

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

FALL 2025 Application Guideline for International Students

- Master's Programs



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KDI SCHOOL
of Public Policy and Management

I. Overview

Admission Schedule

No	Procedure	Schedule	Notes
1	Online Application	February 18 9:00 ~ March 3 18:00, 2025 (KST)	
2	Document Review	March 4 ~ March 25, 2025	
3	Document Review Result	April 9, 2025	
4	Interview	April 14 ~ April 21, 2025	Online(Zoom)
5	Final Result	April 30, 2025	
6	Document Submission & Registration	July 1, 2025	for Accepted Students Only
7	Designated Period of Arrival	end of August 2025 (TBA)	
8	Orientation	early September 2025 (TBA)	

※ The above schedule is subject to change.

How to Apply

- ① Sign up within the KDIS Application Portal (<https://apply.kdischool.ac.kr/>)
- ② Create the Online Application
- ③ Fill in all required information step by step (Refer to section [IV. Application Documents](#) for details)
- ④ Upload all required documents as PDF (Refer to section [IV. Application Documents](#) for details)
- ⑤ Double check all information and “Submit” the application
- ⑥ Make sure that the recommendation letters (two) are submitted within the application deadline

※ Applicants can apply for **ONE** program only

※ **Once the online application is submitted, changes CANNOT be made. You will need to cancel the existing application and reapply.**

※ **Only applications (including two recommendation letters) that have been successfully submitted by the deadline will be valid.**

※ **Please be aware that the email address CANNOT be changed afterwards. Please make sure to sign up with a valid email address as we announce all important notice and results through email and system.**

Academic Programs

Master's Program	Master of Public Policy (MPP)	Master of Development Policy (MDP)	Master of Public Management (MPM)
Program Type	Full-time ¹⁾		
Program Duration ²⁾	4 academic terms (Approx. 1.5 year) <ul style="list-style-type: none"> · Coursework³⁾ terms at KDI School (Approx. 1 year) · Research Project for Graduation: in home country 		
Graduation Requirements ⁴⁾	Minimum 39 credits (including research project)		
Concentrations	<ul style="list-style-type: none"> - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy 	<ul style="list-style-type: none"> - Sustainable Development - International Development 	<ul style="list-style-type: none"> - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy
[Common Concentration] Data Science for Public Policy and Management			

1) Full-time students are NOT allowed to work during their study (stay) period in Korea.

2) The stay duration may differ by each scholarship.

3) Residence requirement is for most scholarships is 3 terms. Students are required to complete the Graduation Research Project in their home country (may vary by each scholarship's conditions).

4) Early graduation is eligible up to one term early if overall GPA higher than 3.9.

II. Qualifications

Academic Qualifications

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

① A Bachelor's degree holder from an accredited college or university. (minimum 3 years)

② Educational attainment equivalent to a Bachelor's degree (minimum 3 years) approved by law.

※ Applicants must hold a Master's degree if their Bachelor's degree program duration was less than 3 years.

※ All applicants must hold an **official graduation certificate before they apply** to KDI School.

※ Expected graduates from Korean or Japanese universities may submit the Certificate of Expected Graduation during application, and re-submit the actual graduate certificate within the respective deadline if admitted (For graduates from Korean universities : before end of August, for graduates from Japanese universities : end of September).

English Proficiency Qualification

The English Proficiency Test Score is mandatory for ALL applicants, apart from the condition detailed below.

