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# 2021 Spring Admission Application Guideline

For International Students

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**KDI SCHOOL**  
KDI School of Public Policy and Management

# Contents



I. Admissions Overview & Schedule	3
II. Master's Program	5
III. Ph.D Program	8
IV. Scholarship	9
V. Requirements *Application Documents	12
VI. Document Authentication	16
VII. Video Essay (Optional)	19



# I . Admissions Overview & Schedule

## Overview

Category	Spring 2021 Admission	
Program	Full-time	<b>Master's Programs</b> <ul style="list-style-type: none"> <li>· Master of Public Policy</li> <li>· Master of Development Policy</li> <li>· Master of Public Management</li> <li>· Master in Intellectual Property and Development Policy</li> </ul> <b>Ph.D Programs</b> <ul style="list-style-type: none"> <li>· Ph.D in Public Policy</li> <li>· Ph.D in Development Policy</li> </ul>
	Part-time	<b>Master's Programs</b> <ul style="list-style-type: none"> <li>· Master of Public Policy</li> <li>· Master of Development Policy</li> <li>· Master of Public Management</li> </ul>
Application Period	September 7 – October 5, 2020	
Final Result	December 3, 2020	
Program Entrance	Early February, 2021	

## Academic Schedule

Spring 2021 Admission Schedule			
No.	Category	Period	Contents
1	Online Application	September 7 – October 5, 2020 (23:59 KST)	<ul style="list-style-type: none"> <li>· The online application is available at <a href="http://admissions.kdischool.ac.kr/">http://admissions.kdischool.ac.kr/</a></li> <li>· The online application system will close by midnight on the deadline</li> <li>· Applicants may apply for <b>one program only</b>. Submitting multiple applications to more than one program will invalidate candidacy</li> <li>· <b>Once you submit the online application, you cannot change what you have uploaded online nor change your program in any case</b></li> <li>· You can check your application status in our online application website by logging in <a href="http://admissions.kdischool.ac.kr/">http://admissions.kdischool.ac.kr/</a></li> </ul>
2	Document Review	October 23–28, 2020	<ul style="list-style-type: none"> <li>· If all required documents and online application are submitted on time, they will be reviewed by the admissions committee</li> </ul>



3	Document Review Result	November 6, 2020	<ul style="list-style-type: none"> <li>The result of the document review will be announced by email and posted on "Notice" on our homepage</li> <li><b>Those who passed this stage MUST submit ALL of the original/certified documents that the applicant has uploaded online by the Original Document Submission deadline</b></li> </ul>
4	Original Document Submission	November 6–20, 2020	<ul style="list-style-type: none"> <li>All required documents <b>must be original/certified and post-mailed in 1 envelope</b> to the admissions office no later than the deadline</li> <li>Late submission will not be accepted and will be eliminated from all reviewing processes</li> <li>Submit the documents in order(stapler, clips are not allowed)</li> <li><b>* The submitted application documents will NOT be returned</b></li> </ul>
5	Interview	November 16–20, 2020	<ul style="list-style-type: none"> <li>Those who pass the document review will receive a pre-interview call prior to the actual phone or Skype interview</li> </ul>
6	Final Result	December 3, 2020	<ul style="list-style-type: none"> <li>The final result will be announced via email and posted on "Notice" on our homepage <a href="https://www.kdischool.ac.kr/#/admissions/cc/international/notice">https://www.kdischool.ac.kr/#/admissions/cc/international/notice</a></li> </ul>
7	Registration	December, 2020 - January, 2021	<ul style="list-style-type: none"> <li>The admissions package will be sent to each admitted student by email</li> <li>It is important to write a correct e-mail address for the admission process</li> </ul>
8	Program Entrance	Early February, 2021	<ul style="list-style-type: none"> <li>The Spring semester is scheduled to begin in first week of February, 2021 and academic calendar will be provided upon admission</li> </ul>

※ The schedule is subject to change.



