Spring 2014 Admissions

Guideline for International Students

KDI School of Public Policy and Management

1. Admissions Schedule

▶ Overview

Category	Fall 2013
Program Entrance	February 2014
Admissions Period	August 9th ~ October 25th, 2013
Offering Programs	• Master of Public Policy (full-time/part-time) • Master of Development Policy (full-time/part-time) • Ph.D. in Public Policy (full-time only) • Ph.D. in Development Policy (full-time only)

▶ Admissions Schedule in KST (Korea Standard Time)

Online Application	August 9th ~ October 25th, 2013

- Submission of online application must be completed before midnight on October 25th. The online application system will be closed after midnight. (http://admissions.kdischool.ac.kr/)

Required Documents	August 9th ~ October 25th, 2013

- All required documents must be delivered in one envelope by 6 p.m. on October 25th. 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

- If the online application and all the required documents are submitted on time, they will be reviewed by the admissions committee.
- The result of the document review will be posted on the online application system.
- Those who pass the document review will be contacted for the interview arrangement.

Interview	Mid November

- The Skype interview is preferred however the interview will be conducted either by Skype or phone depending on the preference of the candidate.

Final Announcement	Early December

- The final result will be announced through email and posted on the online application system
- An acceptance letter and admissions package will be delivered individually.

Registration	December ~ January

2. Applicants Qualifications

▶International Applicants Qualification

Applicants must meet one of the following:

① A foreign national whose parents are both foreign nationals
   (must provide a birth certificate showing relations between applicant and both parents and copies of both parents' passports)

② Completion of at least 16 years of education (elementary, middle, high school, and undergraduate) in a foreign country. (must provide official transcripts or graduation certificate of the entire education)

▶Degree Qualification

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

① A bachelor's degree from an accredited college or university (or expected to graduate before the program entrance period)

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 expected to graduate before the program entrance period)

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

3. Required Documents

All required documents must arrive in the admissions office before the deadline.

Address: The Office of Admissions, KDI School, 85 Hoegiro Dongdaemun Gu, Seoul 130-722, South Korea

▶ Required Documents

No	Documents	Master's Degree	Ph.D. Degree
1	Online application	●	●
2	Statement of Purpose (must use the official form) Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School (A4-sized paper: double-spaced, single-sided).	●	●
3	Official Academic Transcript from Undergraduate Institution(s) Copies must be certified with an official seal and a signature. Certification can be obtained from one of the following: issuing institution, ministry of education, Korean embassy/consulate in applicant's country, or embassy of the applicant's home country in Korea.	●	●
4	Certified Diploma from undergraduate institution(s) *Please read guideline number 5 next pages for document authentication/legalization.	●	●
5	Official transcript from graduate institution(s)	if applicable	●
6	Certified Diploma from graduate institution(s)	if applicable	●
7	Recommendations Each recommendation letter must be sealed in an envelope by each recommender and mailed together with the rest of the required documents.	Two	Three
8	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.	●	●
9	Copy of Passport Please ensure to copy the page where your photo and expiration date shows.	●	●
10	TOEFL, IELTS score report(or certificate of medium of instruction*) Score report(s) must be for TOEFL, TOEIC, TEPS, IELTS or other internationally recognized standardized exams. The tests must have been taken within 2 years of the proposed date of admission.	strongly recommended	strongly recommended
11	Employment Verification** (required if currently employed)	if applicable	if applicable
12	Dissertation Research Proposal	X	●
13	Writing Sample in English	X	optional
14	GRE score report	X	optional

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

**Applicants for Seoul G20 Global Leader's Fellowship have to submit Employment Verification to prove eligibility. (Eligibility: Division head-level or above, or minimum 6 years of working experience in the public sector)

▶ Important Reminders

1) Submission of the online application and arrival of the required documents must be completed before the deadline.   Incomplete or late application will be excluded from the document review.
2) Non-English or Non-Korean based documents must be accompanied with notarized English translations.
3) All required documents must be sent in one package to the admissions office by post and the submitted documents will not be returned.
4) The applicant's name and date of birth entered in the online application must be exactly the same as those in his/her passport.
5) 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.
6) If any required documents are found to be false or counterfeit, admission to the KDI School will be revoked.
7) Applicants may only apply for one program/scholarship.   Submitting multiple applications to more than one program/scholarship will invalidate candidacy.

