No.12040/46/2014-TRG(FTC/IR)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated – April 09, 2014

TRAINING CIRCULAR

Subject: KDI Master's Programme for Publoc Policy and Management

The KDI School, Korea has invited applications for Master of Public Policy and Master of Development Policy. The programme will be started from September 15, 2014 for which the admission will be taken upto May 23, 2014.

2.   The Master of Public Policy (MPP) is designed to provide a global perspective and professional expertise in public policy areas where as the Master of Develoopment Policy (MDP) examines various socio-economic issues in both the theoretical and the practical framework and provide capacity building for international professionals, including government officials, development consultants and regional specialists who wish to contribute to development policymaking. Detailed information about guidelines, application form, university information etc is available on the KDI website **www.kdischool.ac.kr**. Applicants must choose their desired fields of study from the listed programmes in the University Information section provided by participating universities.

3.   **Qualifications:**

Applicants must meet one of the following:

I.   A foreign national whose parents are both foreign nationals (if the applicants are an applicant of Korean origin, he must provide a birth certificate showling his relations with both his parents and copies of both parents' passports demonstrating that they are not Korean)

II.   A foreign national who has completed at least 16 years (elementary, middle, high school and undergraduage) of education in a foreign country (the applicant must provide official transcripts of graduation certificates of his entire education)

Applicants for Master's degree programme must meet one of the following:

I.   A bachelor's degree (should be awarded by August, 2014) from an accredited college or university (or certificate of expected graduation)
II.   Educational attinment equivalent to bachelor's degree approved by law

4.   In addition to above, the following information in respect of the nominated officers may please be mentioned while furnishing the nomination:-

a) Whether attended any foreign training programme in the past?   If so, the duration/detail thereof;
b) Whether cleared from vigilance angle;
c) Age;
d) Whether working in North East State/J&K;
e) A brief in 50-100 words justifying the nomination.

5.   It is therefore requested that the nomination of suitable candidates may please be forwarded **(in two copies)** in prescribed form available in KDI website to this Department duly authenticated by the HOD of the concerned Department/Ministry in accordance with the eligibility criteria. For any further queries, the candidates may contact at the following address:

> The Office of Admissions
> KDI School of Public Policy and Management
> 85 Hoegiro Dongdaemun-gu Seoul, 130-722, Korea
> Phone:+82-2-3299-1281/1057
> E-mail:**admissions@kdischool.ac.kr**

6.   The applications should reach this Department through the Administrative Ministry/State Government not later than **May 10, 2014**. Nominations received after the prescribed date will not be considered. The application guidelines for the programme may also be drawn from Ministry of Personnel, Public Grievances and Pensions' website **(persmin.nic.in).**

(N.K. Wadhwa)
Under Secretary to the Government of India
Tele.No.011-26165682
E-mail-ID naresh.wadhwa@nic.in

Copy to:

   a) The Secretary to all the Central Government Ministries/Department,
   b) The Chief Secretaries to all the State Governments/Union Territories(with request to circulate the same amongst their related Departments/Organizations),
   c) NIC with request to post the circular along with the JICA's circular on this Department's website.

KDI SCHOOL
KDI School of Public Policy and Management

Application Guideline

for International Students

Fall 2014

Master of Public Policy
Master of Development Policy

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1. Admissions Schedule

■ Overview

Category	Fall 2014
Program Entrance	September 15, 2014
Admissions Period	March 28 ~ May 23, 2014
Admission Procedure	Application → Document Review → Interview → Final Announcement
Programs Offered	• Master of Public Policy (full-time) • Master of Development Policy (full-time)

■ Admissions Schedule in KST (Korea Standard Time)

Online Application	**March 28 ~ May 23 (24:00)**
↓	- Submission of online application must be completed before midnight of the deadline. The online application system will be closed after midnight.
Document Submission	**March 28 ~ May 23 (18:00)**
↓	- All required documents must be delivered in <u>one envelope</u> by 6 p.m. on the deadline. (Registered mail or door-to-door deliveries are recommended.) - Arrival of the documents will be indicated on the online application system.
Document Review	**Early June**
↓	- If the online application and all the required documents are submitted on time, they will be reviewed by the admissions committee. - The result of the document review will be posted on the online application system. - Those who pass the document review will be contacted for the interview arrangement.
Interview	**Mid June**
↓	- The interview will be conducted in English either by Skype or phone depending on the preference of the candidate.
Final Result	**July 4**
↓	- The final result will be announced through email and posted on the online application system.
Registration	**July ~ August**
↓	- The admissions package will be sent to each admitted student by email and postal mail.
Program Entrance	**September**
	- All classes will be held at Sejong City starting from the year 2015. (The KDI School is moving to its new campus in Sejong city, which is a special administrative district created by the Korean government.)