## II. Master's Program

### Academic Program

Master's Program (Full-time)		
	Full-time	Part-time(*Residents in Korea only)
Programs	Master of Public Policy (MPP) Master of Development Policy (MDP) Master of Public Management (MPM)	
	Master in Intellectual Property and Development Policy (MIPD)	
Study Areas	<ul style="list-style-type: none"> <li>· <b>Master of Public Policy (MPP)</b> <ul style="list-style-type: none"> <li>- Finance and Macroeconomic Policy</li> <li>- Trade and Industrial Policy</li> <li>- Public Finance and Social Policy</li> </ul> </li> <li>- Regional Development and Environment Policy</li> <li>· <b>Master of Development Policy (MDP)</b> <ul style="list-style-type: none"> <li>- Sustainable Development</li> <li>- International Development</li> </ul> </li> <li>· <b>Master of Public Management (MPM)</b> <ul style="list-style-type: none"> <li>- Public Administration and Leadership</li> <li>- Strategic Management</li> </ul> </li> <li>- Global Governance and Political Economy</li> </ul>	
	<ul style="list-style-type: none"> <li>· <b>Master in Intellectual Property and Development Policy (MIPD)</b></li> <li>- Intellectual Property &amp; Innovation Policy</li> </ul>	
Duration	<b>4 semesters** (About 1.5 year)</b> · Coursework: At least 3 semesters (1 year) at KDI School · Research Project Writing: in home country	<b>6 semesters (About 2 years)</b>
Class Schedule	Daytime (08:30 – 18:00)	Weekday Evenings (19:00 – 22:30) Saturday (09:00 – 17:30)
Requirements	Minimum 39 credits (Including research project)	

\*\* Early graduation is eligible up to one term early in case overall GPA is at least 3.9

\*\* Residence requirement is only for 3 semesters and students are required to write their Research Project in their home country (May vary with each scholarship's conditions).



## Program Information

### 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

Study Area	<ul style="list-style-type: none"><li>· Finance and Macroeconomic Policy</li><li>· Trade and Industry Policy</li><li>· Public Finance and Social Policy</li><li>· Regional Development and Environment Policy</li></ul>
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### Master of Development Policy (MDP)

Based on the KDI's hands-on experience in 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 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

Study Area	<ul style="list-style-type: none"><li>· Sustainable Development</li><li>· International Development</li></ul>
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## 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

Study Area	<ul style="list-style-type: none"><li>· Public Administration and Leadership</li><li>· Strategic Management</li><li>· Global Governance and Political Economy</li></ul>
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## Master in Intellectual Property and Development Policy (MIPD)

The MIPD is a unique program focuses on the links between IP and development. The collaboration between WIPO, the Government of Korea through KIPO and KDI School ensures students will acquire development studies.

The program will provide students with the in-depth knowledge, expertise and practical know-how to operate as IP policy makers for development and thought leaders in the public and private sector.

### Academic Goals

- Acquire broader and deeper knowledge of the principles and sources of international intellectual property law and understanding of how these are changing as a result of globalization.
- Understand the framework for analyzing policy making for economic growth and sustainable development
- Appreciate the role of IP as a tool for development
- Develop the capacity to evaluate and examine various implications of IP laws and policy for socio-economic development
- Obtain a global perspective and professional expertise in IP and Policy Development
- Demonstrate the capacity to write a research paper on IP and development issues satisfying the requirements of objectivity, structure, analytical reasoning and independence

Study Area	<ul style="list-style-type: none"><li>· Intellectual Property and Development</li></ul>
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## III. Ph.D Program

