

No.15016/3/2014-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: the 9th of October 2014

CIRCULAR

Subject: KDI Master's and Ph. D. Programmes for Public Policy and Management for the Spring 2015

The undersigned is directed to state that the KDI School of Public Policy and Management, Korea has invited applications for the following courses for the year 2015:

- a) Master of Public Policy (MPP)
- b) Master of Development Policy (MDP)
- c) Master of Public Management (MPM) and
- d) Ph.D. in Public Policy (PP)

2. The offered programmes are designed to provide a global perspective and professional expertise in the area of public policy, various socio-economic issues in both the theoretical and practical framework and to prepare qualified candidates to produce cutting-edge research in their chosen field and to equip them with the skills they need to ascend to leadership positions in the public or private sector.

3. The programme is going to be started from February 2015 for which the admission will be taken up to October 24, 2014.

4. **Qualifications:**

Applicants must meet one of the following:

- I. A foreign national whose parents are both foreign nationals must provide a birth certificate showing 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 undergraduate) of education in a foreign country 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 at least by December, 2014) from an accredited college or university
- II. Educational attainment equivalent to bachelor's degree approved by law.

Applicants for Ph. D. degree programme must meet one of the following:

- I. A master's degree from an accredited college or university (or certificate of expected graduation at least by December 2014)
- II. Educational attainment equivalent to master's degree approved by law.

6. Every year KDI School admits international students from 70 different countries and 95% of them receive full tuition and monthly stipend (approx 1000 USD) while pursuing their Master's or Ph. D. Degree."

7. 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.

8. 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.

9. 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

10. The applications should reach this Department after filling online (link is available in the application guideline uploaded in DOPT website and may be accessed through persmin.nic.in → DOPT → Training Wing → Circular) through the Administrative Ministry/State Government not later than **October 20, 2014**. Nominations received after the prescribed date will not be considered. The application guidelines for the programme may 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

Spring 2015

Master of Public Policy (MPP)

Master of Development Policy (MDP)

Master of Public Management (MPM)

Ph.D. in Public Policy (PP)

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1. Admissions Schedule

■ Overview

Category	Spring 2015 Admissions
Program Entrance	Early February, 2015
Admissions Period	August 29 ~ October 24, 2014
Programs Offered	<ul style="list-style-type: none"> • Master of Public Policy (full-time, part-time) • Master of Development Policy (full-time, part-time) • Master of Public Management (full-time, part-time) • Ph.D. in Public Policy (full-time only)

**The application period for the MPM program will be announced through admissions website in September.*

■ Admissions Procedures (KST, Korea Standard Time)

Online Application	August 29 ~ October 24 (24:00)
	- Submission of online application must be completed by midnight of the deadline. The online application system will be closed after midnight.
Document Submission	August 29 ~ October 24 (18:00)
	<ul style="list-style-type: none"> - All required documents must be delivered in one envelope 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 November
	<ul style="list-style-type: none"> - 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.
Interview	Mid November
	<ul style="list-style-type: none"> - Those who pass the document review will be contacted for the interview arrangement and a pre-call prior to the actual interview. - The interview will be conducted in English either by Skype or phone.
Final Result	Early December
	- The final result will be announced through email and posted on the online application system.
Registration	December ~ January
	- The admissions package will be sent to each admitted student by email and postal mail.
Program Entrance	Early February 2015
	- Note: The KDI School is moving to its new campus in Sejong City, which is an administrative district created by the Korean government.

2. Program Information

■ 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
- **Study Areas:**
 - Finance and Macroeconomic Policy
 - Trade and Industry Policy
 - Public Finance and Social Policy
 - Regional Development and Environment

■ 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
- **Study Areas**
 - Finance and Macroeconomic Policy
 - Trade and Industry Policy
 - Public Finance and Social Policy
 - Regional Development and Environment
 - Public Administration
 - Strategic Management and Leadership
 - Global Governance and Political Economy
- **Development Track**
 - Aid and Development
 - Finance and Development
 - Human Capital and Economic Development
 - Korean Economic Development
 - Planning and Managing Development Projects
 - Trade and Development
 - Development and Social Change in Korea
 - Entrepreneurship and Development
 - Gender and Development
 - Population and Development
 - (More than 40 courses are offered.)

■ Master of Public Management (MPM)

The Master of Public Management (MPM) seeks to fulfill policy management needs in today's global environment through an integrative educational program that covers various facets of management and leadership in both the 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.

- **Core Courses:**
 - Public Organizations and Management
 - Strategic Management and Leadership
 - Theory and Practice of Political Economy in the Glocalization Era
- **Study Areas**
 - Public Administration
 - Strategic Management and Leadership
 - Global Governance and Political Economy

■ Ph.D. in Public Policy (PP)

The KDI School offers Ph.D. in Public Policy with two specializations to choose from: Economic Policy and Development Policy. The goal of the Ph.D. program is to prepare qualified candidates to produce cutting-edge research in their chosen field and to equip them with the skills they need to ascend to leadership positions in the public or private sector.

- **Common Requirements:**
 - Econometrics I & Econometrics II
 - Microeconomics I
 - Foundations of Public Policy
- **Major Requirements:**
 - Economic Policy : Microeconomics II, Advanced Macroeconomic Policy
 - Development Policy : Development Economics, Advanced Topics in Development Policy

3. Qualifications

■ Applicant Qualification

Applicants must meet **one** of the following:

- 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 undergraduate) 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 education.)

■ Degree Qualification

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

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

**The degree should be awarded at least by December, 2014.*

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

Applicants for Ph.D. degree program must meet **one** of the following:

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

**The degree should be awarded at least by December, 2014.*

- ② Educational attainment equivalent to master's degree approved by law

4. Requirements

■ Application Documents

No	Documents	Master's	Ph.D.
1	Online Application <i>*Online application must be submitted at the following link: Click</i>	•	•
2	Statement of Purpose (<i>must use the official form</i>) Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School. <i>*Download the official form from the KDI School's website: Click</i>	•	•
3	Certified Copy of Academic Transcripts - Academic transcripts must provide a record of all the courses you have taken throughout the years of studying. - <u>Applicants for Master's program</u> must submit transcripts from undergraduate institutions. - <u>Applicants for Ph.D. program</u> must submit transcripts from both undergraduate and graduate institutions. - Copies must be certified. <i>(Please read 'Document Authentication/Legalization'.)</i>	•	•
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 - <u>Applicants for Master's program</u> must submit certificates from undergraduate institutions. - <u>Applicants for Ph.D. program</u> must submit certificates from both undergraduate and graduate institutions. - Copies must be certified. <i>(Please read 'Document Authentication/Legalization'.)</i>	•	•
5	Recommendations Recommendation letters should provide information about your performance in academic or professional settings. <i>*The official form can be downloaded from the KDI School's website. However, it is <u>not</u> required to use the official form. Click</i>	Two	Three
6	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 opens on February 10, 2015 and the test must have been taken as of February 9, 2013) - If you have received your university degree from an English-speaking country, you may submit a certificate of medium of instruction.	Strongly Recommended (not required)*	•
7	Employment Verification (required if currently employed) The term(date)s of employment should be specified. <i>*The official form can be downloaded from the KDI School's website. However it is <u>not</u> required to use the official form. Click</i>	If applicable**	If applicable
8	Dissertation Research Proposal	X	•
9	Writing Sample in English	X	Optional
10	GRE Score Report	X	Optional