2. Master's Program

1. Master of Public Policy (MPP)

The Master of Public Policy (MPP) program is designed to provide a global perspective and professional expertise in public policy areas. The program is highly regarded both in and outside Korea, particularly among developing nations and government officials. The faculty with outstanding research backgrounds and empirical knowledge offer a leading curriculum that integrates theory and practice. 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. The MPP students should take core courses and declare 2 concentrations.

- **Core Courses:**
  - Analysis of Market and Public Policy
  - Quantitative Methods

- **7 Concentrations:**
  - Finance and Macroeconomic Policy
  - Trade and Industry Policy
  - Public Finance and Social Policy
  - Regional Development and Environment
  - International Relations and Political Economy
  - Entrepreneurship and Private Sector Development

2. Master of Development Policy (MDP)

Based on KDI's hand-on experience on development policy, the Master of Development Policy (MDP) program examines various socio-economic issues in both the theoretical and the practical framework. The program provides capacity building for international professionals, including government officials, development consultants and regional specialists who wish to contribute to development policymaking. Additional focus falls on fostering professionals in the field of Official Development Assistance (ODA). The MDP students should take core courses, a certain number of development track courses, and declare one concentration.

- **Core Courses:**
  - Analysis of Market and Public Policy
  - Introduction to Research methods
  - Introduction to Development Policy

- **7 Concentrations**

- **Development Tracks**

3. Qualifications

■ **Applicant Qualification**

Applicants must meet <u>one</u> of the following:

① A foreign national whose parents are both foreign nationals

(If you are an applicant of Korean origin, you must provide a birth certificate showing your relations with both your parents and copies of both parents' passports demonstrating that they are not Korean.)

② A foreign national who has completed at least 16 years (elementary, middle, high school, and undergraduate) of education in a foreign country (You must provide official transcripts or graduation certificates of your entire education.)

■ **Degree Qualification**

Applicants for Master's degree program must meet <u>one</u> of the following:

① A bachelor's degree from an accredited college or university (or certificate of expected graduation*)

The degree should be awarded by August, 2014.

② Educational attainment equivalent to bachelor's degree approved by law

4. Required Documents

■ Application Documents

No	Documents	Master's Degree
1	**Online Application**	●
2	**Statement of Purpose (*must use the official form*)** Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. *Download the official form from the KDI School's website: **Click***	●
3	**Certified Copies of Academic Transcript*** - Academic transcripts must provide a record of all the courses you have taken throughout the years of studying. - Copies must be certified. *(Please see Document Authentication/Legalization for requirements.)*	●
4	**Certified Copies of Degree Diploma or Certificate of Expected Graduation** - Certificate of Expected Graduation must indicate anticipated graduation date and degree type - Copies must be certified. *(Please see Document Authentication/Legalization for requirements.)*	●
5	**Official Transcript from Graduate Institution(s)**	If applicable
6	**Certified Diploma from Graduate Institution(s)**	If applicable
7	**Recommendations** Recommendation letter should provide information about your performance in academic or professional settings. *The official form can be downloaded from the KDI School's website. However, it is not required to use the official form. **Click***	Two
8	**TOEFL, TOEIC, IELTS, TEPS Score Report (or certificate of medium of instruction*)** Score report(s) must be for TOEFL, TOEIC, TEPS, IELTS or other internationally recognized standardized exams. The tests must have been taken within 2 years of the proposed date of admission.	Strongly Recommended
9	**Employment Verification** (required if currently employed)** The term (dates) of employment should be specified. *The official form can be downloaded from the KDI School's website. However it is not required to use the official form. **Click***	If applicable
10	**Copy of Passport** Please ensure to copy the page where your photo and expiration date shows.	●
11	**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.	●
12	**Birth Certificate & Copies of Both Parents' Passports OR Academic Transcripts or Graduate Certificates of 16 Years of Education in a Foreign Country** - **Only applicable to applicants of Korean origin.** - Birth certificate should show your relations to both parents - Both parents' passports should show their nationality	If applicable (applicants of Korean origin only)

*Candidates who received their bachelor's or higher degree from an English-speaking country may submit the certificate of medium of instruction.