### Academic Program

Ph.D Program (Full-time)	
Programs	<ul style="list-style-type: none"> <li>· Ph.D in Public Policy</li> <li>· Ph.D in Development Policy</li> </ul>
Study Areas	<ul style="list-style-type: none"> <li>· <b>Ph.D in Public Policy</b> <ul style="list-style-type: none"> <li>- Social Policy and Public Finance</li> <li>- Finance and Macroeconomic Policy</li> <li>- Trade and Industrial Policy</li> </ul> </li> <li>· <b>Ph.D in Development Policy</b> <ul style="list-style-type: none"> <li>- Development Policy</li> <li>- International Development Cooperation</li> <li>- Development Economics</li> </ul> </li> </ul>
Duration	At least 3 years
Class Schedule	Daytime (08:30 – 18:00)
Requirements	<ul style="list-style-type: none"> <li>· 36 Credits</li> <li>· Qualifying Examination (QE)</li> <li>· Dissertation</li> </ul>

### Program Information

#### Ph.D in Public Policy (PP) / Ph.D in Development Policy (DP)

The KDI School offers **Ph.D. in Public Policy degree** and **Ph.D. in Development Policy degree**.

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.

#### Curriculum Tailored to Your Research Topic

The KDI School encourages Ph.D. students to take the initiative in shaping their own course of study, once they complete the required courses during the first 1~2 years.

#### Faculty Involvement

The KDI School also encourages Ph.D. students to collaborate with the faculty on research projects. Along with an emphasis on supervised research courses, the KDI School provides an environment where students work closely with professors.

#### Expected Target Students

The KDI School selects individuals with demonstrated potential for research. Applicants are also expected to have a research topic firmly in hand.



## IV. Scholarship

### Master' s

Scholarship Title	Benefit
<b>GAS</b> (Global Ambassador Scholarship)	<p><b>All overseas students who meet the Degree Qualification</b>            ※ Choose '<b>International General</b>' when creating an online application</p> <ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend of 1,000,000 KRW</li> </ul> <p>* All scholarship benefits are primarily intended for countries named on the DAC List of ODA recipient nations, as published by the OECD.  <a href="http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2020-flows.pdf">http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2020-flows.pdf</a></p> <p>* If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship.)</p>
<b>Seoul G20</b>	<p><b>Public officials who meet the Degree Qualification and one of the following requirements:</b></p> <ul style="list-style-type: none"> <li>*From Non-G20 Countries:               <ul style="list-style-type: none"> <li>▶ Division head level (or)</li> <li>▶ Over 6 years of working experience in the public sector</li> </ul> </li> <li>*From G20 Countries:               <ul style="list-style-type: none"> <li>▶ Having working experience(internship, fellowship, employment, etc.) or study/research in fields related to Korea and Korea studies will have more preference for selection</li> </ul> </li> </ul> <p>※ <b>Employment Verification MUST be original and signed in 2020</b>            ※ Choose '<b>Seoul G20</b>' when creating an online application</p> <ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend of 1,200,000 KRW</li> <li>· Round trip airfare</li> </ul>
<b>MIPD</b> (Master in Intellectual Property and Development Policy)	<p><b>All overseas students who meet the Degree Qualification</b>            ※ Choose '<b>MIPD Scholarship</b>' when creating an online application</p> <ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend</li> <li>· Round trip airfare</li> </ul>
<b>Colombo Plan</b>	<p><b>Only for Colombo Plan Member Nations' applicants who have been recommended by the Colombo Plan</b>            ※ Choose '<b>Colombo Plan</b>' when creating an online application</p> <ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend</li> <li>· Round trip airfare</li> </ul>
<b>FSS-KFB-KDIS</b> (Financial Supervisory Service – Korean Federation of Banks)	<p><b>Only for government officials recommended by Financial Supervisory Service of Korea</b>            ※ Choose '<b>FSS-KFB-KDIS</b>' when creating an online application</p>



- KDI School)	<ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend</li> <li>· Round trip airfare</li> </ul>
<b>IBK</b> (Industrial Bank of Korea)	<p><b>Only for government officials recommended by IBK(Industrial Bank of Korea)</b>  <i>※ Choose 'IBK' when creating an online application</i></p> <ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend</li> <li>· Round trip airfare</li> </ul>
<b>Hyundai Motor Chung Mong Koo Foundation Scholarship</b>	<p><b>Only for government officials from the eight ASEAN member states</b> (Vietnam, Malaysia, Indonesia, Philippines, Thailand, Myanmar, Cambodia, and Laos)  <i>※ Choose 'Hyundai Motor Chung Mong Koo Foundation Scholarship' when creating an online application</i></p> <ul style="list-style-type: none"> <li>· Tuition waiver</li> <li>· Monthly stipend</li> <li>· Round trip airfare</li> <li>· Settlement &amp; Departure support</li> </ul>

\*The scholarship may be changed due to recommendations from other institutes.