Test (8 types)	① TOEIC	② TOEFL (iBT, including Home Edition)	③ TOEFL (CBT)	④ TOEFL (ITP)	⑤ IELTS (including Online)	⑥ OPIC	⑦ New TEPS	⑧ Duolingo
Minimum Required Score	750	72	212	543	6.0	IM3	286	100

-The tests must be taken no more than 2 years prior to the application deadline

※ Only applicants who have received their degree(Bachelor's degree or higher) from the following countries are automatically exempt from submitting an English Proficiency Test Report : *Antigua and Barbuda, Australia, Bahamas, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA*

※ **Submission of documents such as Medium of Instruction and Proof of English in lieu of an English Proficiency Test Score is not accepted and will lead to automatic disqualification**

Scholarship Eligibility

1. Applicants who have already benefited from any Korean government scholarship(including KDI School) on a Master's or Doctoral level are **NOT eligible** to receive another scholarship for an equivalent degree at KDI School. In this case, the accepted students must bear full tuition fee and living expenses on their own if they want to register.

2. International Applicants must meet one of the following terms: 1) or 2)

- *Those with dual citizenship (nationality) with one nationality as Korean are not eligible (considered as a domestic student).*

1) A foreign national whose parents are both foreign nationals.

2) A foreign national of Korean descent must meet one of the following: (① or ②)

① *Your parents must be foreign nationals and submit* (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 *Must complete at least 16 years of education* (elementary, middle, high school, and university) in a foreign country and submit (1) certified copies of academic transcripts and (2) graduation certificates of your entire 16 years of education.



III. Scholarships

Scholarship for Master's Programs

Scholarship		Eligibility & Benefits
KDIS Scholarship	Scholarship Overview	<p>All applicants who meet the Academic Degree Qualification</p> <ul style="list-style-type: none"> ▶ Select 'KDIS Scholarship' when creating an online application <hr/> <ul style="list-style-type: none"> · Accepted students will automatically qualify for a scholarship, which will be determined by the Admissions Committee. A separate application for the scholarship is not required. - Typical scholarship includes full tuition waiver and monthly stipend (minimum KRW 1,000,000), but does not typically include airfare and dormitory costs.
	<i>Global Ambassador Scholarship</i>	<ul style="list-style-type: none"> · Nationals from the ODA recipient nations on the OECD DAC List (Click) <ul style="list-style-type: none"> ※ Applicants from non-ODA recipients countries may be conferred a partial scholarship.
	<i>Seoul G20 Global Leaders Scholarship</i>	<ul style="list-style-type: none"> · Applicants who are current nationals of a G20 country (apart from the Republic of Korea) may be considered for Seoul G20 Scholarship. [G20 Countries] Argentina, Australia, Brazil, Canada, China, France, Germany, India, Indonesia, Italy, Japan, Mexico, Russia, Saudi Arabia, South Africa, Turkiye, United Kingdom, United States of America, European Union
Other External Scholarships	Scholarship Overview	<ul style="list-style-type: none"> · External scholarships will be awarded to eligible scholars through nomination by the awarding institutions. Applicants cannot apply for these scholarships separately. · Prospective Hyundai Motor Chung Mong-Koo Foundation Scholarship students may be invited for an additional Interview after School's final result announcement.

*The scholarship may be subject to change based on decisions from the sponsoring institutes.

IV. Application Documents (to Upload/Submit)

No	Required	Application Documents
1	Required	Online Application & Online Statement of Purpose(SOP)
		<ul style="list-style-type: none"> Applicant's basic information(name, DOB etc) must match with the ones on their passport. Any information written on the application form should be identical with the ones on submitted documents. Must include all academic history and records, except for primary/secondary education. <ul style="list-style-type: none"> Please make sure to state correct information such as CGPA (Grade, Score), grading scale (maximum score) and admission & graduation date. <p>※ Applicants are NOT allowed to submit their SOP(including study plan) drafted by the AI based software such as ChatGPT.</p>
2	Required	Applicant's Photo
		<ul style="list-style-type: none"> Head shots in the Passport size only: 35x45mm File format: JPG only / Size limit: less than 3MB <p>※ Selfie or full length/group photos are NOT allowed; upload a photo that meets the format and specifications.</p>
		 