▶ Document Authentication/Legalization (Only **one** of the following must be proven.)

Applicants from China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru	Apostilled (by government authorities; typically by Department of External Relations or Foreign Affairs)
	Certified by Korean Embassy/Consulate with a seal or stamp
	Certified by Embassy of the applicant's home country in Korea
	Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)

*Prepare **two** certified documents; one for application requirements and the other for visa application (after the admission).

All applicants **Not** from the countries above	Certified by the issuing institution with an official stamp and signature.
	Certified by Korean Embassy/Consulate with a seal or stamp
	Certified by Embassy of the applicant's home country in Korea
	Certified by Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)

4. Online Application Guidelines

▶ **Before beginning your application, please read the following instructions carefully.**

Installing Google Chrome	- Google Chrome must be used for the KDI School's online application system for faster and safer operation.
1. Click on the link to download Google Chrome	**https://**www.google.com/chrome/intl/en/more/index.html

2. Click on the "Download"

3. Click on the "Download Chrome"

3. Click on the "Accept and Install" button.

Installing

Java Software

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

1. Click on the link to download Java
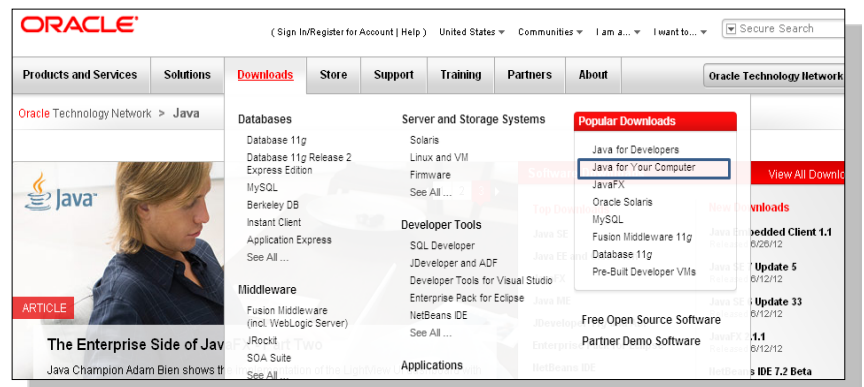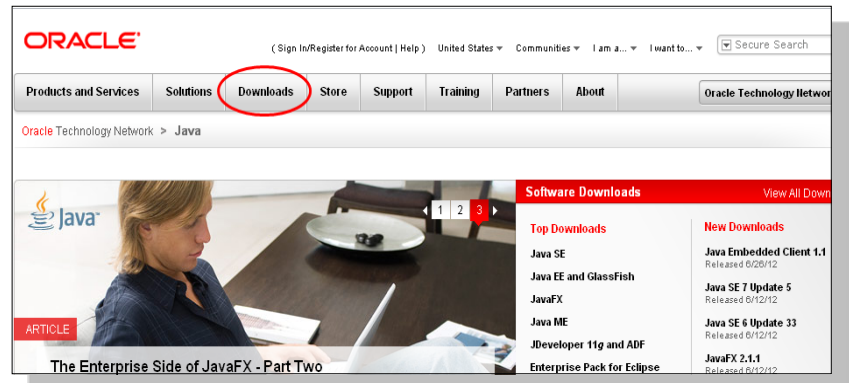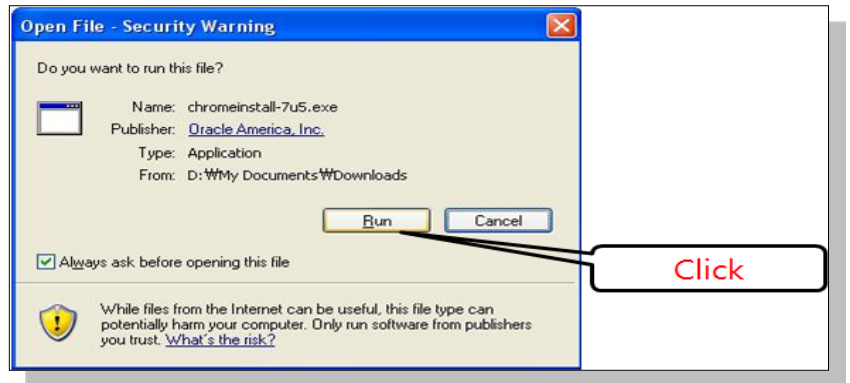
http://www.oracle.com/technetwork/java/index.html
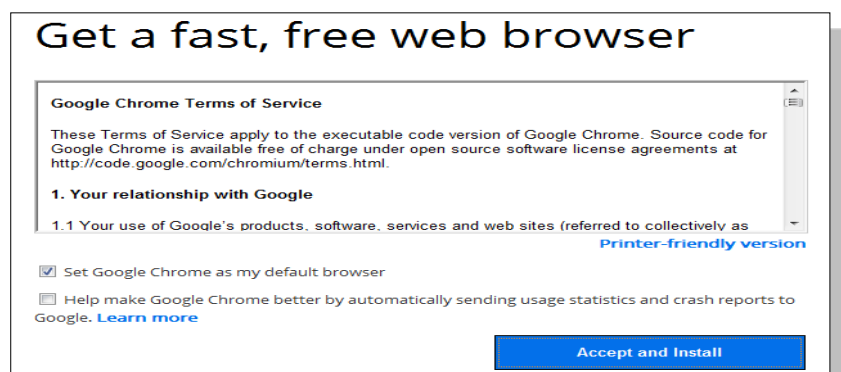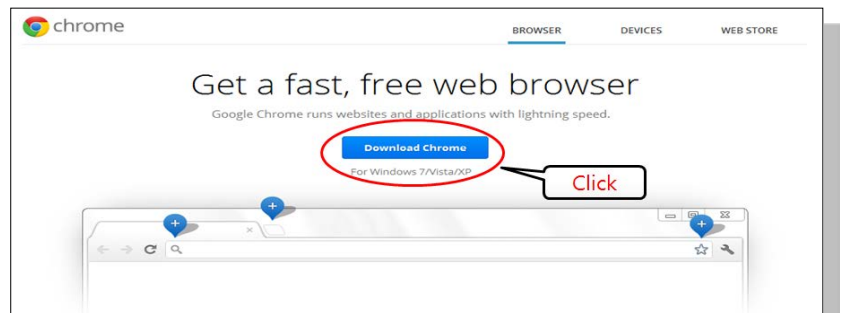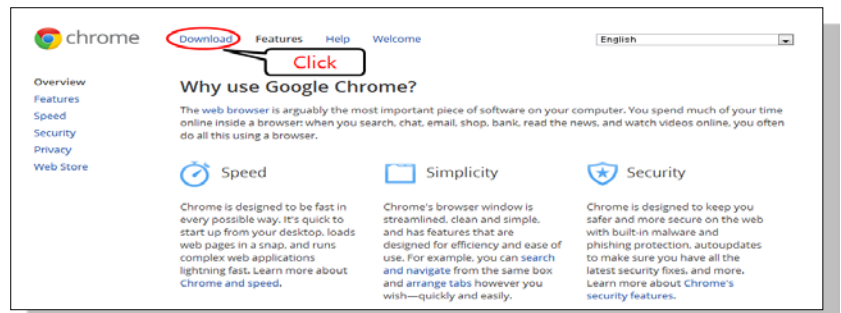
2. Click on the "Download" button.

3. Click on the "Java for Your Computer" button.

4. Click on the "Agree and Start Free Download" button.

5. Click on the "Run" button when the pop-up window appears

Open File - Security Warning

Do you want to run this file?

