

KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT

**2022 Spring
Application Guideline**

For International Students

Master's Programs MPP, MDP/MIPD, MPM

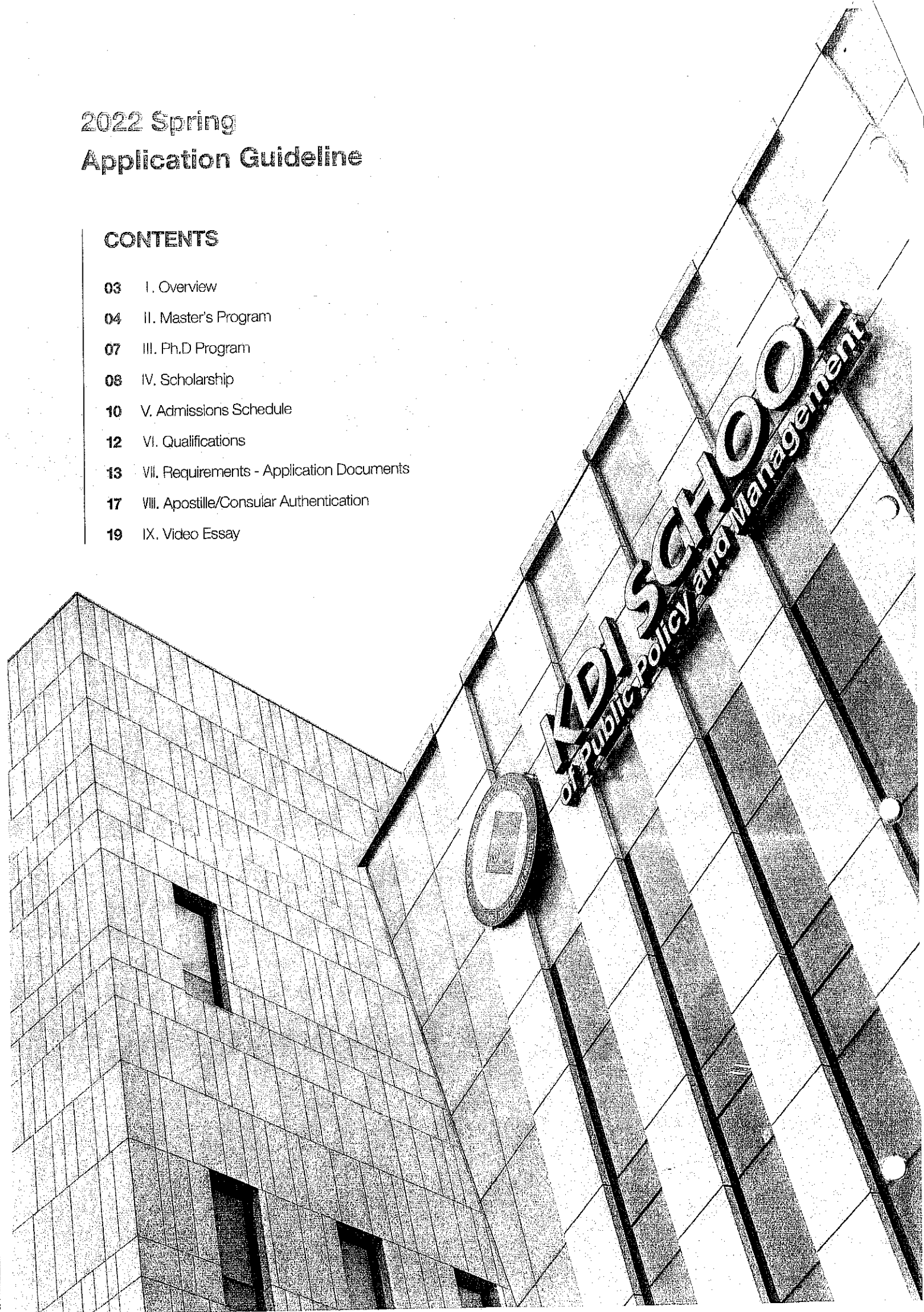
Ph.D Programs PP, DP



2022 Spring Application Guideline

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I. Overview

Admissions Overview

Category	Spring 2022 Admission	
Program	Full-time	Master's Programs <ul style="list-style-type: none"> ✦ Master of Public Policy ✦ Master of Development Policy ✦ Master of Public Management ✦ Master in Intellectual Property and Development Policy Ph.D Programs <ul style="list-style-type: none"> ✦ Ph.D in Public Policy ✦ Ph.D in Development Policy
	Part-time	Master's Programs <ul style="list-style-type: none"> ✦ Master of Public Policy ✦ Master of Development Policy ✦ Master of Public Management
Application Period	September 6 – September 27, 2021	
Final Result	December 6, 2021	
Program Entrance	Early February, 2022	