		CORRECT WRONG
3	Required	A Copy of Passport
		<ul style="list-style-type: none"> A passport which is valid at least until August 2026 (December 2026 for IBK scholarship). <ul style="list-style-type: none"> A copy of passport page with the holder's personal information If you have more than one passport, please submit the one which will be used for visa application. <p>※ The period of stay will be granted only within passport validity period. Please refer to the notice from the Ministry of Justice & Korea Immigration Service. (click)</p> <p>※ <i>If you are a resident in Korea, submit a copy of your Residence Card(ARC) as well.</i></p>
4	Required	Online Survey
		<ul style="list-style-type: none"> Online Survey is the first step in the application process and must be done before you can proceed with the subsequent steps.
5	Required	TWO(2) Online Recommendation Letters
		<ul style="list-style-type: none"> Applicants must send requests for the 'Online' Recommendation Letters to two (2) recommenders by using the application system. <ul style="list-style-type: none"> An email request will be sent to the recommenders when you fill out their information and press the "Recommendation Letter Request" button. Recommendation letters must include information about applicant's performance in either academic or professional settings. <p>※ Recommendation letters uploaded by an applicant are NOT accepted.</p> <p>※ If your recommenders do not submit the letters in time, your application will be excluded from the admission process.</p>

English Proficiency Test Score Report

- The English Proficiency Test Score is mandatory for ALL applicants, apart from the condition detailed below.
- Submission of documents such as Medium of Instruction and Proof of English Proficiency in lieu of an English Proficiency Test Score is not accepted and will lead to automatic disqualification

Test (8 types)	① TOEIC	② TOEFL (iBT, including Home Edition)	③ TOEFL (CBT)	④ TOEFL (ITP)	⑤ IELTS (including Online)	⑥ OPIC	⑦ NewTEPS	⑧ Duolingo
Minimum Required Score	750	72	212	543	6.0	IM3	286	100

6 **Required(*)**

- * *Score reports must be scanned copies of the **ORIGINAL** scoring report*
 - * Each test must have been administered by the official test provider (For example, IELTS tests must be administered by the British Council, IDP or Cambridge English). Private tests will not be considered
 - * **Tests must have been taken within 2 years of the application deadline.**
- ▶ Applicants who have received their degree (Bachelor's degree or higher) from the following countries are automatically exempt from submitting an English Proficiency Test Report : *Antigua and Barbuda, Australia, Bahamas, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, Malta, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, UK, USA*

Official Diploma or Graduation Certificate

7 **Required(*)**

- **Official Bachelor's (minimum 3 years) degree certificates from undergraduate institutions**
 - Applicants who already hold Master's or Ph.D. degree must submit certificates from both undergraduate and graduate institutions.
- ※ **The certificate(including translation for non-English document) must be 1) Apostilled Or 2) Consular-certified by Korean Embassy - Please refer to [V. Apostille/Consular Legalization](#) section**
- ※ Any unofficial, provisional or temporary graduation certificates are NOT acceptable.
- ※ The certificate must indicate 'Bachelor/Master's/Ph.D. Degree' or 'Equivalent to a Bachelor/Master's/Ph.D. Degree and a date of graduation.

Official Transcripts

8 **Required(*)**

- **Official Bachelor's degree transcripts from undergraduate institutions**
 - Applicants who Master's or Ph.D. degrees must submit transcripts from both undergraduate and graduate institutions.
 - Must submit an official transcript indicating the final(overall) CGPA/Grade/Score.
 - Must provide **a full record of the courses** you have taken throughout the years of studying. ([Examination results are NOT acceptable](#))
- ※ Applicants who transferred to another university must submit the academic records of the previous university as a supplementary document. Applicants must state both academic records in their application separately.

