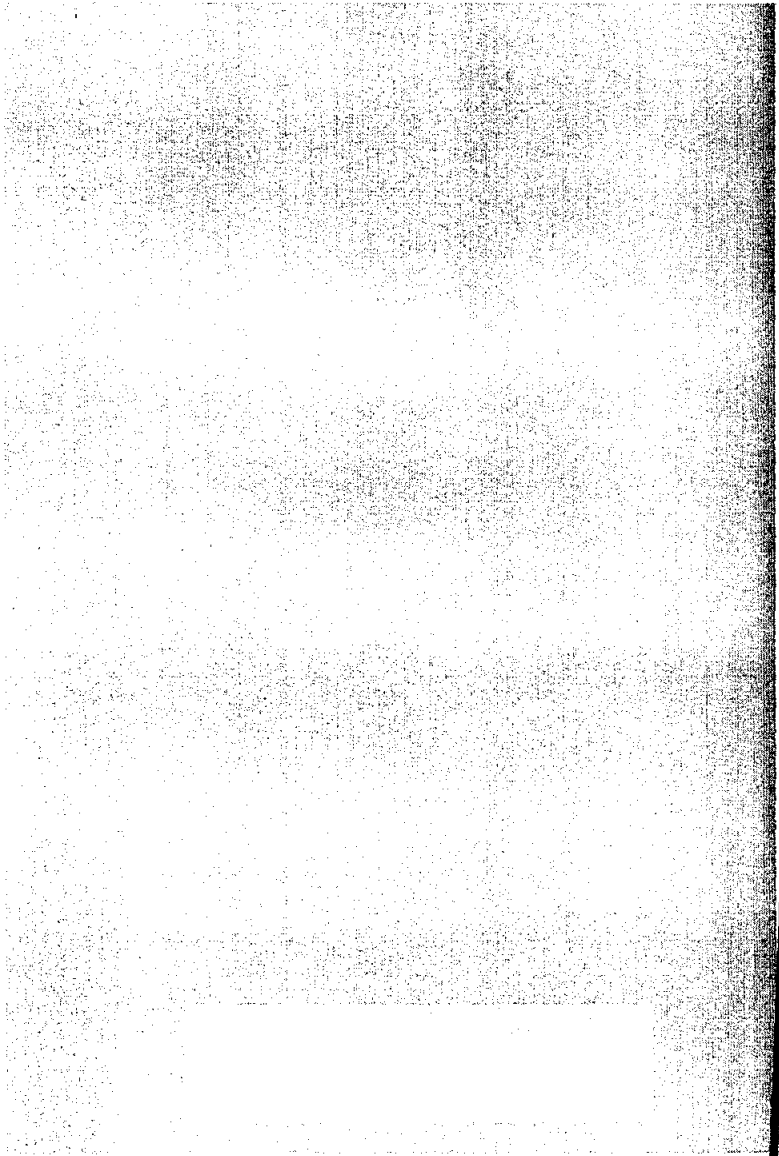
1. Admissions Overview & Schedule

1	Programs	**Master's Programs(full-time)** • Master of Public Policy • Master of Development Policy • Master of Public Management
2	Application Period	
3	Final Result	Early July, 2019
4	Program Entrance	Early September, 2019

1. Admissions Overview & Schedule

No.	Category	Period	Contents
1	Online Application	March 26 - May 22 (24:00 KST), 2019	• The online application is available at .... • The online application system will close by midnight on the deadline.
2	Document Submission	March 26 - May 22 (18:00 KST), 2019	• **All required documents must be** post mailed (Fedex or DHL etc.) • In 1 envelope at the admissions office no later than **the deadline**
3	Document Review	June, 2019	• If all required documents and online application are submitted on time, they will be reviewed by the admissions committee. • **The result of the document review will be available when you log in onto the online system at https://apply.kdischool.ac.kr.**
4	Interview	June, 2019	• Those who pass the document review will receive a pre-interview call prior to the actual phone or Skype interview.
5	Final Result	Early July, 2019	• **The final result will be announced via email and posted on the online application system.**
6	Registration	July, 2019 -August, 2019	• The admissions package will be sent to each admitted student by email and postal mail.
7	Program Entrance	Early September, 2019	• The Fall semester is scheduled to begin in **first week of September, 2019** and academic calendar will be provided upon admission.