    Name: chromeinstall-7u5.exe
    Publisher: Oracle America, Inc.
    Type: Application
    From: D:₩My Documents₩Downloads

[Run] [Cancel]

☑ Always ask before opening this file

While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?

Click

6. Java installation will begin when you click on the "Install" button.

Java Setup - Welcome

Java | ORACLE

Welcome to Java™

Java provides safe and secure access to the world of amazing Java content. From business solutions to helpful utilities and entertainment, Java makes your internet experience come to life.

Note: No personal information is gathered as part of our install process. Click here for more information on what we do collect.

Click Install to accept the license agreement and install Java now.

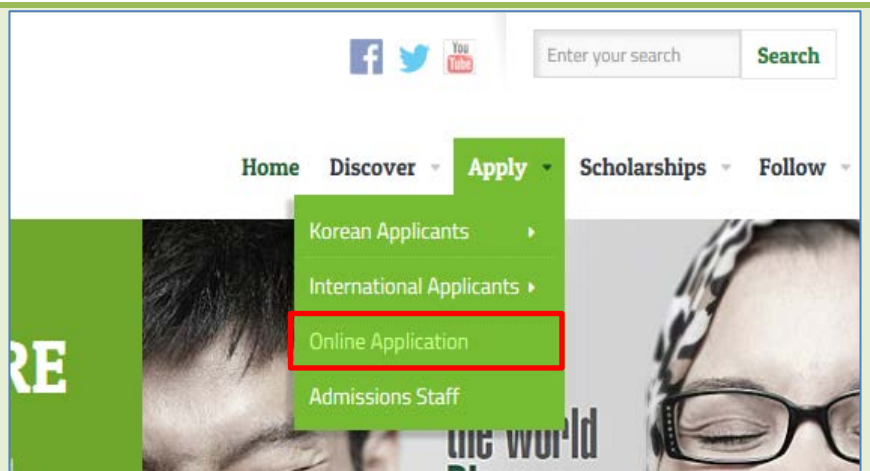☐ Change destination folder   [Cancel] [Install >]