9	<p>Required(*) for those who have professional experience only</p>	<p style="text-align: center;">Employment Verification/Certificate</p> <ul style="list-style-type: none"> · Must specify the employment period and position/job title clearly. - The verification should indicate the organization's category (e.g. Government/Public Institution, Private Company, NGO, IGO, etc.) · Must be written and signed by the HR officer or supervisor. ※ <i>(Current Position) Employment Verification must be submitted using the designated form and include all pertinent information. The school may contact your company directly to confirm your employment.</i> The form can be downloaded from 'Admission Documents' from the Admissions website(Click) ※ <i>(Previous Positions) Must be issued on an official letterhead/template of the issuing company and bear the official <u>stamp/seal/signature</u> of the issuing institution.</i> ※ Any professional/career experience without a proper employment certificate will not be considered for the purposes of screening ※ Appointment letter, employment contracts and pay slips are not accepted
10	<p>If applicable</p>	<p style="text-align: center;">(For Foreign nationals of Korean descent only)</p> <ul style="list-style-type: none"> · Applicant's birth certificate and both parents' passports · OR Graduation certificates with academic transcripts of applicant's entire 16 years of education from foreign countries

※ **For accepted students**, required documents (original documents in hard copies) **with (*) mark** must arrive at the Admissions Office **via post no later than July 1, 2025. Late submissions will result in automatic withdrawal of admission offer.**

V. Apostille/Consular Legalization

The **Apostille** is used when public documents are being transferred between countries that are a party to the **Hague Apostille Convention(1961)**. Documents issued in signatory country should be legalized with Apostille to ensure their validity in the foreign countries.

Please check the updated signatory country list from the link below and proceed to ① or ② or ③ or ④ depending on where you earned your degree from.

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

Note that the only document that require an Apostille or consular legalization is your graduation certificate (diploma). There is no need to receive an Apostille or consular legalization for other documents, including transcript and employment verification.

① Academic documents issued in a Apostille signatory country

- Submit your graduation certificate (diploma) with Apostille legalization (including translation for non-English document).
- Please obtain the legalization from the apostille issuing government authority on a notarized copy. Do NOT get the stamp/seal on the true original certificate.

② Academic documents issued in a Non-signatory country

- Submit Required Documents that are consular-verified by the Korean Embassy (including translation for non-English document) in the country the document was issued from. For instance, if you received your bachelor's degree in Australia but are living in Nigeria, you need the diploma to be consular-verified by the Korean Embassy in Australia, NOT from the Korean embassy in Nigeria.
- If there is no Korean Embassy in the country where your university is located, please search for the Korean embassy in charge. Certain Korean embassies oversee multiple nations in a region.
- Please obtain the legalization from the Korean embassy on a notarized copy. Do NOT get the stamp/seal on the true original certificate.
- ※ The requirements for Consular legalization vary by Embassy. Please contact the Embassy for further information.

③ Academic documents issued by Universities in the Republic of Korea

- Documents issued by the Korean institutions does not need to be Apostilled or authenticated by the Korean Embassy.
- Please submit the official documents with a valid verification code issued by the university.

④ Academic documents issued in China

- Submit Required Documents that are consular-verified by the Korean Embassy(including translation for non-English document).
- The documents must be originally issued by the China Academic Degree & Graduate Education Development Center(CDGDC) or China Higher Education Student Information and Career Center(CHESICC/CHSI).
- ※ **It is the Applicant's responsibility to submit the corresponding documents before the deadline since the admission offer may be withdrawn otherwise.**
- ※ **It is MANDATORY to process Apostille or Consular Legalization. No exceptions will be made to this requirement.** Documents authenticated solely by public notary, commissioner for oaths or advocate

attorneys, or universities/working institutions are **NOT acceptable**.

※ Photocopies of the authenticated documents are **NOT accepted** in any case.

※ True original diplomas will **NOT be accepted**. Should you submit such a document, they will be disposed of and will not be returned under any circumstances.