* The schedule above is subject to change.

2. Academic Program

	Master's Program (full time)		
Programs	• Master of Public Policy (MPP) • Master of Development Policy (MDP) • Master of Public Management (MPM)		
Study Areas	• **Master of Public Policy (MPP)** - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy • **Master of Development Policy (MDP)** - Sustainable Development - International Development • **Master of Public Management (MPM)** - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy		
Duration	• About 1 year (3 semesters) • Coursework: 1st year at KDI School • Thesis Writing: 2nd year in home country		
Class Schedule	• Daytime(08:30 – 18:00)		
Requirements for Graduation	• Minimum 39 credits(Including research project)		

3. Program Information - MPP

		Contents
1	Master of Public Policy (MPP)	The Master of Public Policy (MPP) program is designed to provide global perspective and professional expertise in public policy areas. The program is highly regarded both in and outside of Korea, particularly among developing nations and government officials. The faculty with outstanding research backgrounds and empirical knowledge offers a leading curriculum that integrates theory and practice. Students are required to take one of the economic policy study areas, and may select additional study areas to cover 39 credits towards their graduation. The highly diverse student composition provides a unique educational environment. Both domestic and international students from all walks of life, including the government, the media, and NGOs are able to share ideas, knowledge and experiences, and build a dynamic global network. **Academic Goals** • Expand policy-makers' capability in policy planning, analysis and implementation • Foster professionals in the field of economic and social policies
		• Finance and Macroeconomic Policy • Trade and Industrial Policy • Public Finance and Social Policy • Regional Development and Environment Policy

3. Program Information – MDP

2	Master of Development Policy (MDP)	Based on the KDI's hands-on experience on development policy of over 40 years, the Master of Development Policy (MDP) program offers a curriculum where students can examine various issues of socio-economic development in both theoretical and practical frameworks. The program is specifically targeted for international professionals, including government officials, development consultants, and regional specialists who wish to contribute to development policy-making. The program is also focused on fostering professionals in the field of the official development assistance (ODA). Students must take the required core courses as well as a certain number of courses from Sustainable Development or International Development areas. **Academic Goals** • Build capacity in designing and implementing economic and social policies of developing countries • Train professionals in the field of official development assistance (ODA) and international development
		• Sustainable Development • International Development

3. Program Information – MPM

3	Master of Public Management (MPM)	The MPM seeks to fulfill policy management needs in today's global environment through an integrative education program that covers various facets of management and leadership in both public and private sectors.
		The aim of the program is to nurture professionals who can successfully navigate and manage the complexities of global and private policy environments, make preemptive decisions to deal with the challenges, and have the capacity to put them into action.
		Academic Goals
		• Improve comprehensive problem solving skills in public administration and management. with the help of reinforced understanding of global and private policy environment
		• Foster high-quality public workforce capable of policy design and execution
		• Public Administration and Leadership
		• Strategic Management
		• Global Governance and Political Economy

4. Scholarship Category

• All admitted international students become potential candidates for full or partial scholarship.

• More than 95% of current international students receive full tuition waiver and monthly stipend.

• Scholarship awards and benefits are decided by the admissions committee upon one's admission to the school.

