

Fall 2013 Admissions Guideline for International Students



KDI School of Public Policy and Management

Admissions Overview

1. Application Procedures

Admissions Period	March 30 th ~ May 24 th , 2013	
Offering Programs	Master of Public Policy (full-time) Master of Development Policy (full-time)	
Application Procedures	Online Application Submission	March 30 th ~ May 24 th , 2013
		<ul style="list-style-type: none"> Submission of online application must be completed before midnight on May 24th : The online application system will be closed after midnight. (http://www.kdischool.ac.kr/)
	Required Documents	March 30 th ~ May 24 th , 2013
		<ul style="list-style-type: none"> All required documents must be delivered in one envelope by 18:00 on May 24th. Registered mail or door-to-door deliveries are recommended. Arrival of required documents will be posted in the online application system.
	Document Review	Early June, 2013
		<ul style="list-style-type: none"> If an online application and required documents are submitted on time, they will be reviewed by the admissions committee. Result of document review will be posted in the online application system.
	Interview	Mid June, 2013
		<ul style="list-style-type: none"> Those who pass the document review will be contacted for the interview arrangement. A Skype interview is preferred however a phone interview can be conducted as an alternative.
	Final Announcement	Early July, 2013
		<ul style="list-style-type: none"> Final result will be announced through the online application system and email. An admissions package including the acceptance letter will be delivered to the address provided by an applicant.
Registration	July ~ August, 2013	
Semester Opening	September 2 nd , 2013	

2. Eligibility

Applicants must meet all of the following requirements:

- 1) Hold a Bachelor's or a higher degree (for Masters program)
- 2) Hold a Master's or a higher degree (for PhD program)
- 3) Demonstrate a certain level of English
- 4) Applicants of Korean origin must meet one of the following requirements:
 - 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)

3. Required Documents

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

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

No	Documents	Master's Degree	Ph.D. Degree (for Spring 2014)
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	Certified Copies of Academic Transcript from Undergraduate Institution(s)	○	○
	Copies must be certified with an official seal and a signature. Certification can be obtained from the issuing institution, ministry of education, Korean embassy/consulate in applicant's country, or embassy of the applicant's home country in Korea.		
4	Certified Copy of Diploma from undergraduate institution(s)	○	○
	Please read guideline number 5 next page for document authentication/legalization.		
5	Official transcript from graduate institution(s)	if applicable	○
6	Certified Diploma from graduate institution(s)	if applicable	○
7	Recommendations	Two	Three
	Each recommendation letter must be sealed in an envelope by each recommender and mailed together with the rest of the required documents.		
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*	if applicable	if applicable
	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.		
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 a certificate of medium of instruction to demonstrate English proficiency.

**To become a candidate for Seoul G20 Global Leader's Fellowship, an Employment Verification must be submitted to prove eligibility. (Eligibility: Division head-level or above, or minimum 6 years of working experience in the public sector)

4. 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) All documents must be prepared in English. Non-English 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 all submitted documents will not be returned.
- 4) The applicant's name and date of birth in the online application must match the information on his/her passport.
- 5) Important notices and announcements are delivered via email in the online application and an incorrect email address 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 scholarship will invalidate candidacy.

5. Document Authentication/Legalization

- 1) Applicants from **China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru** must get copies of their diploma one of the following:
 - 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)
- 2) All applicants not from the countries above may get copies of their diploma certified by:
 - The issuing institution with an official stamp and signature.
 - Korean Embassy/Consulate with a seal and a signature
 - Embassy of the applicant's home country in Korea
 - Ministry of Education of the People's Republic of China (limited to those who earned their degree from China)

Online Application Guidelines

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

1. Google Chrome

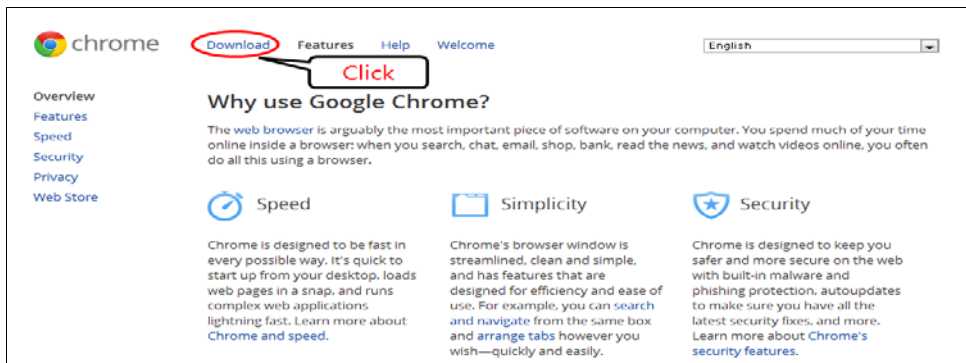
- 1) Google Chrome helps the KDI School's online application system to operate faster and safer.