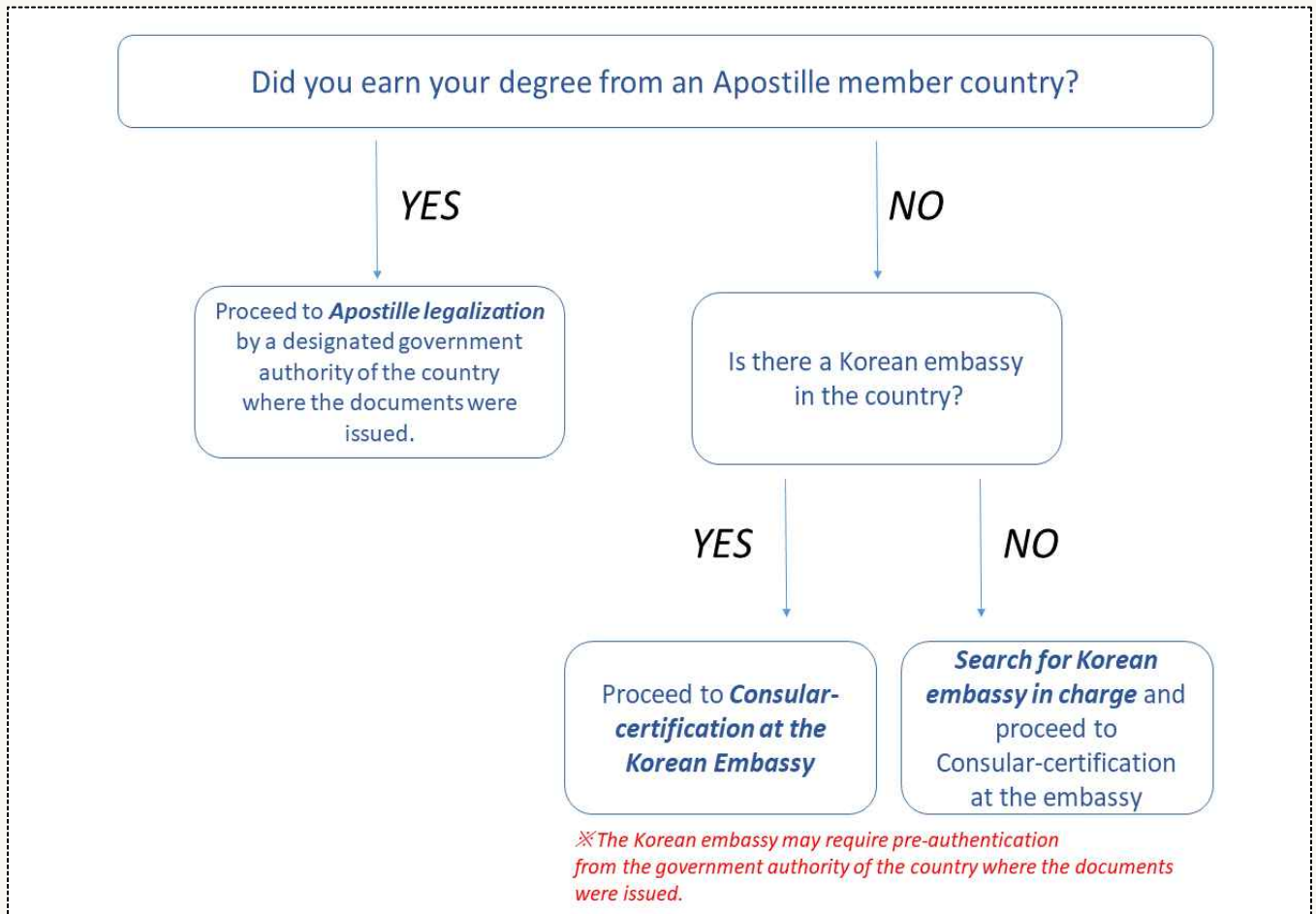


Tips on how to legalize your documents

< Legalization Samples >

Apostille legalization	Consular verification by the Korean Embassy

< Preliminary Check on the Legalization Process >



VI. FAQ

Q: If the application or the document submission is incomplete, can I submit additional documents through email afterwards?