## Ph.D

Scholarship Title	Benefit
Global Ambassador Scholarship(GAS)	<ul style="list-style-type: none"> <li>· Tuition waiver and monthly stipend for the first academic year</li> <li>* The scholarship(tuition waiver &amp; monthly stipend) will be reinstated every year only if students meet all scholarship terms and conditions.</li> </ul>
KOICA Scholarship (Trade and Industrial Policy)	<ul style="list-style-type: none"> <li>· Applicants for KOICA scholarship can apply via KOICA only.</li> <li>· Detailed admission information for Ph.D degree program will be announced on KDIS website(<a href="http://www.kdischool.ac.kr">www.kdischool.ac.kr</a>) in August, 2020</li> </ul>



## Qualification

### Scholarship Eligibility

- ※ Applicants for Master's program who have previously participated in any of the Korean Government's Scholarship Program for Master's cannot apply.
- ※ Applicants for Ph.D. program who have previously participated in any of the Korean Government's Scholarship Program for Ph.D cannot apply.

### Degree Qualification (1)+(2) or (1)+(3)

**(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 nationalities.**

*\* 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) Applicants for Master's degree program must meet one of the following ( ① or ② )**

**① A bachelor's degree holder from an accredited college or university. (min. 3 years)**

*\* Certificate of expected degree can be submitted instead of degree diploma if one is expected to earn a bachelor's degree by February 2021.*

**② Educational attainment equivalent to bachelor's degree (min. 3 years) approved by law.**

**(3) Applicants for Ph.D. program must meet one of the following ( ① or ② )**

**① Both bachelor's (min. 3 years) and master's degree holder from an accredited college or university**

*\* Certificate of expected graduation must be submitted if one is expected to earn a master's degree by February, 2021.*

**② Educational attainment equivalent to both bachelor's (min. 3 years) and master's degree approved by law**

## V. Requirements – Application Documents

No.	Application Documents (must be all in English)	Master's	Ph.D			
<b>Document Check List</b>						
0	<ul style="list-style-type: none"> <li>Download the official form from 'Admission Documents' at: <a href="https://www.kdischool.ac.kr/#/admissions/international">https://www.kdischool.ac.kr/#/admissions/international</a></li> <li>Attach it when you send your documents to KDI School via post</li> </ul>	Required				
<b>Online Application</b>						
1	<ul style="list-style-type: none"> <li>Online application must be submitted at the following link: <a href="https://apply.kdischool.ac.kr/">https://apply.kdischool.ac.kr/</a> <a href="http://admissions.kdischool.ac.kr/">http://admissions.kdischool.ac.kr/</a></li> </ul>					
<b>Statement of Purpose</b>						
2	<ul style="list-style-type: none"> <li>Applicants must use our online application system to submit the SoP</li> <li>Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School</li> <li><b>* Your SoP will ONLY be reviewed when ALL of the REQUIRED questions are answered</b></li> <li><b>* The questions for Master's program and Ph.D program is different. Please answer the correct questions according to the degree you are applying for</b></li> </ul>					
<b>Original/Authenticated Academic Transcripts</b>						
3	<ul style="list-style-type: none"> <li>Academic transcripts must provide a <b>record of ALL the courses</b> you have taken throughout the years of studying</li> <li>Non-English based documents(original/certified) <b>MUST</b> be accompanied with authenticated English translations</li> <li><u>Applicants for Master's program</u> must submit transcripts from undergraduate institutions</li> <li><b>Applicants for Ph.D. program must submit transcripts from both undergraduate and graduate institutions</b></li> <li><u>MUST submit an official document issued by the applicant's alma mater describing the university's grade system</u></li> <li><b>Must submit an official transcript containing the final CGPA</b></li> <li><b>Documents must be original or certified</b></li> <li>* Please read '<u>Document Authentication</u>' section</li> </ul>	Required (Must be certified)				
<b>Grading System</b>						
<ul style="list-style-type: none"> <li>The grading system must include the following information of below table:</li> </ul>						
4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100% Scale	US Grade	Required (Must be certified)
					A+	
					A	
					A-	
					B+	
					B	
					B-	
GPA on a scale of 4.0	GPA on a scale of 4.3	GPA on a scale of 4.5	GPA on a scale of 5.0	Percentage scale	C+	
					C	
					C-	
					D+	
					D	
					D-	
					F	