2. Installing Google Chrome

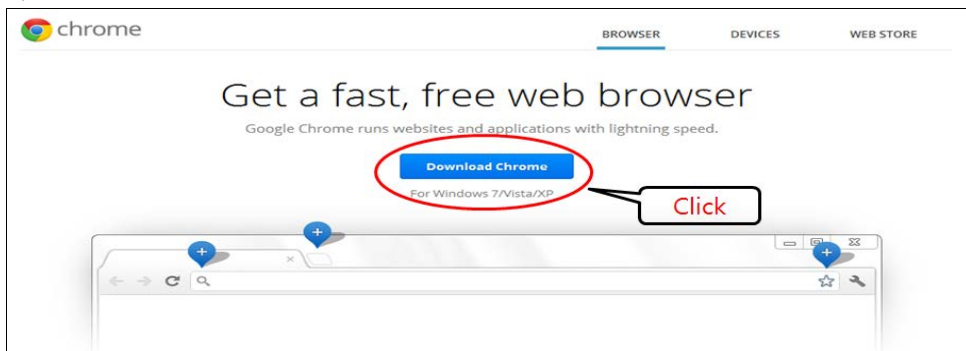
- 1) Click on the link below to download Google Chrome.

<https://www.google.com/chrome/intl/en/more/index.html>

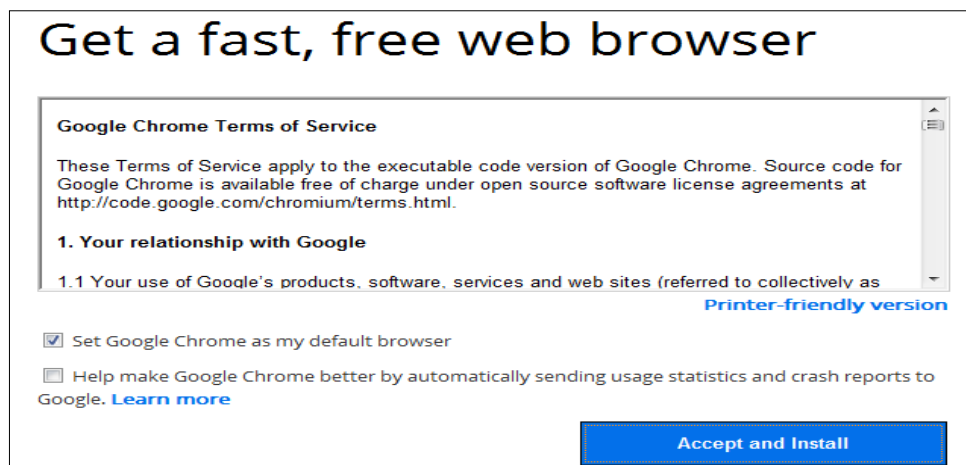
- 2) Click on the "Download" button.



- 3) Click on the "Download Chrome" button.



- 4) Click on the "Accept and Install" button.



3. Java Software

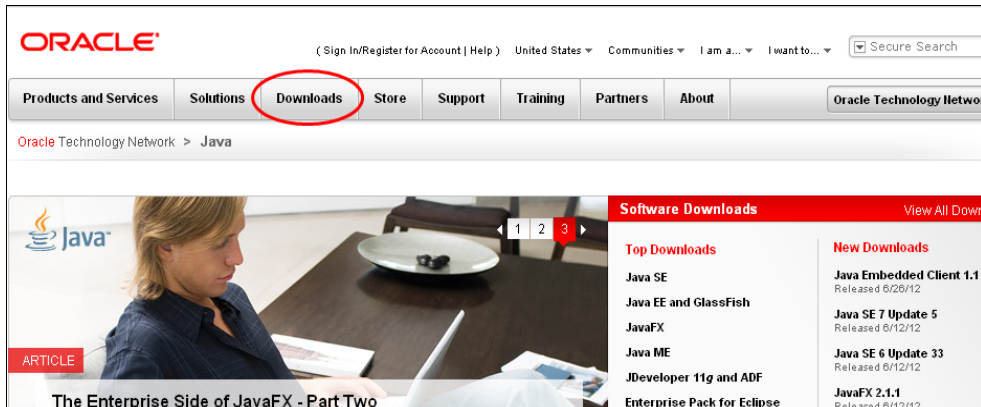
- 1) Installing Java Software is necessary to enable the “Preview & Print” function on the KDI School’s online application system.

4. Installing Java Software

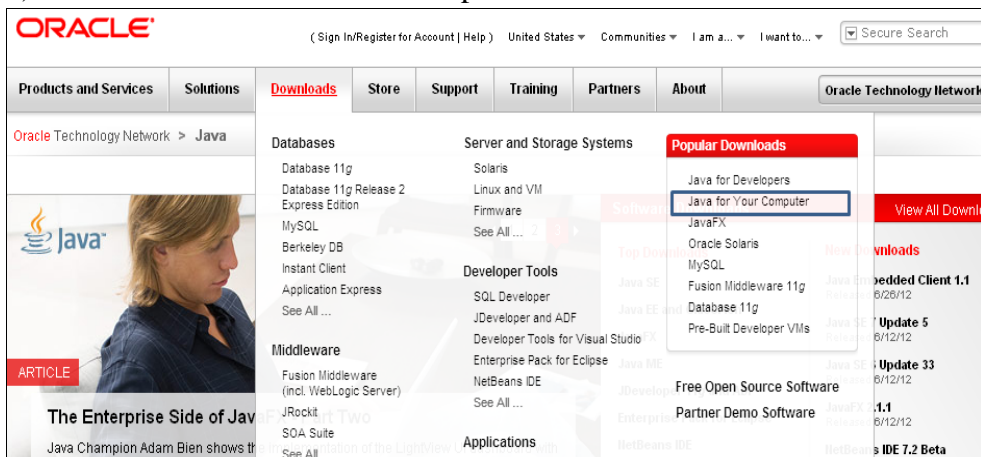
- 1) Click on the link below to download Java Software.