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"> ◆ Master of Public Policy (MPP) <ul style="list-style-type: none"> - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy ◆ Master of Development Policy (MDP) <ul style="list-style-type: none"> - Sustainable Development - International Development ◆ Master of Public Management (MPM) <ul style="list-style-type: none"> - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy 	
	◆ Master in Intellectual Property and Development Policy (MIPD) - Intellectual Property & Innovation Policy	
Duration	◆ 4 semesters** (About 1.5 year) - Coursework: At least 3 semesters (1 year) at KDI School - Research Project Writing: in home country	◆ 6 semesters (About 2 years)
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

- ◆ Finance and Macroeconomic Policy
- ◆ Trade and Industry Policy
- ◆ Public Finance and Social Policy
- ◆ Regional Development and Environment Policy

Master of Development Policy (MDP)

Based on the KDI's hands-on experience in development policy of over 50 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

- ◆ Sustainable Development
- ◆ International Development

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

- ✦ Public Administration and Leadership
- ✦ Strategic Management
- ✦ Global Governance and Political Economy

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

- ✦ Intellectual Property and Development

III. Ph.D Program

Academic Program

Ph.D Program (Full-time)

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

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	Eligibility & Benefits
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KDIS Scholarship	<ul style="list-style-type: none"> ◆ All overseas students who meet the Degree Qualification ※ Choose 'KDIS Scholarship' when creating an online application <hr/> <ul style="list-style-type: none"> ◆ Starting from 2022 Spring Admission, applicants are to apply for "KDIS Scholarship" ◆ The scholarship will be decided by the Admissions Committee according to applicants' strengths and capability and will be announced in the final result <ul style="list-style-type: none"> * All scholarship benefits are primarily intended for countries named on the DAC List of ODA recipient nations, as published by the OECD and they will most likely receive 100% scholarship benefits if admitted (t.ly/3bSw) * If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship. ◆ General applicants will be given <u>Global Ambassador Scholarship(GAS)</u> or <u>Seoul G20 Scholarship</u> if admitted ◆ For details on scholarship benefits, please refer to our homepage: https://www.kdischool.ac.kr/#/admissions/cp/international/scholarship <hr/> <ul style="list-style-type: none"> ◆ Applicants who meet the Degree Qualification and one of the following requirements may be considered eligible for Seoul G20 Scholarship. <p>[Seoul G20 Scholarship Qualification]</p> <ul style="list-style-type: none"> * From Non-G20 Countries: <ul style="list-style-type: none"> ▶ Division head level (or) ▶ Over 6 years of work experience in the public sector * From G20 Countries: <ul style="list-style-type: none"> ▶ Having over one year of work experience(internship, fellowship, employment, etc.) in the public sector or study/research experience in fields related to Korean studies will have more preference for selection <p>※ Employment Verification MUST be 1) issued in 2021 2) original/authenticated document and 3) bear stamp/seal and signature of the issuing institution.</p> <hr/> <p>[Special Scholarship Applicants]</p> <ul style="list-style-type: none"> ◆ Applicants nominated/recommended from Special Scholarship Institutions should also apply for "KDIS Scholarship"; when the decision is made from both institutions and KDIS Admissions Committee, the result of admission and final scholarship category will be announced <ul style="list-style-type: none"> * Please refer to the Special Scholarship Pamphlet for further information: https://www.kdischool.ac.kr/#/admissions/cc/international/special-scholarship <hr/> <p>[MIPD Scholarship Applicants]</p> <ul style="list-style-type: none"> ◆ Applicants applying for MIPD program will receive 'MIPD Scholarship'
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* The scholarship may be changed due to recommendations from other institutes.