	<ul style="list-style-type: none"> <li>· Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and therefore will not be evaluated in the Document Review stage.</li> </ul>		
4	<p style="text-align: center;"><b>Original/Authenticated Certificate of Graduation</b></p> <ul style="list-style-type: none"> <li>· Certificate of Expected Graduation must indicate anticipated graduation date and degree type           <ul style="list-style-type: none"> <li>* <i>The official degree certificate (or Certificate of Graduation) and final/completed academic transcript must be submitted by February 2021 (late submission will lead to cancellation of admission)</i></li> </ul> </li> <li>· Non-English based documents(original/certified) must be accompanied with authenticated English translations</li> <li>· <u>Applicants for Master's program</u> must submit certificates from undergraduate institutions</li> <li>· <b>Applicants for Ph.D. program must submit certificates from both undergraduate and graduate institutions</b></li> <li>· The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree'</li> <li>· <b>Documents must be original or certified</b> <ul style="list-style-type: none"> <li>* Please read '<u>Document Authentication</u>' section</li> </ul> </li> </ul>	Required (Must be certified)	
5	<p style="text-align: center;"><b>Recommendation Letters</b></p> <ul style="list-style-type: none"> <li>· <b>Applicants must request the Recommendation Letters to the recommender by using our online application system</b></li> <li>· Request for Recommendation Letter(s) will be sent to the recommender by pressing the "Recommendation Letter Request" button</li> <li>· You must personally contact the recommender to check the mail box and encourage the recommender to submit the letter</li> <li>· <b>It is for the applicant's responsibility contact the recommender and to get the letter uploaded on time</b></li> <li>· Recommendation letters should provide information about your performance in either an academic or a professional settings</li> </ul>	One letter is required	Two letters are required
6	<p style="text-align: center;"><b>TOEFL(IBT, CBT), TOEIC, IELTS, TEPS, NEW TEPS, OPIC, TOEIC Speaking Score Report OR Certificate of Medium of Instruction</b></p> <ul style="list-style-type: none"> <li>· The tests must have been taken within 2 years of the proposed date of admission (The semester starts in February 2021 and the test must have been taken as of February 2019)           <ul style="list-style-type: none"> <li>* <b><i>Certificate(s) must be ORIGINAL</i></b></li> </ul> </li> <li>· Applicants could submit an official document issued by the university proving that all the courses are fully instructed in English instead (Medium of Instruction; MOI)           <ul style="list-style-type: none"> <li>* <b><i>MOI must be original or certified</i></b></li> </ul> </li> <li>* <i>You need to check if you are required to submit an English Score Report to the Embassy of the Republic of Korea in your country to apply for a visa to stay in Korea (ex: Pakistan, etc.)</i></li> </ul>	Not required but strongly recommended  *if submitted, you must send the original certificate OR original /certified MOI	Required