No	Documents	Master's	Ph.D.
11	Copy of Passport	•	•
	The copy must show your photo, name, and expiration date.		
12	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.		
13	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	If applicable (applicants of Korean origin only)	If applicable (applicants of Korean origin only)
	- Only applicable to applicants of <u>Korean origin</u> - Birth certificate should prove your relationship with both your parents - Copy of both parents' passports should prove their nationality		

*All applicants of Master's program are strongly recommended to submit English test score.

**Applicants of Seoul G20 Global Leader's Fellowship must submit Employment Verification to prove their eligibility. (Eligibility: Applicants must be currently employed in the public sector (1) as a division head-level official or (2) with minimum 6 years of working experience in the public sector)

■ Important Notices

- ① All required documents must arrive at the admissions office of KDI School by 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 one package to the admissions office by post and submitted documents will not be returned.
- ⑤ Submission of an online application and arrival of the required documents must be completed by the deadline. If the information submitted in the application package is unclear or if any parts of the application material are missing, the application documents will not be submitted for evaluation. If the above issues are found after the admission has been offered, the offered admission will be revoked.
- ⑥ The applicant's name and date of birth entered in the online application must be exactly the same as those in his/her passport.
- ⑦ Please avoid submitting multiple online applications. The admissions office will not be responsible for any consequences caused by incorrectly prepared and/or submitted applications.
- ⑧ All application documents must be typed (not hand-written) in English.
- ⑨ Non-English based documents must be accompanied with notarized English translations. (The translations should also be certified.)
- ⑩ If any required documents are found to be false or counterfeit, admission to KDI School will be revoked.

■ 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
<p>Apostilled (by government authorities; typically by Department of External Relations or Foreign Affairs)</p> <p>OR</p> <p>Certified by the Korean Embassy or Consulate with a seal or stamp</p> <p>OR</p> <p>Certified by embassy of the applicant's home country in Korea</p> <p>OR</p> <p>Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)</p>	<p>Certified by the issuing institution with an official stamp and signature</p> <p>OR</p> <p>Certified by the Korean Embassy or Consulate with a seal or stamp</p> <p>OR</p> <p>Certified by embassy of the applicant's home country in Korea</p> <p>OR</p> <p>Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)</p>

**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 photocopies without required seal/stamp/signature will not be considered as authenticated documents.

- Original Documents → Acceptable
- Copy of Original Documents with authentication → Acceptable
- Copy of Original or Authenticated Documents (photocopied after authentication) → Unacceptable

*None of the submitted documents will be returned.

5. Contact Information

Address:

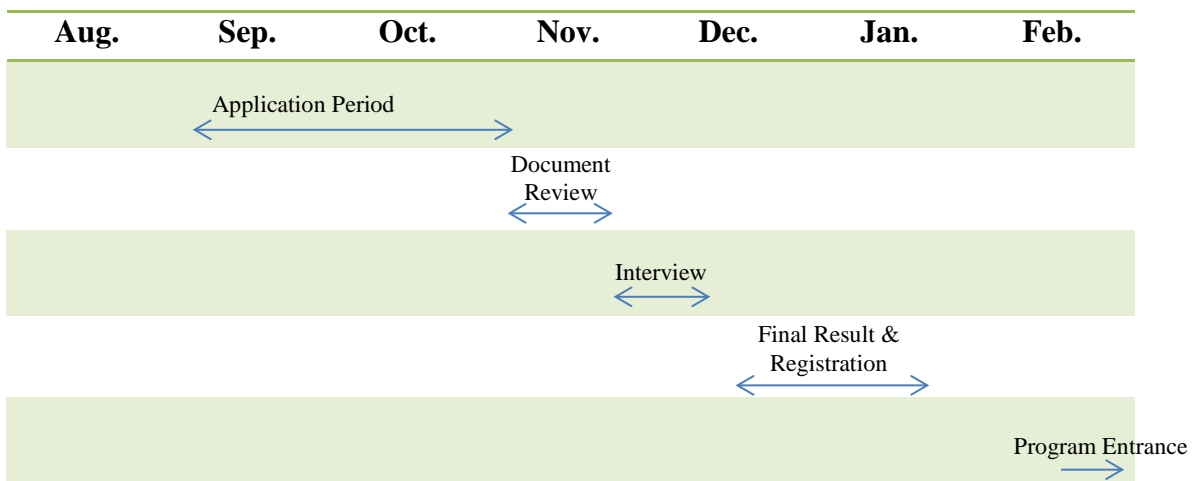
The Office of Admissions
 KDI School of Public Policy and Management
 85 Hoegiro Dongdaemun-gu Seoul, 130-722, Korea

Phone: +82-2-3299-1281/1220

E-mail: admissions@kdischool.ac.kr

6. Process Checklist

■ Admission Process



■ Online Application

- Is the name on my online application same as that of my passport?
- Is the e-mail address on the online application correct?
- Did I click a submit button after completing my online application?
- Did I receive an email indicating successful submission of my online application?

■ Documents

- Are my documents 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 submission of application documents?
- Did I receive an email indicating successful completion of my application?

[Online Application Guideline]

- For international students



KDI School of Public Policy and Management

❖ **Before you begin your online application, please install Google Chrome and Java.**

* Google Chrome must be used for the KDI School's online application system for faster and safer operation.

* Java Software is necessary to enable the "Preview & Print" function on the KDI School's online application system.

If you already have Google Chrome: click [here](#) for Java Installation.

