



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)

- Contents -

- 1. Admissions Schedule**
 - 2. Program Information**
 - 3. Qualifications**
 - 4. Requirements**
 - 1) Application Documents**
 - 2) Important notices**
 - 3) Document Authentication/Legalization**
 - 5. Contact Information**
 - 6. Process Checklist**
-








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:

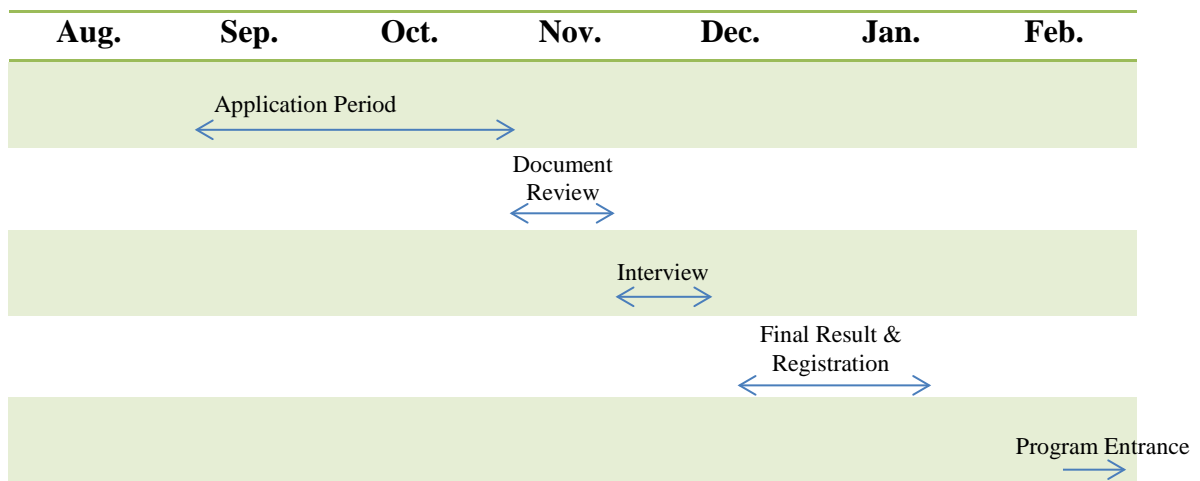
The Office of Admissions
KDI School of Public Policy and Management
85 Hoegiro Dongdaemun-gu Seoul, 130-722, Korea

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?