Click

▶ **Beginning Your Online Application**

Go to KDI SCHOOL
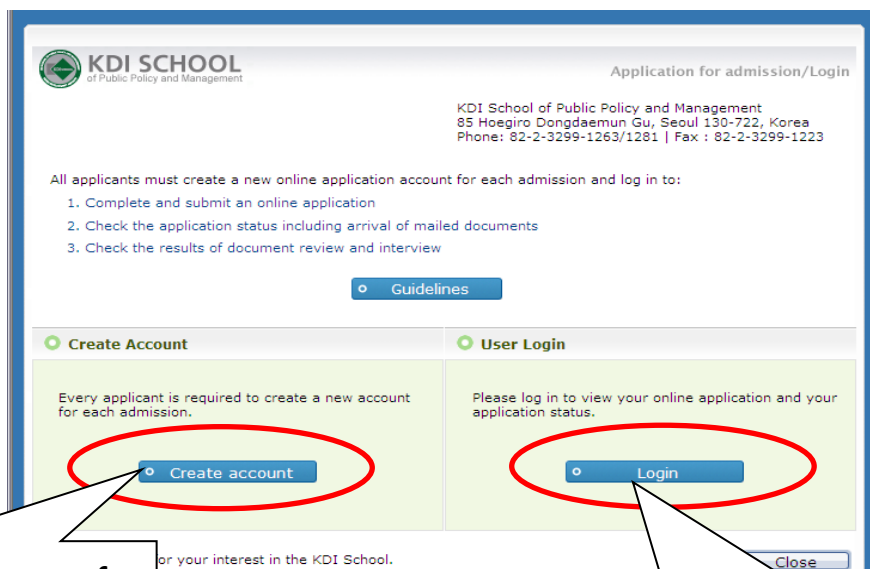
Admissions Website

admissions.kdischool.ac.kr
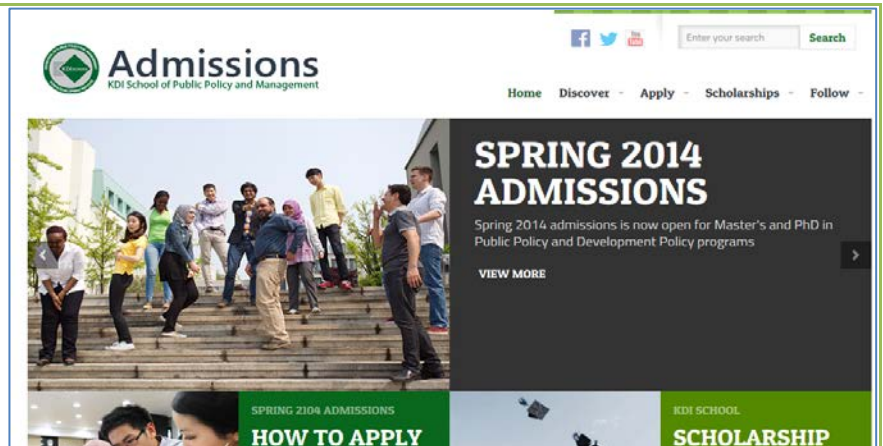
1. Click on **"Online Application"** under the Apply drop down menu.

2. A new window for the KDI School's Online Application System pops up.

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

3. Please check "Agree" to the terms and conditions of the KDI School Application Privacy Policy

Click on **"Continue"** for the next step.
(Bottom of the page)

☑ I have read and agree to the terms and conditions of KDI School's Online Application service.

KDI School Application Privacy Policy

KDI School Online Application Program is an Internet property of KDI School of Public Policy and Management. The KDI School Application Privacy Policy is applicable to users of the Online Application Program for applications made to the KDI School. We are providing this privacy policy to you so that you can learn about how we collect and share information you submit through the Online Application Program. Data privacy and security is important to us and to users of the Online Application Program, so we want to make sure that users of our Online Application Program understand our privacy and security practices and policies. In addition to this KDI School Application Privacy Policy, we are fully committed to adhering to all national privacy regulations.

Last Updated January, 2012

As you proceed through your online application, you will be asked to provide us your personal information including your resident registration number, passport number, and/or alien registration number for following purposes:
- Admissions and Academic Affairs
- Immigration Permission (only for international applicants)

☑ I agree to provide my personal information.

[Continue]   [Close]

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4. Enter your Personal Information

Please fill in all the blanks. (Please enter one email address only.)

✓ If you are reapplying, your entries can be same as those in your last application except your ID.
✓ If you are an overseas resident with a foreign nationality, you are considered as an international applicant if one of the following applies to you:

a. Both parents have foreign nationality
b. Completed 16 years of education in a foreign country

Click on the "Next (Save)" button

* - Indicates required field

1. PERSONAL INFORMATION

* ID : [   ] [Check]
[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 : [   ]
-Please avoid using YAHOO, HANMAIL, and DAUM account.
-Entering incorrect email address may cause delivery failure of important messeges.

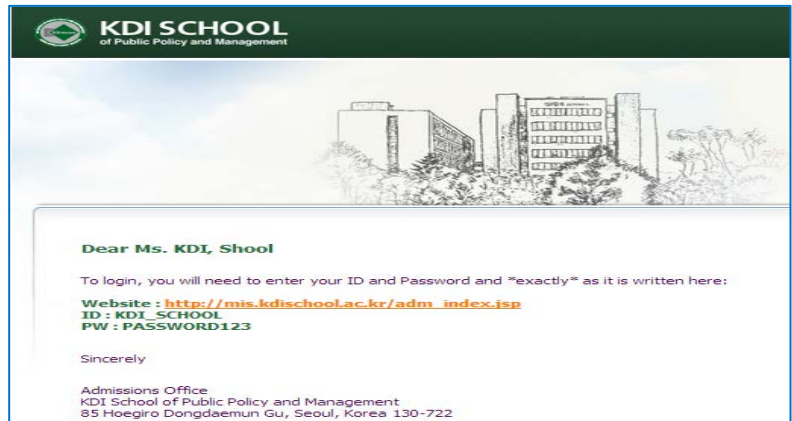* Name : [   ] / [   ]
         Family Name(姓)   Given Names (名)