If you already have both Chrome and Java installed:

Click here to start your online application → For Master's: [here](#) / For Ph.D.: [here](#)

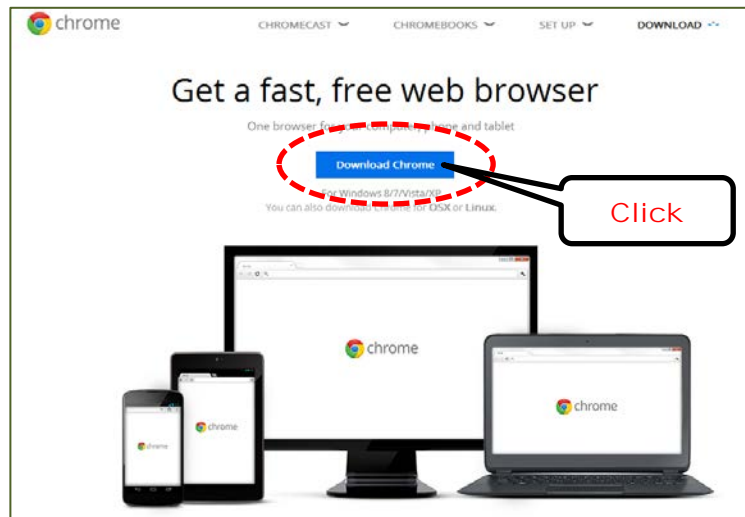
► Installing Google Chrome

1. Click on the link to download Google Chrome

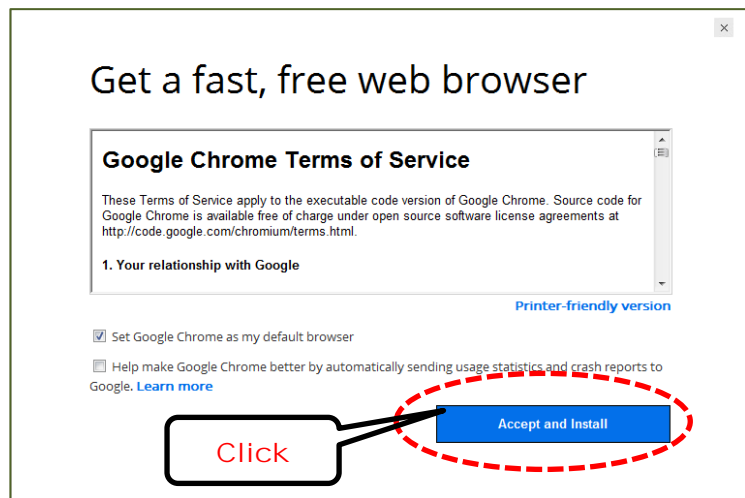
<https://www.google.com/intl/en/chrome/browser/>



2. Click "Download Chrome"



3. Click "Accept and Install" when the pop-up window appears



► Installing Java

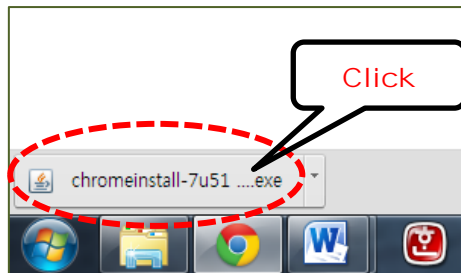
1. Click on the link to download Java

<http://java.com/en/download/chrome.jsp?locale=en>

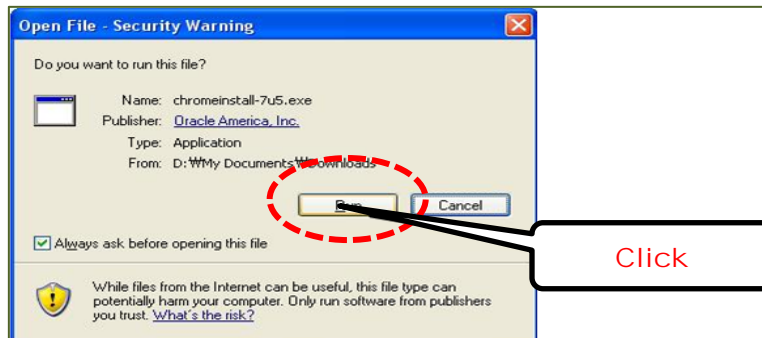
2. Click "Agree and Start Free Download"



3. Click on the file (Bottom-left corner)



4. Click on the "Run" button



5. Click on the "Install" button

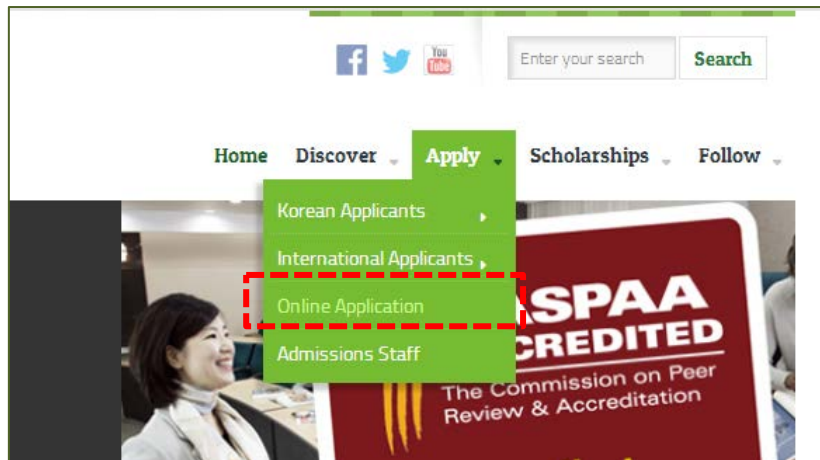


► **Beginning your Online Application (For Master's Program)**

1. Go to KDI School Admissions Website:
admissions.kdischool.ac.kr



2. Click on "Online Application" under the "Apply" drop-down menu



3. A new window for the KDI School's Online Application System will pop up

KDI SCHOOL
of Public Policy and Management

Application for admission/Login

KDI School of Public Policy and Management
85 Hoegiro Dongdaemun Gu, Seoul 130-722, Korea
Phone: 82-2-3299-1263/1281 | Fax : 82-2-3299-1223

All applicants must create a new online application account for each admission and log in to:

1. Complete and submit an online application
2. Check the application status including arrival of mailed documents
3. Check the results of document review and interview

Application Guideline for Int'l Applicants Application Guideline for Korean Applicants Online Application Guideline

Create Account **User Login**

Every applicant is required to create a new account for each admission. Please log in to view your online application and your application status.