<http://www.oracle.com/technetwork/java/index.html>

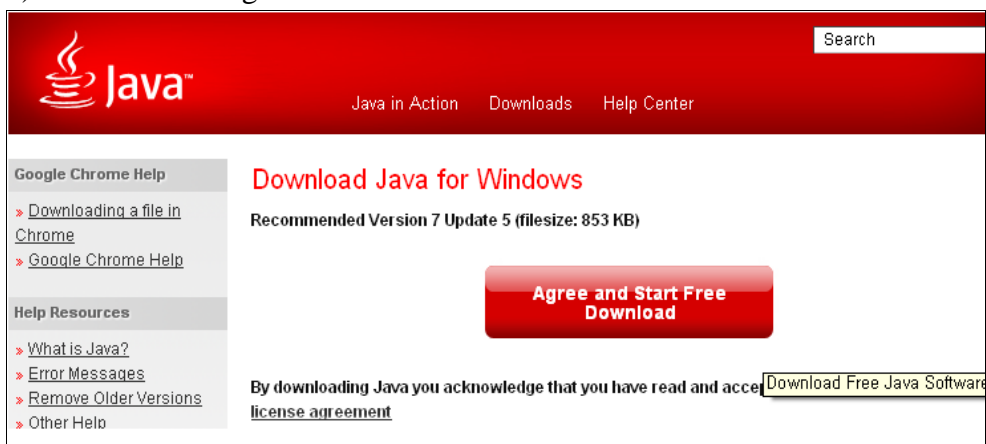
- 2) Click on the “Download” button.



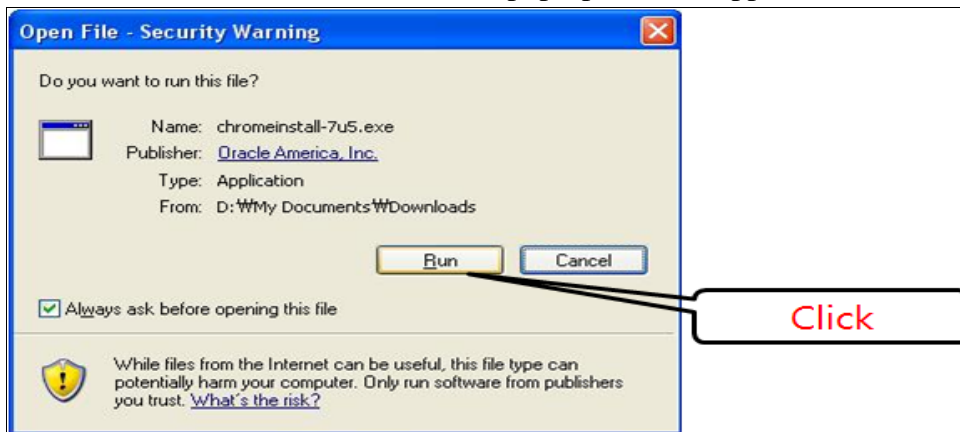
- 3) Click on the “Java for Your Computer” button.



- 4) Click on the “Agree and Start Free Download” button.