* Country : [Choose the country of your nationality ▼]

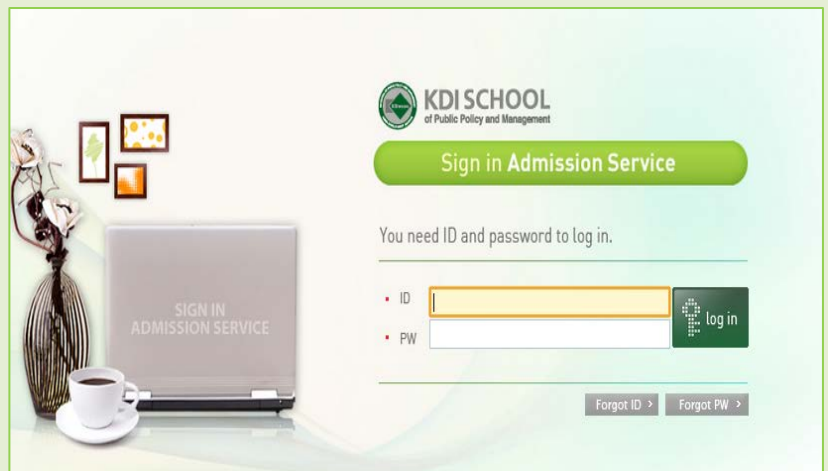* Gender : [Select ▼]   * Date of Birth : [   ]

Please turn off the pop-up blocker.

[Next (Save)]   [Close]

Check **email** that notifies you have successfully created an account on the application system.

KDI SCHOOL
of Public Policy and Management

Dear Ms. KDI, Shool

To login, you will need to enter your ID and Password and *exactly* as it is written here:

Website : http://mis.kdischool.ac.kr/adm_index.jsp
ID : KDI_SCHOOL
PW : PASSWORD123

Sincerely

Admissions Office
KDI School of Public Policy and Management
85 Hoegiro Dongdaemun Gu, Seoul, Korea 130-722
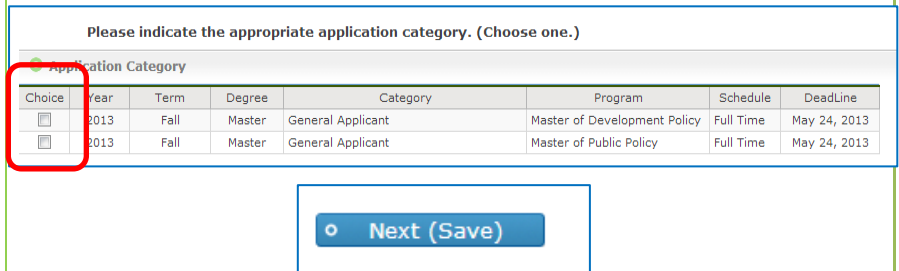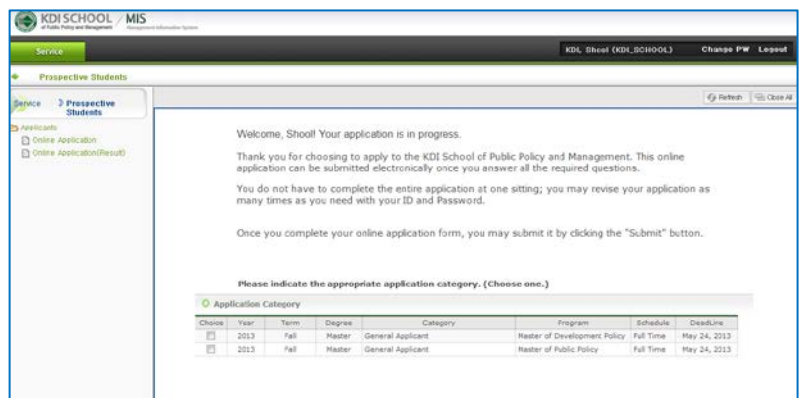
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5. Please **Log in** using your ID and password.