Ph.D

Scholarship Title	Benefit
<p>KDIS PhD Scholarship</p>	<ul style="list-style-type: none"> * Tuition waiver and monthly stipend for the first academic year * The scholarship(tuition waiver & monthly stipend) will be reinstated every year only if students meet all scholarship terms and conditions. <p>[Special Scholarship Applicants]</p> <ul style="list-style-type: none"> * Applicants nominated/recommended from Special Scholarship Institutions should also apply for "KDIS PhD Scholarship"; when the decision is made from both institutions and KDIS Admissions Committee, the result of admission and final scholarship category will be announced * Please refer to the Special Scholarship Pamphlet for further information: https://www.kdischool.ac.kr/#/admissions/cc/international/special-scholarship

V. Admissions Schedule

Timeline

SPRING 2022 Admission Timeline

No.	Category	Period (KST)	Contents
1	Online Application	September 6 (9:00) – 27 (18:00), 2021	<ul style="list-style-type: none"> ◆ The online application is available at http://admissions.kdischool.ac.kr/ ◆ The online application system will open from September 6 at 9:00 and close on September 27 at 18:00 (KST) ◆ Applicants may apply for one program only. Submitting multiple applications will invalidate candidacy ◆ Once you submit the online application, you cannot change what you have uploaded online nor change your program in any case ◆ You can check your application status in our online application website by logging in http://admissions.kdischool.ac.kr/
2	Document Review	September 28 – November 4, 2021	<ul style="list-style-type: none"> ◆ If all required documents and online application are submitted by the deadline, they will be reviewed by the admissions committee
3	Document Review Result	November 5, 2021	<ul style="list-style-type: none"> ◆ The result of the document review will be announced by email and posted on "Notice" on our homepage ◆ Those who pass this stage MUST submit ALL of the documents that the applicant has uploaded online until the Required Document Submission deadline stated below
4	Required Document Submission	November 5– November 30, 2021	<ul style="list-style-type: none"> ◆ ALL of the documents must be in one envelop and arrive at admissions office no later than the deadline ◆ Please refer to guidelines on VII. Apostille/Consular Authentication carefully and send the documents accordingly via post ◆ You will have to re-send the documents if they are photocopies or improperly authenticated. ◆ Late submission will not be accepted and will be eliminated from final review ◆ Submit the documents in order(stapler, clips are not allowed) ◆ * The submitted application documents will NOT be returned
5	Interview	November 15-19, 2021	<ul style="list-style-type: none"> ◆ Those who pass the document review will receive a pre-interview call before the actual interview date ◆ The interview will be conducted via Zoom
6	Final Result	December 6, 2021	<ul style="list-style-type: none"> ◆ The final result will be announced via email and posted on "Notice" on our homepage at https://www.kdischool.ac.kr/#/admissions/cc/international/notice

SPRING 2022 Admission Timeline			
No.	Category	Period (KST)	Contents
7	Registration	December, 2021 - January, 2022	◆ The admitted students will be able to access the Admission Package from KDIS Student MIS.
8	Program Entrance	February, 2022	◆ The Spring semester is scheduled to begin in February 2022 and academic calendar will be provided upon admission.

※ The schedule is subject to change.

Notice

※ 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

※ Failure to submit the authenticated documents in time may lead to cancellation in admission

※ We do NOT accept scanned or photocopied documents

※ The documents will not be returned to the applicant in any case

VI. 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.
- ※ **Applicants must not be enrolled in other institutions after February 2022. If an applicant is found to have dual registration (being registered to another institution), the offered admission will be revoked.**

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 2022.

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, 2022.

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

VII. Requirements - Application Documents

No.	Application Documents (must be all in English)	Master's	Ph.D
Document Check List			
0	<ul style="list-style-type: none"> ◆ Download the official form from 'Application Documents' at: https://www.kdischool.ac.kr/#/admissions/cc/international/admission_documents ◆ Attach it when you send the required documents to KDI School via post 		
Online Application			
1	<ul style="list-style-type: none"> ◆ Online application must be submitted at the following link: http://admissions.kdischool.ac.kr/ ◆ Applicant's English name and birthdate must match with the ones on their passport. The information is used in official documents such as Certificate of Admission and therefore, applicants MUST make sure that there are no errors or misspelled words. ◆ Personal information written on the form should be identical with the one on submitted documents 	Required	
Statement of Purpose			
2	<ul style="list-style-type: none"> ◆ Applicants must use our online application system to submit the SoP * Your SoP will ONLY be reviewed when ALL of the REQUIRED questions are answered * 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 		
Academic Transcripts			
3	<ul style="list-style-type: none"> ◆ Academic transcripts must provide a record of ALL the courses you have taken throughout the years of studying ◆ Non-English based documents MUST be accompanied with authenticated English translations ◆ <u>Applicants for Master's program</u> must submit transcripts from undergraduate institutions * Applicants for Master's program who hold Master's Degree must submit certificates from both undergraduate and graduate institutions ◆ Applicants for Ph.D. program must submit transcripts from both undergraduate and graduate institutions ◆ <u>MUST</u> submit an official document issued by the applicant's alma mater describing the university's grade system ◆ Must submit an official transcript containing the final CGPA/score 	Required	