A: **No.** If an applicant submits the application or supporting documents which are incomplete, he/she will be disqualified from the admission process.

Q: I am expected to graduate soon, can I still apply?

A: **No.** All applicants official graduation certificate before they apply to KDI School. (Only expected graduates from Korean or Japanese universities may submit the 'Certificate of Expected Graduation' during application, and re-submit the actual 'Graduate Certificate' within the respective deadline if admitted.

Q: Once accepted, can I defer my admission of scholarship?

A: **No.** Accepted students cannot defer their admission or scholarship under any circumstances. Any such requests will not be granted and will result in withdrawal of admission and forfeiture of scholarship.

Q: In what case will the admission be cancelled?

A: The admission will be cancelled at school's discretion even after registration in the following cases:

- 1) If any grounds for disqualification are found.
- 2) If any information in the application(documents) are found to be false, counterfeit or, if any fraudulent acts are found which had been involved during the admission process.
- 3) If a student has omitted their academic(higher/tertiary education) history(records) from the application.
- 4) If a student does not submit the documents(with proper legalization) required by the Admissions office before the given deadline or submitted false documents.
- 5) If a student does not enter Korea within the designated arrival period without prior consent from the school and/or if their visa application is rejected by the Korean embassy (or Korea Immigration Service/Office) and thus, unable to enter Korea before the semester begins.
- 6) If a student is found to have dual registration (being registered in another university/institution at the same time).

Q: When should I prepare for the document authentication?

A: For international students, ensure you have the graduation certificate (diploma) authenticated with an Apostille OR Consular-authenticated by the Korean embassy **before you apply** to KDI School. The Immigration Office requires all diplomas to receive an Apostille or consular legalization, and delays in submitting the same will result in withdrawal of the admission offer.

Q: Can I receive the visa supporting documents as soon as I pass the final interview round?

A: According to Korean Immigration law, visa support will only be provided once legalized diploma and other supporting documents are sent to us. We will provide the Admission Package **only to those who have successfully submitted the documents(as requested) within the given deadline.**

Q: After I enter the School, can I request for return of my documents?

A: **No.** The documents will NOT be returned to the applicant under any circumstances once submitted according to the School policy. Do not submit the true original diploma certificates. Please obtain the legalization from the apostille issuing government authority on a notarized copy. Do NOT receive the stamp/seal on the true original certificate.

Q: I am not receiving any emails from your school.

A: All results and important notices are to be announced within the application system. If you are not receiving any emails from us, please check the Spam folder or check with your institution in case our emails are blocked. Also, please check if you have any storage problems. It is the applicant's responsibility to provide us with a valid email address.

Q: I cannot login to the application system.

A: Please use the "Find Password" function if you have login issues within the application system.

Q: Can I submit my English proficiency score report online?

A: **Yes.** Certain reports can be submitted online through the test institution's website and will be considered as an original. Other English Proficiency Test Reports must be submitted in original certificate.

- TOEFL iBT Score Reports can be submitted online via ETS(Institution Code: 6442).
- IELTS Score Reports can be submitted online via British Council website
- Duolingo test report can be submitted online through Duolingo ([Link](#))

For more FAQ, please visit our admissions website: ([Link](#))

VII. Contact Information

Inquiry : internationaladmissions@kdis.ac.kr for KDI School's internal scholarships (GAS, Seoul G20)
internationaladmissions2@kdis.ac.kr for other external scholarships

Mailing Address (Document Submission for Accepted Students)

Admissions office, KDI School of Public Policy and Management
263 Namsejong-ro, Sejong, Republic of Korea (30149)

※ Please specify the 'Admissions Office' so that the documents can be delivered properly.

Website

▷ KDIS Website : www.kdischool.ac.kr ▷ Admissions Website: <https://kdischool.ac.kr/admissions/>

Office Working Hours : 09:00~12:00
13:00~18:00 (Monday~Friday, KST)