Create account **Login**

Thank you for your interest in the KDI School.
* Please use Chrome to optimize operation of the system. Chrome Setup Close

If you **haven't created** an account for the current admissions period or if you are **reapplying** for the current admissions, Click **"Create account"** button

If you have **already created** an account for the current admissions period, Click on the **"Login"** button.



< Create Account >

4. Please check “agree” and “YES” to all of the terms and conditions of the KDI School Application Privacy Policy, and click “Continue” for the next step



KDI SCHOOL
of Public Policy and Management

Application for admission/Login

1. Purpose of Collecting Personal Information

The KDI School of Public Policy and Management (KDI School) collects personal information for the following purposes only. Should any change occur, the KDI School will seek prior consent from individuals before proceeding any further

I have read and agree

2. Collected Information

A. Required Items

Name, Gender, Date of Birth, Resident/Alien Registration Number or Passport Number, Residency, Phone Number, E-mail address, Home Address, Photo, Education History

I have read and agree

3. Data Retention Period

In principle, user's personal information is discarded when purpose is achieved. However, if it is necessary to retain the information due to school regulations or other related laws, KDI School will abide by the corresponding regulations.

I have read and agree

4. Disclosure to Third Parties

A. In principle, the KDI School handles personal information users within the limit specified in the "Purpose of Collecting Personal information" and does not provide the collected data to a third party without prior consent from individuals. However, KDI School may disclose the personal information in the following cases.

I have read and agree

5. Right to Refuse Consent

A. Any individual has the right to refuse the collection of personal information. In case of refusal, the individual cannot apply to the KDI School.

Do you agree with the terms and conditions as stated above?

YES

Continue Close

Numbered callouts: 1 points to the first 'I have read and agree' checkbox; 2 points to the second; 3 points to the third; 4 points to the fourth; 5 points to the 'YES' radio button; 6 points to the 'Continue' button.

5. Enter your personal information

① Create a login ID. Click on the box on the right to check validity.

② Please enter one e-mail address only.

③ Your name should be the same as the one on your passport.

- Please fill in **all** the blanks.
- If you are **reapplying**, your entries can be same as those in your last application except your ID.

* - Indicates required field

1. PERSONAL INFORMATION

* ID : 1

[Note] Your ID should not be more than 10 characters.
You cannot use the same ID that you previously created.

* Enter Your Password : * Confirm Password :

[Note] Your password must be more than 10 characters (combined with **alphabet letters** and **numbers**).

* E-mail Address : 2

-Please avoid using YAHOO, HANMAIL, and DAUM account.
-Entering incorrect email address may cause delivery failure of important messages.

* Name : 3 /

Family Name (姓) Given Names (名)

* Country : 4
Choose the country of your nationality

* Gender : Select * Date of Birth :

Please turn off the pop-up blocker.

※ You cannot change country of your nationality once you go onto the next step, so please be sure to check the right country. (You will need to create a new account if you enter incorrectly.)

④ International applicants must meet one of the following:

1. A foreign national whose parents are both foreign nationals
2. An applicant who has completed at least 16 years of education (elementary, middle, high school, and undergraduate) in a foreign country.

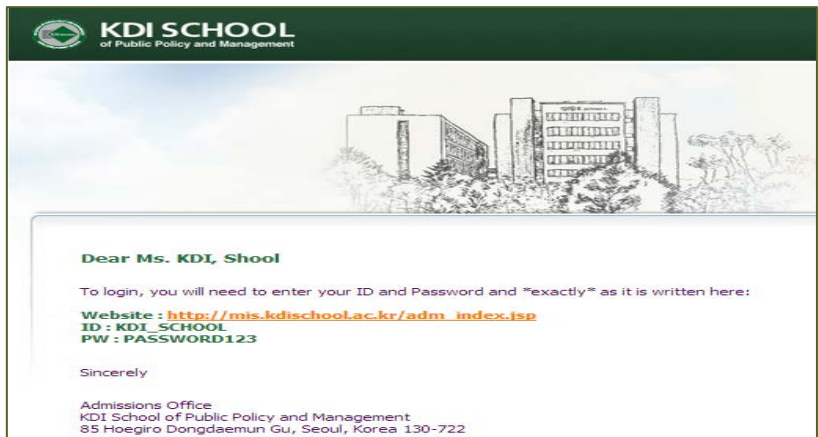
6. Check e-mail that notifies you have successfully created an account on the application system



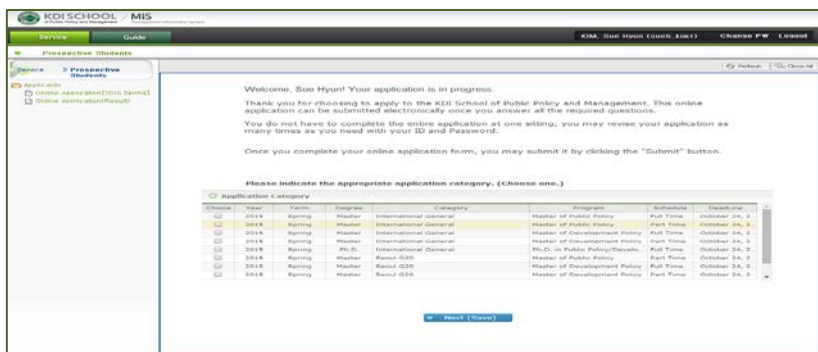
7. Please Log in using your ID and password



8. Enter MIS page



- If you forget your ID and password, look up the automated email you received after creating your account.
- If you are unable to log in using your ID and password, click on the "Forgot ID" or "Forgot PW" to recreate your ID and password.



9. Choose the Application Category

Please indicate the appropriate application category. (Choose one.)

Choice	Year	Term	Degree	Category	Program	Schedule	DeadLine
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Public Policy	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Public Policy	Part Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Development Policy	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Development Policy	Part Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Ph.D.	International General	Ph.D. in Public Policy/Develo...	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	Seoul G20	Master of Public Policy	Part Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	Seoul G20	Master of Development Policy	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	Seoul G20	Master of Development Policy	Part Time	October 24, 2...

Next (Save)

Scroll down for more options.

※ You cannot change your application category once you go onto the next step, so please be sure to check the right category. (You will need to create a new account if you check an incorrect category.)

※ If you have submitted multiple online applications, you must inform the admissions office (admissions@kdischool.ac.kr) of your final application number.

10. Fill in all your Personal Information

Online Appli... Service > Prospective Students > Applicants > Online Application[2015 Spring]

PERSONAL INFORMATION

Se sure to write your NAME and DATE OF BIRTH as indicated in your passport.