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

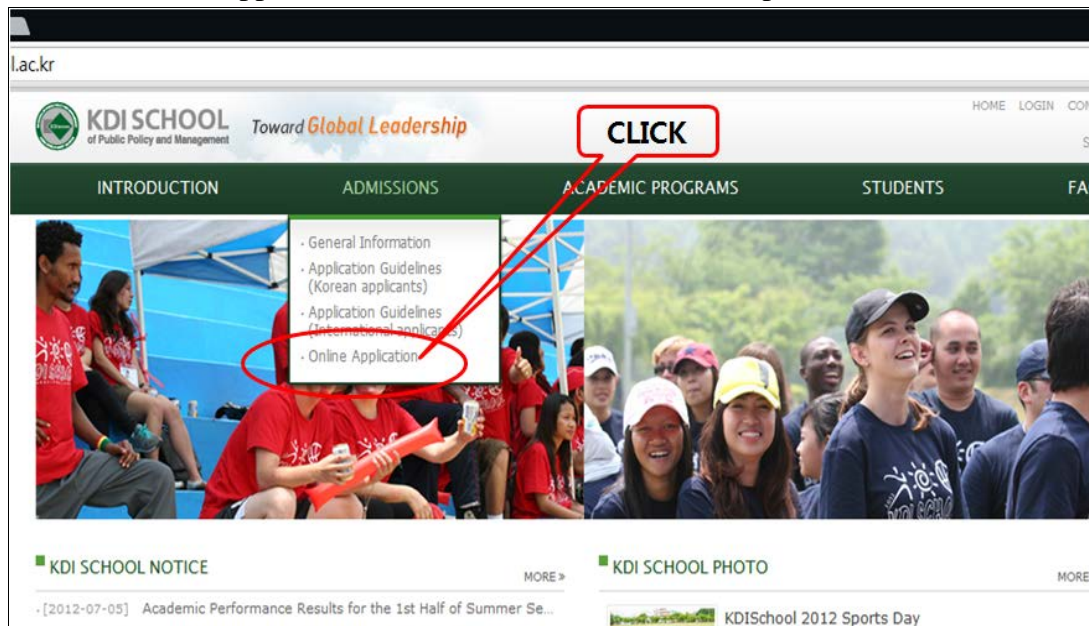


6) Java installation will begin when you click on the "Install" button.

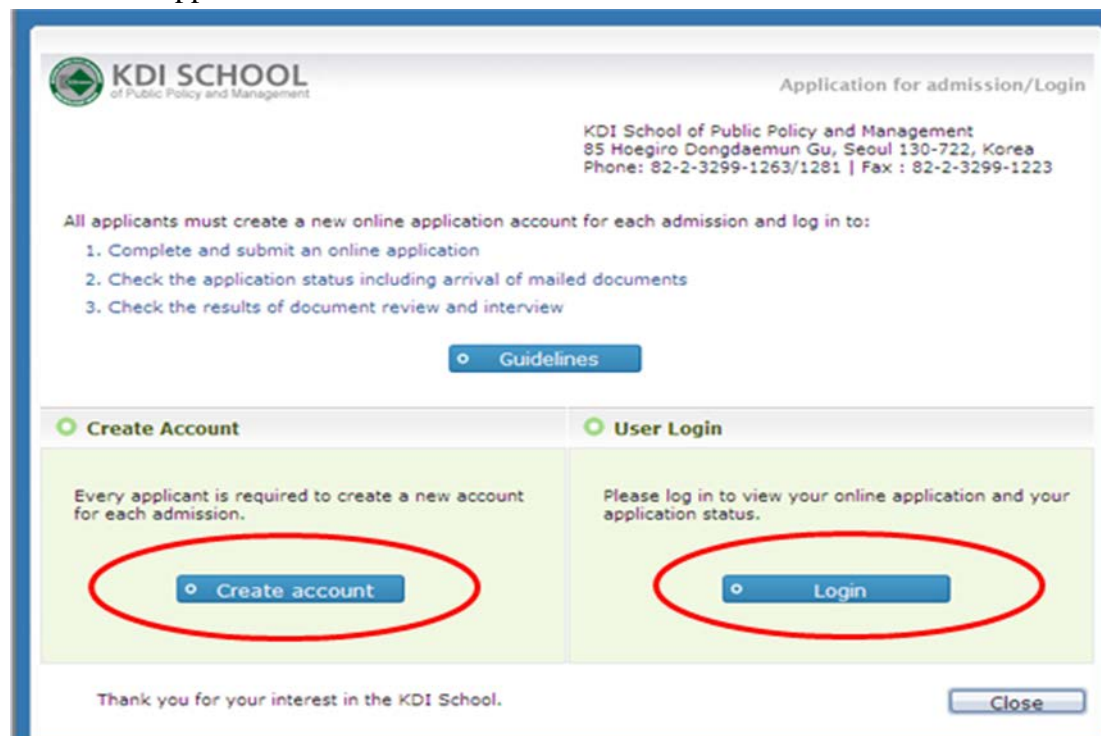


□ Beginning Your Online Application

1. Click on “Online Application” under the ADMISSIONS drop down menu.



2. A new window for the KDI School’s Online Application System appears when you click on the “Online Application”.



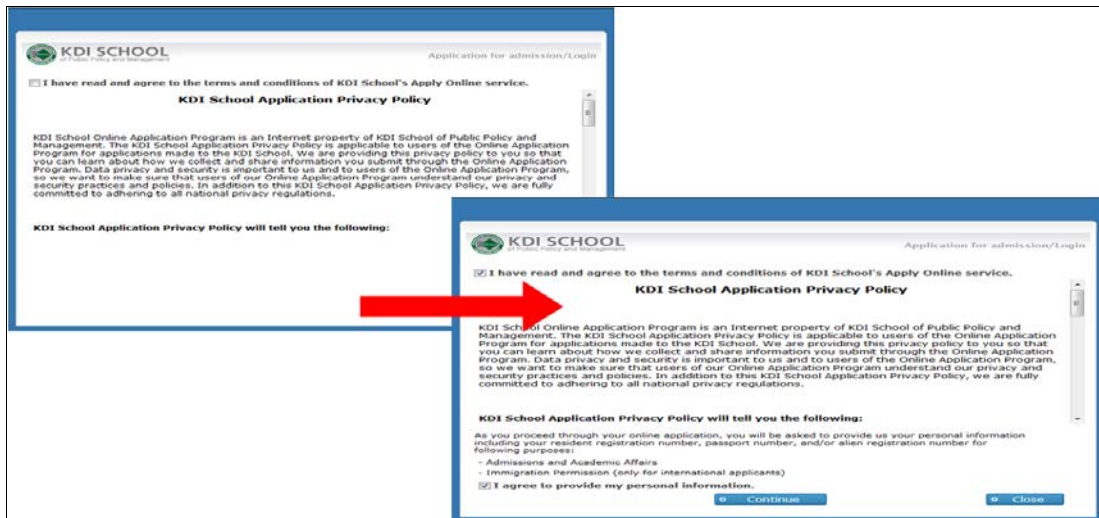
1) If you haven’t created an account for the current admissions period, click “Create account” button.