No.	Scholarship Supporter	Category	Scholarship Title	Benefit
1	KDI School	Master's Program	Global Ambassador Scholarship(GAS)	- Tuition waiver - Monthly Stipend (About $850) * *All scholarship benefits are primarily intended for countries named on the **DAC List of ODA recipient nations**, as published by the OECD. (* If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship.)*
			Seoul G20	- Tuition waiver - Monthly Stipend (About $1000) - Round trip Air Fare

*The amount of monthly stipend is subject to change

5. Qualification for Master's Program

			Degree Qualification 학위자격
1	Global Ambassador Scholarship (GAS)	All overseas students who meet the Degree Qualification ※ Choose **'International general'** when creating an online application	(1) International Applicants must meet one of the following (① or ②) * Dual citizens(nationality) with Korean nationality are not eligible. ① A foreign national whose parents are both foreign nationals. • _If you are an applicant of Korean origin and want to qualify as an international applicant, you must provide (1) a certified copy of birth certificate proving your relationship with both your parents and (2) a copy of both parents' passports demonstrating their foreign nationalities.)_ ② An applicant who has completed at least 16 years of education (elementary, middle, high school, and university) in a foreign country. _* If you are an applicant of Korean origin and want to qualify as an international applicant, you must provide certified copies of academic transcripts or graduation certificates of your entire 16 years of education._
2	Seoul G20	Public officials who meet the Degree Qualification and one of the following requirements: *From Non-G20 Countries: ▷ Division head level (or) ▷ Over 6 years of working experience in the public sector *From G20 Countries: ※ Employment Verification should be signed in 2019 ※ Choose **'Seoul G20'** when creating an online application	(2) Applicants for Master's degree program must meet one of the following (①) ① A bachelor's degree holder from an accredited college or university. (min. 3 years) • _Applicants who are expected to graduate at the time of applying must first submit the certificate of expected degree at the time of applying. The official degree certificate (or diploma) must be submitted by August, 2019._ ② Educational attainment equivalent to bachelor's degree (min. 3 years) approved by law. _Seoul G20 scholarship may be considered as ... instead by the review of the_

6. Requirements – Application Documents

	Application Documents	Check List
0	**Document Check List** *Download the official form from	Attach it when you send your documents to KDI School
1	**Online Application** *Online application must be submitted at the following link:*	Required
2	**Statement of Purpose** (must use the official form) Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School. *Download the official form from	Required
3	**Certified Copy of Academic Transcripts** • Academic transcripts must provide a record of all the courses you have taken throughout the years of studying. • Applicants for Master's program must submit transcripts from undergraduate institutions. • Must submit an official document issued by the applicant's alma mater describing the **university's grade system if:** - An applicant's transcript does not include information on CGPA, marks or score percentile; or - The grades on an applicant's transcript are difficult to be converted into any one of the GPA criteria mentioned above.	Required
4	**Certified Copy of Degree Diploma, Graduate Certificate or Certificate of Expected Graduation** • Certificate of Expected Graduation must indicate anticipated graduation date and degree type. • Applicants for Master's program must submit certificates from undergraduate institutions. • The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree'.	Required

6. Requirements – Application Documents

5	**Recommendation Letter(s)** (you can submit either online recommendation(s) or hard copies of recommendation) Recommendation letter(s) should provide information about your performance in either an academic or a professional settings. If you choose; 1) **Online recommendation:** Please fill out the information of your reference in the 'references' tab in your online application system. 2) **Hard copy of recommendation:** The official form can be downloaded from. *. However, it is not required to use the official form.*	**One** **letter is required**
6	**Certified Copy of TOEFL, TOEIC, IELTS, TEPS, OPIC Score Report or Certificate of Medium of Instruction** • The tests must have been taken within 2 years of the proposed date of admission (The semester starts in September 2019 and the test must have been taken as of September, 2017). • Document(s) must be notarized or original. • Applicants could submit an official document issued by the university proving that all the courses are fully instructed in English instead.	Not required but Strongly Recommended
7	**Employment Verification** • The employment period and name of position must be specified. • The verification should indicate the employment category (e.g. public, private, NGO, etc.). • HR officer or supervisor of the applicant should write and sign the verification letter. • *The official form can be downloaded from* *. However it is not required to use the official form.*	If applicable* (required for Seoul G20 applicant)