No. **Application Documents (must be all in English)** **Masters** **Ph.D**

No.	Application Documents (must be all in English)	Masters	Ph.D																																																												
3	<p style="text-align: center;">Grading System</p> <p>♦ If the transcript does not include the information of GPA scale or does not meet one of the scales below, please submit additional documents which describes the grade system your university use.</p> <table border="1" data-bbox="247 459 1117 918"> <thead> <tr> <th>GPA Scale</th> <th>100% Scale</th> <th>US Grade</th> <th>10 Scale Grade</th> <th>20 Scale Grade</th> <th>Class/Division</th> </tr> </thead> <tbody> <tr> <td rowspan="12" style="text-align: center;">GPA on a scale of 4.0 or 4.3 or 4.5 or 5.0</td> <td rowspan="12" style="text-align: center;">Percentage scale</td> <td>A+</td> <td>1</td> <td>20</td> <td>Division I</td> </tr> <tr> <td>A</td> <td>2</td> <td>19</td> <td>First Class</td> </tr> <tr> <td>A-</td> <td>3</td> <td>18</td> <td>Division II</td> </tr> <tr> <td>B+</td> <td>4</td> <td>17</td> <td>Second Class</td> </tr> <tr> <td>B</td> <td>5</td> <td>...</td> <td>Division III</td> </tr> <tr> <td>B-</td> <td>6</td> <td>5</td> <td>Third Class</td> </tr> <tr> <td>C+</td> <td>7</td> <td>4</td> <td>-</td> </tr> <tr> <td>C</td> <td>8</td> <td>3</td> <td>-</td> </tr> <tr> <td>C-</td> <td>9</td> <td>2</td> <td>-</td> </tr> <tr> <td>D+</td> <td>10</td> <td>1</td> <td>-</td> </tr> <tr> <td>D</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>D-</td> <td>-</td> <td>-</td> <td>-</td> </tr> <tr> <td>F</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>♦ 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.</p> <p>♦ KDI School accepts the following documents as an official grading system document:</p> <ol style="list-style-type: none"> 1) an official letter from the university's registrar explaining the grading system of the university – must have the stamp/seal and signature of the issuing university 2) an official email from the university's registrar explaining the grading system of the university – must be sent with an official account of the university 3) transcripts with grading system – must clearly state the grading system 4) a PDF file of the university's grading system uploaded on the homepage 	GPA Scale	100% Scale	US Grade	10 Scale Grade	20 Scale Grade	Class/Division	GPA on a scale of 4.0 or 4.3 or 4.5 or 5.0	Percentage scale	A+	1	20	Division I	A	2	19	First Class	A-	3	18	Division II	B+	4	17	Second Class	B	5	...	Division III	B-	6	5	Third Class	C+	7	4	-	C	8	3	-	C-	9	2	-	D+	10	1	-	D	-	-	-	D-	-	-	-	F	-	-	-	Required	
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4	<p style="text-align: center;">Certificate of Graduation or Diploma</p> <p>♦ Certificate of Expected Graduation must indicate anticipated graduation date and degree type</p> <p>* The official degree certificate (or Certificate of Graduation) and final(completed) academic transcript must be submitted by February 2022 (late submission will lead to cancellation of admission)</p> <p>♦ Non-English based documents(original/certified) must be accompanied with authenticated English translations</p> <p>♦ <u>Applicants for Master's program</u> must submit certificates from undergraduate institutions</p> <p>* Applicants for Master's program who hold Master's Degree must submit certificates from both undergraduate and graduate institutions</p> <p>♦ <u>Applicants for Ph.D. program</u> must submit certificates from both undergraduate and graduate institutions</p> <p>♦ The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree'</p>	Required																																																													