※ Even if you are reapplying, please create a new account for the current admissions.

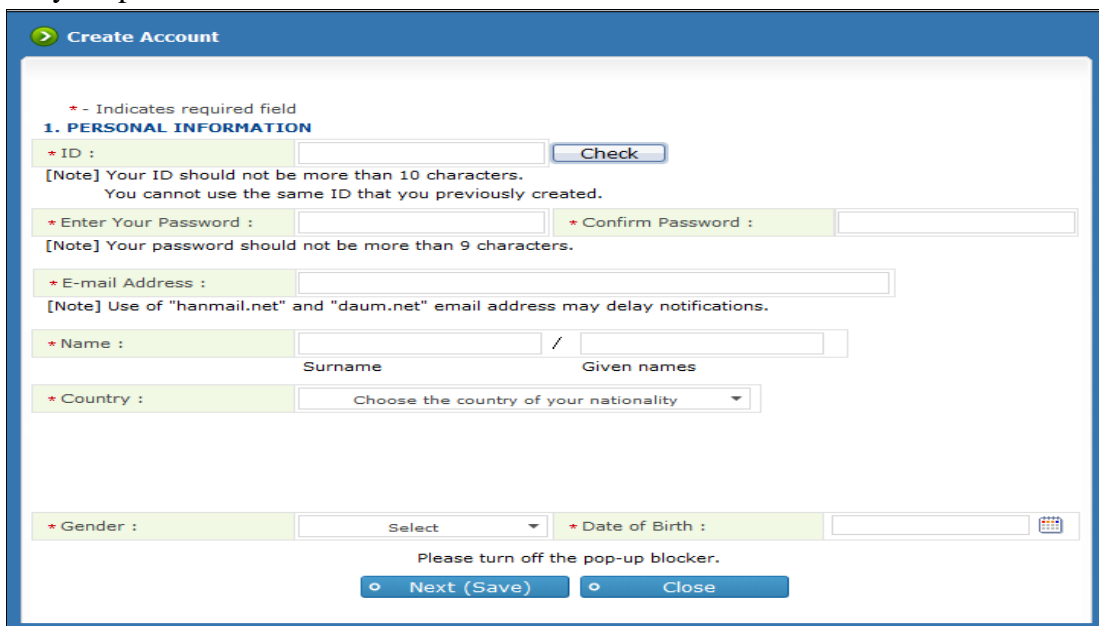
2) If you have already created an account for the current admissions period, click on the “Login” button.

3. The KDI School Application Privacy Policy appears after clicking the “Create account” button.

- 1) Proceed to the next step after agreeing to the terms and conditions of the KDI School Application Privacy Policy.



4. After agreeing to the terms and conditions of the KDI School Application Privacy Policy, enter your personal information.



The image shows a screenshot of the 'Create Account' form. The form includes fields for ID, Password, Confirm Password, E-mail Address, Name (Surname and Given names), Country, Gender, and Date of Birth. A red arrow points to the 'Check' button next to the ID field. The form also includes a 'Next (Save)' button and a 'Close' button.

- 1) Please fill in all the blanks.
- 2) If you are reapplying, please use a different ID.
- 3) 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
- 4) After entering all information, click on the “Next(Save)” button to complete creating your own account. ***Entering incorrect email address will cause failure in receiving important messages.**

5. If you click on 'Login' button, following page will appear.



The login page features the KDI SCHOOL logo and a green 'Sign in Admission Service' button. Below the button, it states 'You need ID and password to log in.' There are input fields for ID and PW, a 'log in' button, and links for 'Forgot ID' and 'Forgot PW'. A decorative image of a laptop with 'SIGN IN ADMISSION SERVICE' on its lid, a cup of coffee, and some framed pictures is on the left.

- 1) Please log in using your ID and password.
- 2) 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.
- 3) The ID and password must be entered exactly what you entered when you created the account.

6. After you log in successfully you will be asked to choose the Application Category

- 1) Choose the application category and click on the "Next(Save)" button.

Thank you for choosing to apply to the KDI School of Public Policy and Management. This online application can be submitted electronically once you answer all the required questions.

You do not have to complete the entire application at one sitting; you may revise your application as many times as you need with your ID and Password.

Once you complete your online application form, you may submit it by clicking the "Submit" button.