Name (English) KIM // SUE HYUN
Family Name(S) Given Names(S)

Gender Female
Date of Birth 1990-09-24
Passport No. [Red Star]
Marital Status [Red Star]
Residency [Red Star]
Contact Information
E-mail sueh_kim@kdischool.ac.kr
HOME Postal Code [Red Star]
Address (in English) [Red Star]
OFFICE Postal Code [Red Star] Phone No. [Red Star] Fax No. [Red Star]
Place of Birth [Red Star]
Nationality Afghanistan
Overseas Korean NO
Alien Reg. No. [Red Star]
Mobile Phone [Red Star]
Phone No. [Red Star]

Application No. 1511076

NO IMAGE

Upload (File size 400KB or less, not exceed 67F, or 3PG)

• There are **6 different tabs** for the online application and all sections are required to be **completed before submission.**

• **Red stars*** indicate that they are required fields to complete.

• Please upload a high resolution photo **showing your face properly.** (The uploaded picture of the applicant is used for the student handbook and attendance book.)

11. Select Preferred Interview Method and where you want to receive the admissions package

This screenshot shows a section of the application form with two main instructions. The first instruction, highlighted with a red dashed box, asks the user to select a preferred interview method and provide a phone number. The second instruction asks the user to choose where they want to receive the acceptance letter and admissions package. Both instructions include dropdown menus for selection and text input fields for phone numbers.

A close-up of the 'Preferred Interview method' dropdown menu. The menu is open, showing three options: '- Select -', 'Skype', and 'Phone'. The text 'Please choose where you want to receive the acceptance letter and the admissions package' is partially visible to the left of the dropdown.

• The interview date, time, and type will be arranged for those who pass the document review.

12. Click on "Save" at the top-right corner of the screen

This screenshot shows the 'Online Application' form for 'Master of Public Policy'. The 'Save' button in the top-right corner is highlighted with a red dashed box. The form contains various fields for personal information, including name, gender, date of birth, passport number, marital status, contact information, and address. There are also sections for preferred interview method and where to receive the acceptance letter and admissions package. The 'Save' button is located in the top-right corner of the form area.

• To save entered information please click.
• When you move to another tab, the entered information is automatically saved.

A close-up of the 'Save' button, which is highlighted with a red dashed box. The button is blue with a white document icon and the text 'Save'. Other buttons like 'Query', 'New', and 'Delete' are visible to the left.

13. Career Information

• Please enter **all the degree programs**

• A Bachelor's degree is required for the Master's program

• Both Master's and Bachelor's degrees are required for the Ph.D. program

No.	Type	School of Location	School	Dates Attended	Status	Major	Dual Major	% GC
1								0

Please enter the date of admission and the date of degree conferred.

No.	Degree	School	Dates Attended	Status	Major	% Scale	GPA
1	Bachelor	KDI University	200... 200...	Received	Public Policy	1	4.5 /
2							/

Click on the "Add" or "Delete" button to add an extra line and/or delete an existing line.

14. Reference

• Please enter **all the required information of your recommenders**

I agree to waive my right to view the recommendation letter.

	Phone (including country code)	E-mail
1		
2		

Please check box to waive your right to view your recommendation letter

• Please be advised that the admissions office may contact the recommenders and all the information should be correct.

• The recommendation letters should be completely sealed in an envelope sent together with the rest of the application documents in **one package**.

15. Survey

- Please complete **both** survey questions

- If you click "From the KDI School Members", the table below is **activated** for you to fill out.

- If you click "Other", a **blank box** will appear for you to enter the details.

Personal Career References **Survey** Submit Checklist

VII. SURVEY

Which field are you interested in?

How do you know the KDI School? (Choose up to 2 sources.)

Newspaper Ad

Internet Ad

Newspaper Article

Internet Source (Blog, Facebook, Search Engine, etc.)

From Your School/Affiliation

From the KDI School Members(Students/Alumni/Faculty/Staff)

Other

VIII. Recommended by the KDI School Members (If you have been recommended by a KDI School member, please provide the requested information below. If the recommender is faculty or staff, you may leave the admission year and major section blank.)

No.	Recommender	Name	Admission Year	Major	Remark
1					

How do you know the KDI School? (Choose up to 2 sources.)

Newspaper Ad

Internet Ad

Newspaper Article

Internet Source (Blog, Facebook, Search Engine, etc.)

From Your School/Affiliation

From the KDI School Members(Students/Alumni/Faculty/Staff)

Other

VIII. Recommended by the KDI School Members (If you have been recommended by the KDI School member, please provide the requested information below. If the recommender is faculty or staff, you may leave the admission year and major section blank.)

No.	Recommender	Name	Admission Year	Major	Remark
1	<input type="text" value="Students"/>				

Please Note : Please click on 'Save' after completing each section.
*marks indicate required field.

How do you know the KDI School? (Choose up to 2 sources.)

Newspaper Ad

Internet Ad

Newspaper Article

Internet Source (Blog, Facebook, Search Engine, etc.)

From Your School/Affiliation

From the KDI School Members(Students/Alumni/Faculty/Staff)

Other

16. Submit

• Click on the “**Submit**” button if you don’t have any missing information.
 (※ Once you submit, you won’t be able to change any of the information you’ve entered.)

• If the application is not complete, a pop-up screen will show up to indicate the incomplete section.

• The table at the bottom of the screen displays the **required documents** that need to be submitted to KDI School **via postal mail or in person.**

Personal Career References Survey **Submit** Checklist

If you confirm that all information stated in your application is true and consent to the online submission of this application to the KDI School, you may click on the 'Submit' button below. After submission of your application, no changes can be made.

Submit

Your application CANNOT be submitted due to incomplete sections. Please see below for more.

1. Please Enter the Residency.
2. Please Enter the Contact information for the 2nd round-phone interview
3. Please Enter the Phone No.(HOME)
4. Please Enter the Address (in English).
5. Please Choose the Address for your Admissions Package Delivery.
6. Please Complete the Academic History.
7. Please Complete the Employment History.
8. Please Enter the Employment Category.
9. Please Complete the Recommendation.
10. Please Enter the Survey.

확인

Information stated in submission of the 'Submit' button below. application, no changes can be made.

Submit

No.	Required	Submit Document	Required Set
1	Required	Online Application (Application for Admission)	1
2	Required	Statement of Purpose	1
3	Required	Transcript(s) of Academic Record from Undergraduate	1
4	Required	Diploma(s) from Undergraduate	1
5	Required	Letter of Recommendation	2
6	If applicable	Score Reports for TOEFL, TOEIC, IELTS, etc.	0
7	If applicable	Certificate of Employment/ Employment Verification	0
8	Required	Copy of Passport	1
9	Required	Two passport size photos or photo file upload	1

17. Check Application Status

- Check which documents have and/or have not been submitted.