7	<p><b>Employment Verification</b></p> <ul style="list-style-type: none"> <li>· The employment period and name of position must be specified</li> <li>· The verification should indicate the employment category (e.g. public, private, NGO, etc.)</li> <li>· HR officer or supervisor of the applicant should write this document</li> <li>· The document must be <u>stamped and signed</u> by the HR officer or supervisor and the stamp and signature must be original.</li> <li>· The official form can be downloaded from 'Admission Documents' at: <a href="https://www.kdischool.ac.kr/#/admissions/international">https://www.kdischool.ac.kr/#/admissions/international</a></li> <li>* However, it is <u>not</u> required to use the official form</li> <li>· <b>Please double check your eligibility if you wish to receive Seoul G20 Scholarship (requirements in pg. 9)</b></li> </ul>	<p>*Required for government and public sector officials (Must be certified)</p> <p>*Not required but strongly recommended for G20 countries' applicants</p>	<p>If applicable</p>
8	<p><b>Dissertation Research Proposal</b></p> <ul style="list-style-type: none"> <li>· Dissertation Research Proposal should clearly reflect an applicant's research interest.</li> <li>· You must use an official application form and answer questions provided by KDIS. Download the official form from 'Admission Documents' at: <a href="https://www.kdischool.ac.kr/#/admissions/international">https://www.kdischool.ac.kr/#/admissions/international</a></li> </ul>	<p>Not required</p>	<p>Required</p>
9	<p><b>Writing Sample in English</b></p> <ul style="list-style-type: none"> <li>· Writing Sample must be written in English and it should present an applicant's English ability.</li> <li>· There is no separate form for this document.</li> </ul>	<p>Not required</p>	<p>Optional</p>
10	<p><b>GRE Score Report</b></p> <ul style="list-style-type: none"> <li>· If you have GRE Score Report, please submit this report.</li> </ul>	<p>Not required</p>	<p>Optional</p>
11	<p><b>Copy of Passport</b></p> <ul style="list-style-type: none"> <li>· The copy must show your photo, name, and expiration date</li> <li>· The copy must clearly show your photo, name, and expiration date.</li> <li>· Please submit the full page of your passport including your full information and signature</li> <li>* Your passport must be valid for at least more than 6 months as of February 1, 2021</li> <li>* Please check visa regulations and required documents to stay in Korea in advance</li> </ul>	<p>Required</p>	<p>Required</p>
12	<p><b>Photo File Upload</b></p> <ul style="list-style-type: none"> <li>· Please upload your photo on your online application</li> <li>· File type: JPG only</li> <li>· File size: Must be less than 3MB</li> </ul>		
13	<p><b>Video Essay</b></p> <ul style="list-style-type: none"> <li>· Create a YouTube video and provide us with a link when you submit your online application</li> <li>· Please refer to "VII. Video Essay" section for more information.</li> </ul>	<p>Not required</p>	
14	<p><b>Certified Copy of Birth Certificate &amp; Copy of Both Parents' Passports</b> or <b>Certified Copy of Academic Transcripts</b> or <b>Graduate Certificates of 16 Years of Education in a Foreign Country</b></p>		<p>Applicants of Korean origin only</p>

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>· Only applicable to applicants of Korean origin</li><li>· Birth certificate should prove your relationship with both your parents</li><li>· Copy of both parents' passports should prove their nationality</li></ul> |  |
|---|--|

※ If following issues below are found after the admission has been offered, the application will not be submitted for evaluation and the offered admission will be revoked:

1. Information in the application documents is unclear
2. Any parts of the application documents are missing
3. Any required documents are found to be false or counterfeit

※ Please check the Visa Requirements carefully and prepare the documents beforehand  
ex) English Test Score in Pakistan Embassy

※ **Scanned or photocopied documents are not accepted. If you must retain the original document, please submit a notarized/apostilled document of the original. The notarized/apostilled documents must have an English explanation of the documents being authenticated.**

# VI. Document Authentication

## DOCUMENT AUTHENTICATION (MUST BE IN ENGLISH)

### Document Authentication Process

**Applicants from Apostille member nations must authenticate their academic documents as below.**

(\*please see the following page for a list of Apostille member nations)

Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from)