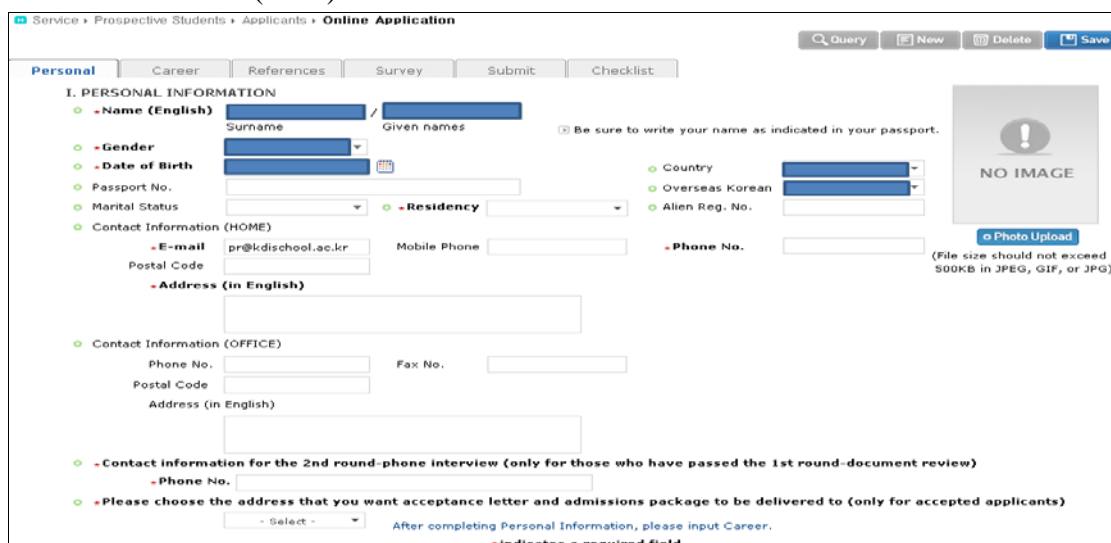
Please indicate the appropriate application category. (Choose one.)

☒ Application Category

Choice	Year	Term	Degree	Category	Program	Schedule	DeadLine
<input type="checkbox"/>	2013	Spring	Master	International General	Master of Public Policy	Full Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Master	International General	Master of Public Policy	Part Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Master	International General	Master of Development Policy	Full Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Master	International General	Master of Development Policy	Part Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Master	Seoul G20	Master of Public Policy	Full Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Master	Seoul G20	Master of Development Policy	Full Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Ph.D.	International General	Ph.D. in Public Policy	Full Time	October 26, 2...
<input type="checkbox"/>	2013	Spring	Ph.D.	International General	Ph.D. in Development Policy	Full Time	October 26, 2...

☐ Next (Save)

7. Personal Information - (Tab1)



Service • Prospective Students • Applicants • Online Application

Personal Career References Survey Submit Checklist

I. PERSONAL INFORMATION

• **Name (English)** Surname / Given names (Be sure to write your name as indicated in your passport.)

• **Gender**

• **Date of Birth**

Passport No.

Marital Status

• **Residency**

Country

Overseas Korean

Alien Reg. No.

Contact Information (HOME)

• **E-mail** pr@kdischool.ac.kr

Mobile Phone

• **Phone No.**

Postal Code

• **Address (in English)**

Contact Information (OFFICE)

Phone No.

Fax No.

Postal Code

Address (in English)

• **Contact information for the 2nd round-phone interview (only for those who have passed the 1st round-document review)**

• **Phone No.**

• **Please choose the address that you want acceptance letter and admissions package to be delivered to (only for accepted applicants)**


- Select -

After completing Personal Information, please input Career.

• indicates a required field

- 1) There are 6 different tabs for the online application and all sections are required to be completed before submission.
- 2) Red stars indicate that they are required fields to complete.
- 3) To save entered information please click on “Save” button at the top-right corner of the screen. When you move to another tab, the entered information is automatically saved.
- 4) Please upload a high resolution photo showing your face properly (like your passport picture). The uploaded picture of the applicant is used for student handbook and attendance book.

8. Career Information - (Tab2)



Service • Prospective Students • Applicants • Online Application

Personal Career References Survey Submit Checklist

II. ACADEMIC HISTORY (Please list all the tertiary institutions attended, with the most recent ones listed first. Write with in the spaces provided below.)

No.	Degree	School	Dates Attended	Status	Major	% Scale	GPA
1						%	/

• Add • Delete

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.)

No.	Organization	Dates Employed	Current Status	Department	Position Title
1					

• Add • Delete

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.)