No.	Submit Document	Required	Submit
1	Online Application (Application for Admission)	Required	NO
2	Statement of Purpose	Required	NO
3	Transcript(s) of Academic Record from Undergraduate	Required	NO
4	Diploma(s) from Undergraduate	Required	NO
5	Recommendation 1	Required	NO
6	Recommendation 2	Required	NO
7	Score Reports for TOEFL, TOEIC, IELTS, etc.	If applicable	NO
8	Certificate of Employment/ Employment Verification	If applicable	NO
9	Copy of Passport	Required	NO
10	Two passport size photos or photo file upload	Required	NO

Admissions Status

Document Review: In Progress | Interview: In Progress | Final Review: In Progress

- The **“Admissions Status”** indicates the result of document review and interview.

- The **“In Progress”** indicates that each result is not finalized yet.

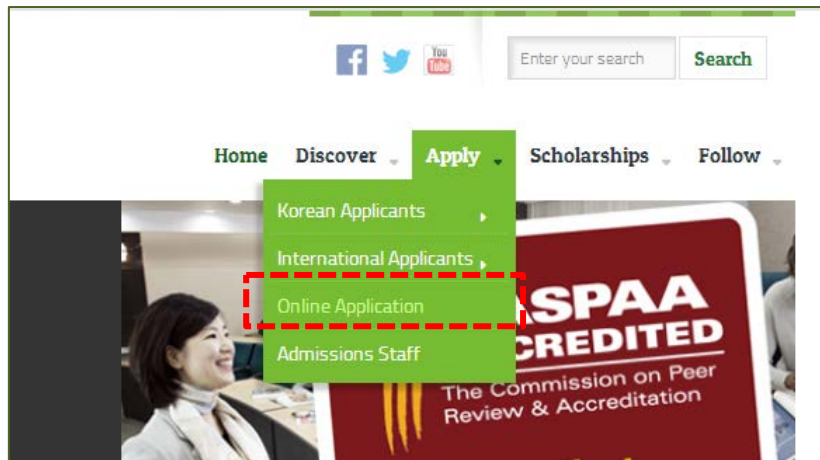
- Check your online application by clicking the **“Preview & Print”** Button.

► **Beginning your Online Application (For Ph.D. Program)**

1. Go to KDI School Admissions Website:
admissions.kdischool.ac.kr



2. Click on
"Online Application"
under the "Apply"
drop-down menu



3. A new window for the KDI School's Online Application System will pop up

KDI SCHOOL
of Public Policy and Management

Application for admission/Login

KDI School of Public Policy and Management
85 Hoegiro Dongdaemun Gu, Seoul 130-722, Korea
Phone: 82-2-3299-1263/1281 | Fax : 82-2-3299-1223

All applicants must create a new online application account for each admission and log in to:

1. Complete and submit an online application
2. Check the application status including arrival of mailed documents
3. Check the results of document review and interview

Application Guideline for Int'l Applicants Application Guideline for Korean Applicants Online Application Guideline

Create Account User Login

Every applicant is required to create a new account for each admission. Please log in to view your online application and your application status.

Create account Login

Thank you for your interest in the KDI School.
* Please use Chrome to optimize operation of the system. Chrome Setup Close

If you **haven't created** an account for the current admissions period or if you are **reapplying** for the current admissions, Click **"Create account"** button

If you have **already created** an account for the current admissions period, Click on the **"Login"** button.



< Create Account >

4. Please check "agree" and "YES" to all of the terms and conditions of the KDI School Application Privacy Policy, and click "Continue" for the next step



KDI SCHOOL
of Public Policy and Management

Application for admission/Login

1. Purpose of Collecting Personal Information

The KDI School of Public Policy and Management (KDI School) collects personal information for the following purposes only. Should any change occur, the KDI School will seek prior consent from individuals before proceeding any further

I have read and agree

2. Collected Information

A. Required Items

Name, Gender, Date of Birth, Resident/Alien Registration Number or Passport Number, Residency, Phone Number, E-mail address, Home Address, Photo, Education History

I have read and agree

3. Data Retention Period

In principle, user's personal information is discarded when purpose is achieved. However, if it is necessary to retain the information due to school regulations or other related laws, KDI School will abide by the corresponding regulations.

I have read and agree

4. Disclosure to Third Parties

A. In principle, the KDI School handles personal information users within the limit specified in the "Purpose of Collecting Personal information" and does not provide the collected data to a third party without prior consent from individuals. However, KDI School may disclose the personal information in the following cases.

I have read and agree

5. Right to Refuse Consent

A. Any individual has the right to refuse the collection of personal information. In case of refusal, the individual cannot apply to the KDI School.

Do you agree with the terms and conditions as stated above?

YES

Continue Close

1

2

3

4

5

6

5. Enter your personal information

② Create a login ID. Click on the box on the right to check validity.

② Please enter one e-mail address only.

③ Your name should be the same as the one on your passport.

※ You cannot change country of your nationality once you go onto the next step, so please be sure to check the right country. (You will need to create a new account if you enter incorrectly.)

- Please fill in **all** the blanks.
- If you are **reapplying**, your entries can be same as those in your last application except your ID.

* - Indicates required field

1. PERSONAL INFORMATION

* ID : 1

[Note] Your ID should not be more than 10 characters.
You cannot use the same ID that you previously created.

* Enter Your Password : * Confirm Password :

[Note] Your password must be more than 10 characters (combined with **alphabet letters** and **numbers**).

* E-mail Address : 2

-Please avoid using YAHOO, HANMAIL, and DAUM account.
-Entering incorrect email address may cause delivery failure of important messages.

* Name : 3 /

Family Name (姓) Given Names (名)

* Country : 4
Choose the country of your nationality

* Gender : Select * Date of Birth :

Please turn off the pop-up blocker.

④ International applicants must meet one of the following:

1. A foreign national whose parents are both foreign nationals
2. An applicant who has completed at least 16 years of education (elementary, middle, high school, and undergraduate) in a foreign country.