6. Requirements – Application Documents

8	**Copy of Passport** The copy must show your photo, name, and expiration date.	Required
9	**Two Photos (3cm x 4cm) or Photo File Upload** If you have uploaded your photo on your online application, you do not have to send your photos again.	Required
10	**Video Essay** Create a YouTube video and provide us with a link when you submit your online application. Instruction is posted on our admissions website at	Optional
11	**Certified Copy of Birth Certificate & Copy of Both Parents' Passports or Certified Copy of Academic Transcripts or Graduate Certificates of 16 Years of Education in a Foreign Country** • Only applicable to applicants of Korean origin. • Birth certificate should prove your relationship with both your parents. • Copy of both parents' passports should prove their nationality.	If applicable (applicants of Korean origin only)

6. Requirements – Important Notices

Applicants are responsible for properly completing their application and sending their supporting documentation to KDI School on time.

- Submit the documents in order (Do not use stapler or clip)
- All required application documents must be submitted in one package via POSTAL MAIL(or in person) at the admissions office of KDI School by the deadline (Korea Standard Time).
- The online application must be submitted by midnight of the deadline. Please avoid submitting multiple online applications or entering incorrect information. The important notices and announcements are delivered via email entered in each applicant's online application. The admissions office will not be responsible for any consequences caused by incorrect information in the online application.
- Applicants may apply for one program only. Submitting multiple applications to more than one program will invalidate candidacy.
- Once you submit the online application, you cannot change your program in any case.
- If the information in the application documents is unclear or if any parts of the application documents are missing, the application will not be submitted for evaluation. If the above issues are found after the admission has been offered, the offered admission will be revoked.
- The submitted application documents will **NOT** be returned.
- All application documents must be typed (not hand-written) in English.
- Non-English based documents(original/certified) must be accompanied with notarized English translations.
- Please provide us with your application number when you communicate with KDI School.
- If any required documents are found to be false or counterfeit, admission to KDI School will be revoked.

6. Requirements – Document Authentication

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

6. Requirements – Document Authentication

Apostille member countries (refer to the Ministry of Foreign Affairs)	
Region	**Name of countries (2018.5)**
Asia, Oceania	Australia, parts of China (Macau, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, the Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Philippines, Tajikistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan,
North America	USA
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Commonwealth of Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Honduras, Saint Vincent, Peru, Trinidad and Tobago, St. Lucia, St. Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay
Africa	South Africa, Botswana, Burundi, Cabo Verde, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles
Middle East	Oman, Israel, Bahrain, Morocco, Tunisia

6. Requirements – Document Authentication

※ Please note that photocopies of academic documents <u>must be authenticated</u> with official seal or signature by a designated office. Follow the instructions below to authenticate your academic documents.

No.	Process
1	Photocopy your original academic documents. (e.g. graduate certificate, academic transcript)

No.	Process
2	Take your documents to one of designated offices. (See the list of designated offices in the previous page.)

No.	Process
3	Have them authenticate the photocopies with official seal or signature written in English

No.	Process
4	Submit them along with the rest of the required documents.

6. Requirements – Video Essay (Optional)

• If you decide to submit a video essay, please prepare a one-minute-long video by answering the following question: **"What do you do? And how do you think KDI School education will change what you do?"**

• It is the applicant's responsibility to correctly configure the security and access settings for the video. We suggest using YouTube channel with the "Unlisted Video" setting so that only individuals who have the URL can view it.

• The applicant is also responsible for adhering to the terms and conditions of the website used to share the video essay.

• We are unable to watch videos that come in any form other than a URL link. We will not accept videos sent by email or on DVD through the mail.

• Please limit your video to **maximum 1 minute.** Those exceeding 1 minute may not be evaluated.

[KDI School] Fall 2019 Admission – applicant# & Full Name

7. Contact Information

• Address (Document Submission) :

• Phone : +82-44-550-1281/1220

• E-mail :

• Office Hour : 9:00~18:00((Monday – Friday), KST

• Website : http://admissions.kdischool.ac.kr/