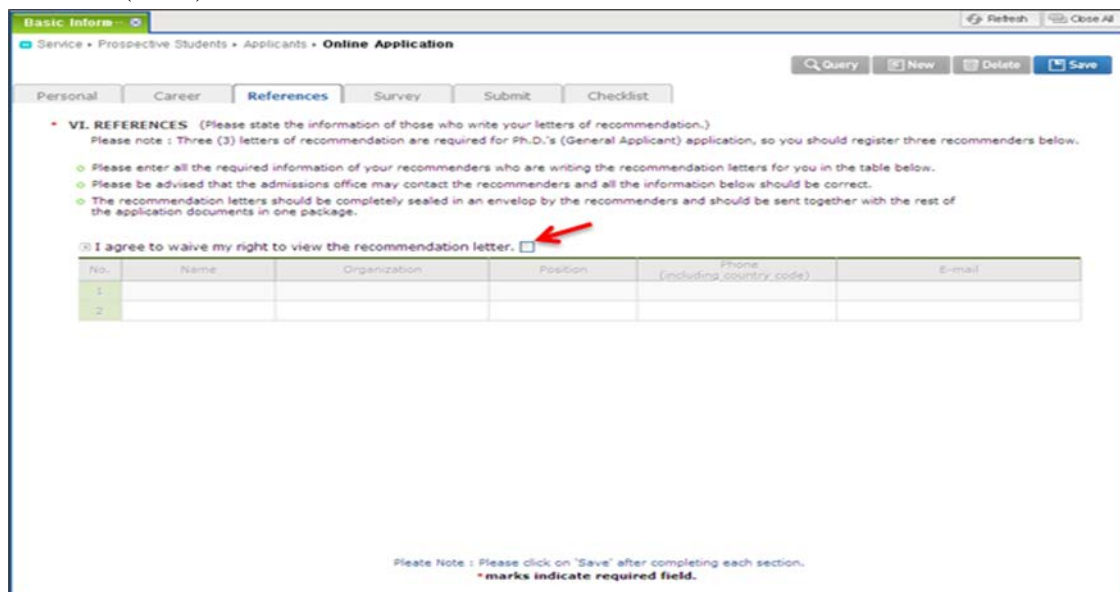
No.	Test	Date	Score	Remark
1				

• Add • Delete

• indicates a required field

- 1) Please enter all the degree programs you’ve studied with the most recent ones on the top. (undergraduate degree is required for the masters program and both undergraduate and graduate degrees are required for the PhD program)
- 2) If you want to add extra degrees and/or delete degrees you’ve already entered, click on the “Add” or “Delete” button to add an extra line and/or delete an existing line.
- 3) Please enter both beginning and ending date. If you are currently employed or registered at a school, you may enter the current date as the ending date.

9. Reference - (Tab3)



Basic Info | Service | Prospective Students | Applicants | **Online Application**

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

*** VI. REFERENCES** (Please state the information of those who write your letters of recommendation.)
 Please note : Three (3) letters of recommendation are required for Ph.D.'s (General Applicant) application, so you should register three 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 envelope by the recommenders and should be sent together with the rest of the application documents in one package.

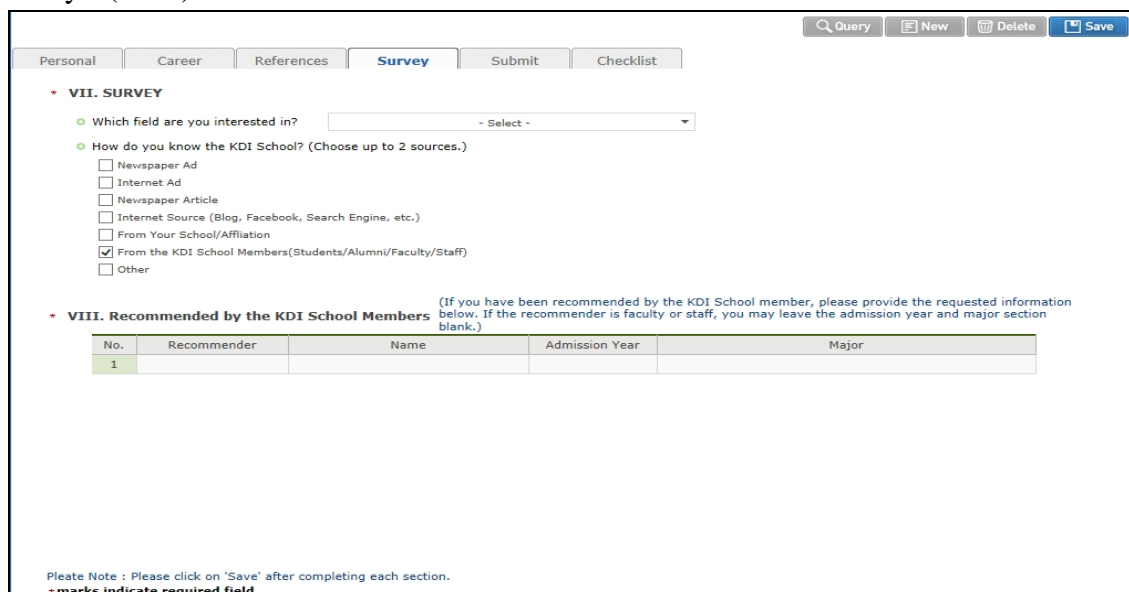
☐ I agree to waive my right to view the recommendation letter.

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

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

- 1) Please click on the check box to waive your right to view your recommendation letter.
- 2) Please enter all the required information of your recommenders who are writing the recommendation letters for you in the table.
- 3) Please be advised that the admissions office may contact the recommenders and all the information should be correct.
- 4) **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.**

10. Survey - (Tab4)



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

*** VII. SURVEY**

Which field are you interested in?