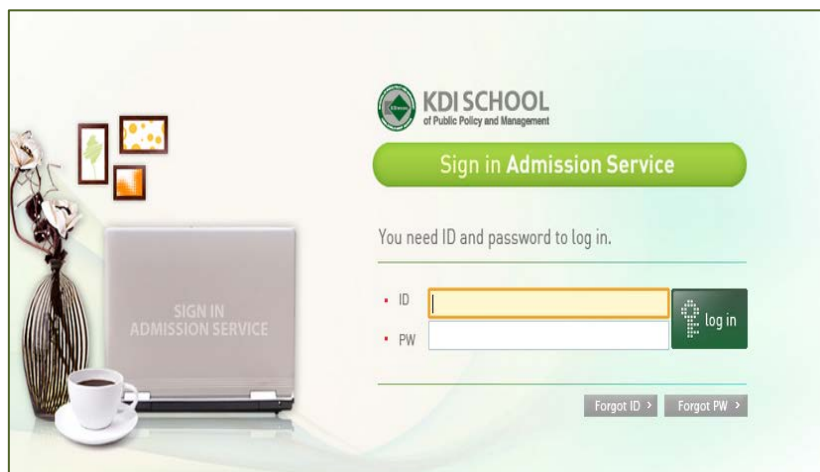
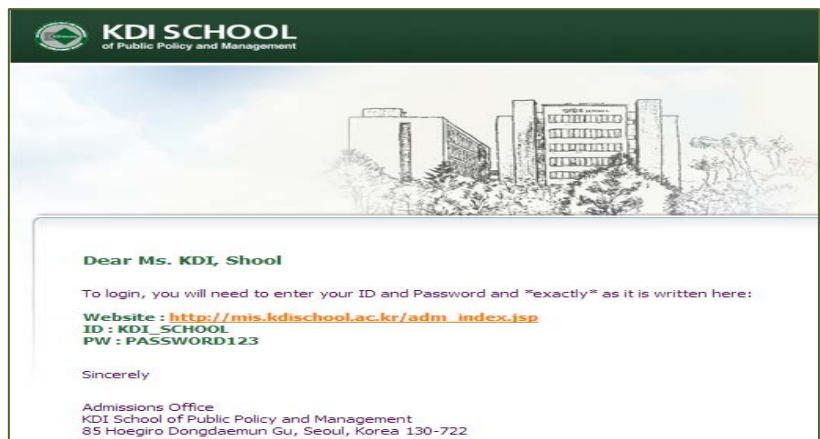
6. Check e-mail that notifies you have successfully created an account on the application system



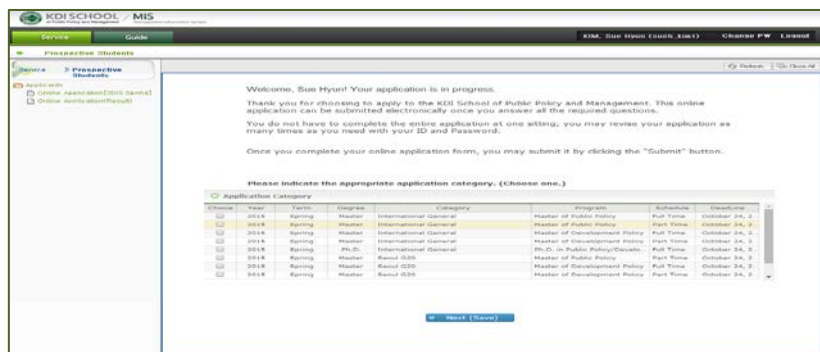
7. Please Log in using your ID and password



8. Enter MIS page



- If you forget your ID and password, look up the automated email you received after creating your account.
- If you are unable to log in using your ID and password, click on the "Forgot ID" or "Forgot PW" to recreate your ID and password.



9. Choose the Application Category

Please indicate the appropriate application category. (Choose one.)

Choice	Year	Term	Degree	Category	Program	Schedule	DeadLine
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Public Policy	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Public Policy	Part Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Development Policy	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	International General	Master of Development Policy	Part Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Ph.D.	International General	Ph.D. in Public Policy/Develo...	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	Seoul G20	Master of Public Policy	Part Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	Seoul G20	Master of Development Policy	Full Time	October 24, 2...
<input type="checkbox"/>	2015	Spring	Master	Seoul G20	Master of Development Policy	Part Time	October 24, 2...

Next (Save)

Scroll down for more options.

※ You cannot change your application category once you go onto the next step, so please be sure to check the right category. (You will need to create a new account if you check an incorrect category.)

※ If you have submitted multiple online applications, you must inform the admissions office (admissions@kdischool.ac.kr) of your final application number.

10. Fill in all your Personal Information

Online Appli... Service > Prospective Students > Applicants > Online Application[2015 Spring]

Personal Career References Survey Submit Checklist [Ph.D. Public Policy/Economic Policy]

Application No.: 1511094

PERSONAL INFORMATION
Be sure to write your NAME and DATE OF BIRTH as indicated in your passport.

Name (English) KIM // Sue Hyun
Family Name (姓) Given Names (名)

Gender Female
Date of Birth 1990-09-24
Passport No. [Red Star]
Marital Status [Red Star]
Residency [Red Star]
Contact Information
E-mail sueh_kim@kdischool.ac.kr
HOME Postal Code [Red Star]
Address (in English) [Red Star]
OFFICE Postal Code [Red Star] Phone No. [Red Star] Fax No. [Red Star]
Place of Birth [Red Star]
Nationality [Red Star]
Alien Reg. No. [Red Star]
Mobile Phone [Red Star]
Phone No. [Red Star]

NO IMAGE [Red Star]

Please enter the preferred interview type and contact information for your interview.
Preferred Interview method [Red Star] Phone No. [Red Star]
Choose where you want to receive the acceptance letter (every will be made to those who are accepted only) [Red Star]

*mark required field.
Please save before clicking the 'Submit' button. Please click on 'Save' after completing each section.

• There are **6 different tabs** for the online application and all sections are required to be **completed before submission.**

• **Red stars*** indicate that they are required fields to complete.

• Please upload a high resolution photo **showing your face properly.** (The uploaded picture of the applicant is used for the student handbook and attendance book.)

11. Select Preferred Interview Method and where you want to receive the admissions package

- Please enter the preferred interview type and contact information for your interview.

- Preferred Interview method: - Select - Phone No. [input field]

- Please choose where you want to receive the acceptance letter and the admissions package. (The delivery will be made to those who are accepted only)

- Select -

* Preferred Interview method

- Select -

- Select -

Skype

Phone

• The interview date, time, and type will be arranged for those who pass the document review.