**OR**

Authenticated by Korean embassy or consulate with official seal or signature

**OR**

Authenticated by embassy of the country where one earned his/her degree from

**OR**

Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)

**OR**

Authenticated by notary public

**All other applicants must authenticate their academic documents as below :**

Authenticated by the issuing institution with official seal or signature

**OR**

Authenticated by designated government authorities in the country where one earned his/her degree from

**OR**

Authenticated by embassy of the country where one earned his/her degree from

**OR**

Authenticated by Korean embassy or consulate with official seal or signature

**OR**

Authenticated by notary public

**\*Authenticated documents MUST have either a stamp or a seal *in English with a signature.***



### Apostille member countries

Region	Name of countries (2019.5)
Asia, Oceania (18)	Australia, Brunei, Cook islands, Fiji, Hongkong, India, Japan, Macao, Marshall Island, Mauritius, Mongolia, New Zealand, Niue, Philippines, Samoa, Tajikistan, Tonga, Vanuatu
Europe (52)	Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan
North America (1)	USA (Guam, Saipan, Puerto Rico)
Central and South America (30)	Argentina, Bahamas, Barbuda, Barbados, Belize, Bolivarian Republic of Venezuela, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Commonwealth of Dominica, Ecuador, El Salvador, Granada, Guatemala, Guyana, Honduras, Republic of Suriname, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, St. Vincent, Trinidad and Tobago, Uruguay
Africa (12)	Botswana, Burundi, Cape Verde, Liberia, Lesotho, Malawi, Namibia, Republic of South Africa, Sao Tome and Principe, Seychelles, Swaziland, Tunisia
Middle East (4)	Bahrain, Israel, Morocco, Oman

\*Please check the updated Apostille country list & information

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

OR refer to the Ministry of Foreign Affairs



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### Overall Process for Document Authentication

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No.	Process
1	Photocopy your original academic documents. (e.g. graduate certificate, academic transcript)
	
2	Take your documents to one of designated offices. (See the list of designated offices in the previous page.)
	
3	Have them authenticate the photocopies with official seal or signature written in English
	
4	Submit them along with the rest of the required documents.

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## VII. Video Essay (Optional)

### Overall Process

- . 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] Spring 2021 Admission - Applicant # & Full Name**



### Important Notice

Students must apply for **National Health Insurance as local member from March 2021** just like other foreigners according to the National Health Insurance Act and the Enforcement Rules of the same Act.

### Contact Information

**Tel :** +82-44-550-1281 for general applicants  
+82-44-550-1263 for Colombo Plan, FSS-KFB-KDIS, IBK, KEB-Hana, Hyundai applicants  
+82-44-550-1211 for KOICA applicants

**E-mail :** [internationaladmissions@kdis.ac.kr](mailto:internationaladmissions@kdis.ac.kr) for general applicants  
[internationaladmissions2@kdis.ac.kr](mailto:internationaladmissions2@kdis.ac.kr) for Colombo Plan, FSS-KFB-KDIS, IBK, KEB-Hana, Hyundai applicants  
[koica.admissions@kdis.ac.kr](mailto:koica.admissions@kdis.ac.kr) for KOICA applicants  
Please provide your **application number** when communicating with KDI School.

**Address (Document Submission)**

: The Office of Admissions, KDI School of Public Policy and Management 263 Namsejong-ro, Sejong, Republic of Korea, 30149

**Website :**

- ▷ KDIS Website : [www.kdischool.ac.kr](http://www.kdischool.ac.kr)
- ▷ Admissions Website: <https://www.kdischool.ac.kr/#/admissions/international>
- ▷ Facebook : [www.facebook.com/KDISofficial](http://www.facebook.com/KDISofficial)
- ▷ Instagram : [https://www.instagram.com/kdischool\\_official](https://www.instagram.com/kdischool_official)
- ▷ Youtube : <https://www.youtube.com/channel/UCgeKbQi5ZwthQMQRZht4uw>

**Office Hour:** 09:00~18:00 (Monday ~ Friday, KST)