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

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

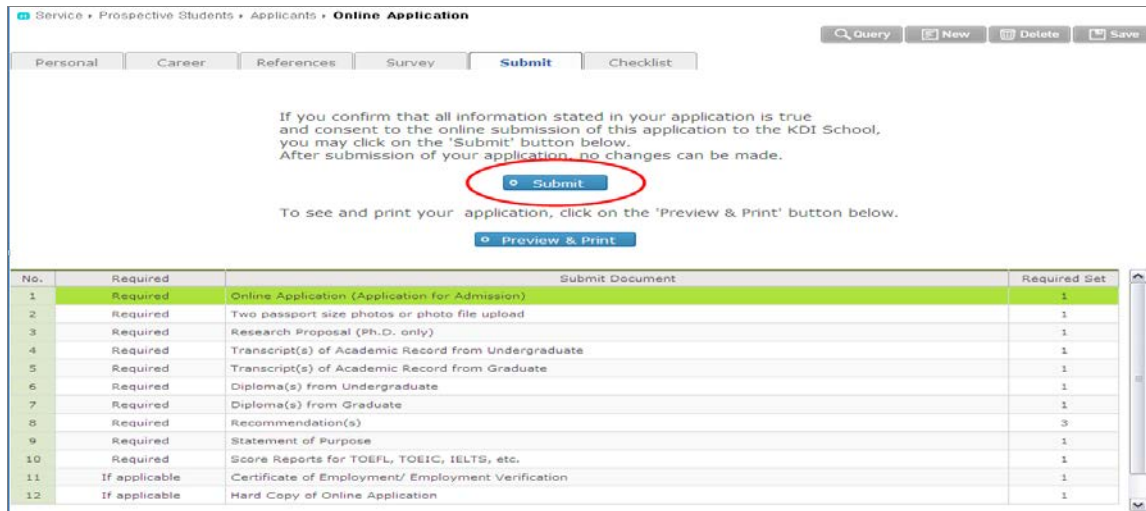
*** VIII. Recommended by the KDI School Members** (If you have been recommended by the KDI School member, please provide the requested information below. If the recommender is faculty or staff, you may leave the admission year and major section blank.)

No.	Recommender	Name	Admission Year	Major
1				

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

- 1) Please complete both survey questions.
- 2) If you click "Other" a blank box will appear next to it for you to enter the details.
- 3) If you click on "From the KDI School Members", the table below is activated for you to fill out.

11. Submit - (Tab5)



Service • Prospective Students • Applicants • Online Application

Personal Career References Survey **Submit** Checklist

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

Submit

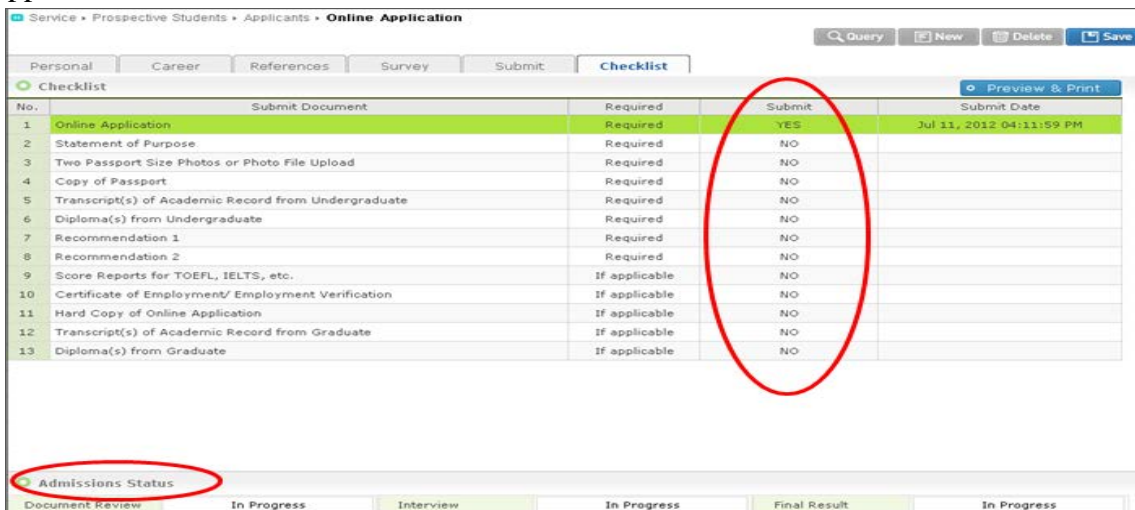
To see and print your application, click on the 'Preview & Print' button below.

Preview & Print

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

- 1) This tab allows applicants to submit their online applications. 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**.
- 2) If the online application is complete without any missing information, applicants may click on the “Submit” button. If the application is not complete, a pop-up screen will show up to indicate the incomplete section.
- 4) Once your application is submitted, you won’t be able to change any of the information you’ve entered.
- 5) Click on the “Preview & Print” button to view and print out your online application.

12. Application Status



Service • Prospective Students • Applicants • Online Application

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

- 1) The “Checklist” is activated after the completion of the online applications.
- 2) The applicants are able to check which documents have and/or have not been submitted.
- 3) The “Admissions Status” indicates the result of document review and interview. The “In Progress” sign indicates that each result is not finalized yet.