12. Click on "Save" at the top-right corner of the screen

Online Appli -> Service > Prospective Students > Applicants > Online Application [2015 Spring]

Personal Career References Survey Submit Checklist [Master of Public Policy]

I. PERSONAL INFORMATION

Name (English) KIM / Sue Hyun

Gender Female

Date of Birth 1990-09-24

Place of Birth Afghanistan

Nationality Overseas Korean

Residency [input field]

Application No. 1511076

Save

• To save entered information please click.

• When you move to another tab, the entered information is automatically saved.

Query New Delete Save

13. Career Information

• Please enter **all the degree programs**

• A Bachelor's degree is required for the Master's program

• Both Master's and Bachelor's degrees are required for the Ph.D. program

No.	Type	School of Location	School	Dates Attended	Status	Major	Dual Major	% Sc
1								
2								

Please enter the date of admission and the date of degree conferred.

No.	Degree	School	Dates Attended	Status	Major	% Scale	GPA
1	Bachelor	KDI University	200... 200...	Received	Public Policy	1.3	4.5 /
2							/

Click on the "Add" or "Delete" button to add an extra line and/or delete an existing line.

14. Reference

• Please enter **all the required information of your recommenders**

Please note : Three letters of recommendation are required to apply for the Ph.D.'s programs and please enter all the required information of your recommenders in the table below.

- Please enter all the required information of your recommenders who are writing the recommendation letters for you in the table below.
- Please be advised that the admissions office may contact the recommenders and all the information below should be correct.
- The recommendation letters should be completely sealed in an envelope by the recommenders and sent together with the rest of the application documents in one package.

I agree to waive my right to view the recommendation letter.

No.	Name	Organization	Phone (including country code)	E-mail
1				
2				
3				

Please check box to waive your right to view your recommendation letter

• Please be advised that the admissions office may contact the recommenders and all the information should be correct.

• The recommendation letters should be completely sealed in an envelope sent together with the rest of the application documents in **one package**.

15. Survey

• Please complete **both** survey questions

• If you click "From the [KDI School Members](#)", the **table below is activated** for you to fill out.

• If you click "[Other](#)", a **blank box will appear** for you to enter the details.

Personal Career References **Survey** Submit Checklist

VII. SURVEY

- With which KDI School regular faculty member do you wish to work with as your dissertation supervisor? (state at least one faculty member)

(Last Name) _____ (First Name) _____

• For the information on regular professors, please refer to the Faculty section of the KDI School website.

- How did you hear about the KDI School? (You may choose up to two sources.)

Newspaper Ad
 Internet Ad
 Newspaper Article
 Internet Source (Blog, Facebook, Search Engine, etc.)
 From Your School/Affiliation
 From the KDI School Members(Students/Alumni/Faculty/Staff)
 Other

- How do you know the KDI School? (Choose up to 2 sources.)

Newspaper Ad
 Internet Ad
 Newspaper Article
 Internet Source (Blog, Facebook, Search Engine, etc.)
 From Your School/Affiliation
 From the KDI School Members(Students/Alumni/Faculty/Staff)
 Other

VIII. Recommended by the KDI School Members

(If you have been recommended by the KDI School member, please provide the requested information below. If the recommender is faculty or staff, you may leave the admission year and major section blank.)

No.	Recommender	Name	Admission Year	Major	Remark
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note : Please click on "Save" after completing each section.
• marks indicate required field.

- How do you know the KDI School? (Choose up to 2 sources.)

Newspaper Ad
 Internet Ad
 Newspaper Article
 Internet Source (Blog, Facebook, Search Engine, etc.)
 From Your School/Affiliation
 From the KDI School Members(Students/Alumni/Faculty/Staff)
 Other

16. Submit

- Click on the **“Submit”** button if you don't have any missing information. (~~※~~ Once you submit, you won't be able to change any of the information you've entered.)

- If the application is not complete, a pop-up screen will show up to indicate the incomplete section.

- The table at the bottom of the screen displays the **required documents** that need to be submitted to KDI School **via postal mail or in person.**

If you confirm that all information stated in your application is true and consent to the online submission of this application to the KDI School, you may click on the 'Submit' button below. After submission of your application, no changes can be made.

mis.kdischool.ac.kr의 페이지 내용:

Your application CANNOT be submitted due to incomplete sections. Please see below for more.

1. Please Enter the Residency.
2. Please Enter the Contact information for the 2nd round-phone interview
3. Please Enter the Place of Birth
4. Please Enter the Phone No.(HOME)
5. Please Enter the Address (in English).
6. Please Choose the Address for your Admissions Package Delivery.
7. Please Complete the Academic History.
8. Please Enter the Employment Category.
9. Please Complete the Standardized Test Score.
10. Recommendation(Check right to view waiver).
11. Please Complete the Recommendation.

No.	Required	Submit Document	Required Set
1	Required	Online Application (Application for Admission)	1
2	Required	Statement of Purpose	1
3	Required	Transcript(s) of Academic Record from Undergraduate	1
4	Required	Transcript(s) of Academic Record from Graduate	1
5	Required	Diploma(s) from Undergraduate	1
6	Required	Letter of Recommendation	3
7	Required	Diploma(s) from Graduate	1
8	Required	Score Reports for TOEFL, TOEIC, IELTS, etc.	1
9	If applicable	Certificate of Employment/ Employment Verification	0
10	Required	Research Proposal (Ph.D. only)	1
11	Required	Copy of Passport	1
12	Required	Two passport size photos or photo file upload	1

17. Check Application Status

• Check which documents have and/or have not been submitted.

No.	Submit Document	Required	Submit	Submit
1	Online Application (Application for Admission)	Required	NO	
2	Statement of Purpose	Required	NO	
3	Transcript(s) of Academic Record from Undergraduate	Required	NO	
4	Transcript(s) of Academic Record from Graduate	Required	NO	
5	Diploma(s) from Undergraduate	Required	NO	
6	Diploma(s) from Graduate	Required	NO	
7	Recommendation 1	Required	NO	
8	Recommendation 2	Required	NO	
9	Recommendation 3	Required	NO	
10	Score Reports for TOEFL, TOEIC, IELTS, etc.	Required	NO	
11	Certificate of Employment/ Employment Verification	If applicable	NO	
12	Research Proposal (Ph.D. only)	Required	NO	
13	Copy of Passport	Required	NO	
14	Two passport size photos or photo file upload	Required	NO	

Document Review	In Progress	Interview	In Progress	Final Result	In Progress

• The **“Admissions Status”** indicates the result of document review and interview.

• The **“In Progress”** indicates that each result is not finalized yet.

• Check your online application by clicking the **“Preview & Print”** Button.