✓ 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.

KDI SCHOOL
of Public Policy and Management

Sign in **Admission Service**

You need ID and password to log in.

- ID
- PW

log in

Forgot ID >   Forgot PW >

Enter MIS page

6. Choose the **Application Category**.

Click on the **"Next (Save)"** button.

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

Application Category

Choice	Year	Term	Degree	Category	Program	Schedule	DeadLine
☐	2013	Fall	Master	General Applicant	Master of Development Policy	Full Time	May 24, 2013
☐	2013	Fall	Master	General Applicant	Master of Public Policy	Full Time	May 24, 2013

○ Next (Save)

7. Fill in your all **Personal Information**

✓ 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 student handbook and attendance book.)

8. Click on "**Save**" button at the top-right corner of the screen

✓ To save entered information please click.

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

9. Career Information

Please enter **all the degree programs**

- ✓ Undergraduate degree is required for the master's program
- ✓ Both undergraduate and graduate degrees are required for the PhD program

| Personal | Career | References | Survey | Submit | Checklist |

II. ACADEMIC HISTORY (Please list all the tertiary institutions attended with the most recent ones listed first.) [Add] [Delete]

No.	Degree	School	Dates Attended	Status	Major	% Scale	GPA

No data has been found.

① Pct Scale: Please input your academic grade in percentage scale, e.g. 88% (percentage you received).
② GPA: Please input your academic grade in GPA scale, e.g. 3.2/4.0 (GPA you received/Total GPA).

III. EMPLOYMENT HISTORY (Please list the most recent employment first.) [Add] [Delete]

No.	Organization	Dates Employed	Current Status	Department	Position / Title

No data has been found.

IV. EMPLOYMENT CATEGORY (Please indicate your current or most recent employment category.)
- Select -

V. STANDARDIZED TEST SCORE (Please enclose a copy of your score report.) [Add] [Delete]

No.	Test	Date	Score	Remark

No data has been found.

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

II. ACADEMIC HISTORY (Please list all the tertiary institutions attended with the most recent ones listed first.) [Add] [Delete]

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.

10. Reference

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

- ✓ 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 by the recommenders and should be sent together with the rest of the application documents in **one package.**

| Personal | Career | References | Survey | Submit | Checklist |

VI. REFERENCES (Please state the information of those who write your letters of recommendation.)
Please note : Two (2) letters of recommendation are required for Master's (General Applicant) application, so you should register two recommenders 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 envelop by the recommenders and should be 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	Position	Phone (including country code)	E-mail

No data has been found.

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

11. Survey

Please complete **both** survey questions.

✓ If you click on "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

12. 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**

13. Application Status

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

- ✓ The "Admissions Status" indicates the result of document review and interview.
- ✓ The "In Progress" sign indicates that each result is not finalized yet.

Service ▸ Prospective Students ▸ Applicants ▸ **Online Application**

Q Query | New | Delete | Save

Personal | Career | References | Survey | Submit | **Checklist**

○ Checklist

◦ Preview & Print

No.	Submit Document	Required	Submit	Submit Date
1	Online Application	Required	YES	Jul 11, 2012 04:11:59 PM
2	Statement of Purpose	Required	NO	
3	Two Passport Size Photos or Photo File Upload	Required	NO	
4	Copy of Passport	Required	NO	
5	Transcript(s) of Academic Record from Undergraduate	Required	NO	
6	Diploma(s) from Undergraduate	Required	NO	
7	Recommendation 1	Required	NO	
8	Recommendation 2	Required	NO	
9	Score Reports for TOEFL, IELTS, etc.	If applicable	NO	
10	Certificate of Employment/ Employment Verification	If applicable	NO	
11	Hard Copy of Online Application	If applicable	NO	
12	Transcript(s) of Academic Record from Graduate	If applicable	NO	
13	Diploma(s) from Graduate	If applicable	NO	

○ Admissions Status

Document Review	In Progress	Interview	In Progress	Final Result	In Progress