**For the Seoul G20 Global Leaders Fellowship, applicants must submit Employment Verification to prove eligibility. (Eligibility: Division head-level or above, or minimum 6 years of working experience in the public sector)

■ Important Notices

① All required documents must arrive to the admissions office of the KDI School before the deadline (**Address: The Office of Admissions, KDI School, 85 Hoegiro Dongdaemun Gu, Seoul 130-722, South Korea**)

② Important notices and announcements are delivered via email and an incorrectly entered email address in the online application will cause a delay in the receipt of important information.

③ Applicants may apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate candidacy.

④ All required documents must be sent in <u>one package</u> to the admissions office by post and <u>the submitted documents will not be returned</u>.

⑤ Submission of the online application and arrival of the required documents must be completed before the deadline. If the information submitted in the application package is unclear or if any parts of the application material are missing, his/her application will not be sent for evaluation. If the above issues are found after the admission has been offered, the offered admission will be rescinded.

⑥ If any required documents are found to be false or counterfeit, admission to the KDI School will be revoked.

⑦ The applicant's <u>name and date of birth entered in the online application must be exactly the same as those in his/her passport</u>.

⑧ All application forms must be typed in English.

⑨ Non-English or Non-Korean based documents must be accompanied with notarized English translations. (The translations should also be certified.)

■ Document Authentication/Legalization

For authentication, academic documents should be:

Applicants from **China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru**	**All other applicants**
Apostilled (by government authorities; typically by Department of External Relations or Foreign Affairs)	Certified by the issuing institution with an official stamp and signature
OR	**OR**
Certified by the Korean Embassy or Consulate with a seal or stamp	Certified by the Korean Embassy or Consulate with a seal or stamp
OR	**OR**
Certified by embassy of the applicant's home country in Korea	Certified by embassy of the applicant's home country in Korea
OR	**OR**
Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)	Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)
Note: An extra copy might be requested at the Korean embassy when applying for an entry visa after your admission to the school.	

Please note that documents with <u>copied</u> seal/stamp/signature will <u>not</u> be considered authenticated documents.

- Original Document → Acceptable
- Copy <u>with</u> authentication → Acceptable
- Copy <u>without</u> authentication → Unacceptable
- Copy of the authenticated document (copied again after authentication) → Unacceptable

*None of the submitted documents will be returned.
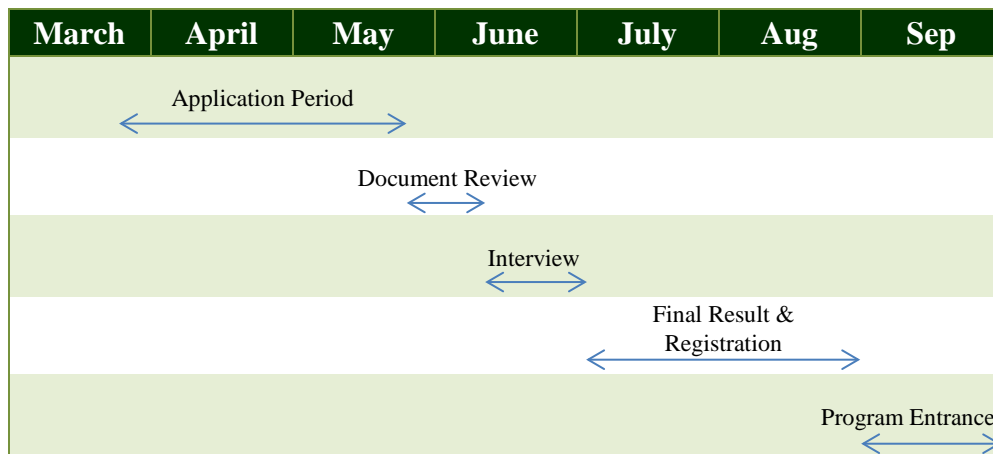
5. Contact Information

Address:
The Office of Admissions
KDI School of Public Policy and Management
85 Hoegiro Dongdaemun-gu Seoul, 130-722, Korea

Phone: +82-2-3299-1281/1057
E-mail: admissions@kdischool.ac.kr

6. Process Checklist

■ Admission Process

March	April	May	June	July	Aug	Sep
	Application Period					
		Document Review				
			Interview			
				Final Result & Registration		
						Program Entrance

■ Online Application

☐ Is the name on my online application same as that of my passport?

☐ Is my e-mail address on the online application accurate?

☐ Did I click on the submit button after completing my online application?

☐ Did I receive an email indicating successful submission of my online application?

■ Documents

☐ Are my documents certified and prepared as indicated in the guideline?

☐ Do I have all the required documents in one envelope?

☐ Did I use a delivery service ensuring date of arrival no later than the deadline?

☐ Have I received any e-mails regarding the application?

☐ Did I receive an email indicating successful submission of my application documents?