No.	Application Documents (must be all in English)	Masters	Ph.D
5	<p style="text-align: center;">Recommendation Letters</p> <ul style="list-style-type: none"> ◆ Applicants must request the Recommendation Letters to the recommender by using our online application system ◆ Request for Recommendation Letters will be sent to recommenders by pressing the "Recommendation Letter Request" button ◆ You must personally contact the recommenders to check the mail box and encourage the recommenders to submit the letter ◆ It is for the applicant's responsibility to contact the recommender and to get the letter uploaded on time ◆ Recommendation letters should provide information about your performance in either an academic or a professional settings 	<p>TWO letters are required</p>	
6	<p style="text-align: center;">English Language Test Reports OR Certificate of Medium of Instruction(MOI)</p> <ul style="list-style-type: none"> ◆ KDI School ONLY accepts the following English Language Test Reports: <ul style="list-style-type: none"> - TOEFL(IBT(home edition accepted only temporarily until COVID-19 pandemic subsides), PBT, ITP) - TOEIC, TOEIC-S - IELTS - TEPS, NEW TEPS, TEPS-S, I-TEPS - OPIc - PTE Academic - Cambridge English Exams ◆ * Certificate(s) must be ORIGINAL HARD document (certified certificates are unacceptable) ◆ The tests must have been taken within 2 years of the proposed date of admission (The test must have been taken as of February, 2020). ◆ It takes several weeks for the test reports to be delivered. Please order the test reports in advance ◆ Applicants can also submit an official document issued by their university proving that all the courses are fully instructed in English instead (Medium of Instruction; MOI) <ul style="list-style-type: none"> * The MOI must have official seal/stamp and signature of the issuing university * Applicants who graduated from universities in England, Ireland, United States of America, Canada(Quebec excluded), New Zealand and Australia are exempt from submitting MOI * Secondary school's or other institute's MOI are unacceptable 	<p>Required</p>	
7	<p style="text-align: center;">Employment Verification</p> <ul style="list-style-type: none"> ◆ The employment period and name of position must be specified ◆ The verification should indicate the employment category (e.g. public, private, NGO, etc.) ◆ HR officer or supervisor of the applicant should write this document ◆ The document must be stamped and signed by the HR officer or supervisor and the stamp/seal and signature must be original. ◆ The official form can be downloaded from 'Admission Documents' from our homepage (click) <ul style="list-style-type: none"> * However, it is <u>not</u> required to use the official form ◆ Please double check your eligibility if you wish to receive Seoul G20 Scholarship (requirements in IV. Scholarship) ◆ Applicants from G20 member countries having experience in Korean studies do not need to submit employment verification but submit proof of study experience instead. 	<p>* Required for government and public sector officials (Must be authenticated)</p>	<p>If applicable</p>

No.	Application Documents (must be all in English)	Masters	Ph.D
8	<p align="center">Dissertation Research Proposal</p> <ul style="list-style-type: none"> ◆ Dissertation Research Proposal should clearly reflect an applicant's research interest. ◆ You must use an official application form and answer questions provided by KDIS. Download the official form from 'Application Documents' at: https://www.kdischool.ac.kr/#/admissions/cc/international/admission_documents 	Not required	Required
9	<p align="center">Writing Sample in English</p> <ul style="list-style-type: none"> ◆ Writing Sample must be written in English and it should present an applicant's English ability. ◆ There is no separate form for this document. 	Not required	Optional
10	<p align="center">GRE Score Report</p> <ul style="list-style-type: none"> ◆ If you have GRE Score Report, please submit this report. 	Not required	Optional
11	<p align="center">Copy of Passport</p> <ul style="list-style-type: none"> ◆ The copy must show your photo, name, and expiration date ◆ The copy must clearly show your photo, name, and expiration date. ◆ Please submit the full page of your passport including your full information and signature * If you have more than one passport, please submit the one which is required to visa issuance * Your passport must be valid at least until February, 2023 (Regarding Visa, the period of stay will be granted only within passport validity period staying in Korea) Please refer to the notice below. (Click 1, Click 2) ※ The stay duration may vary by scholarship category. * Please check visa regulations and required documents to stay in Korea in advance. 	Required	
12	<p align="center">Photo File Upload</p> <ul style="list-style-type: none"> ◆ Please upload your photo on your online application ◆ File type: JPG only ◆ File size: Must be less than 3MB 		
13	<p align="center">Video Essay</p> <ul style="list-style-type: none"> ◆ Create a YouTube video and provide us with a link when you submit your online application ◆ Please refer to "IX. Video Essay" section for more information. 	Not required	
14	<p align="center">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</p> <ul style="list-style-type: none"> ◆ Only applicable to applicants of Korean origin ◆ Birth certificate should prove your relationship with both your parents ◆ Copy of both parents' passports should prove their nationality 		Applicants of Korean origin only

VIII. Apostille/Consular Authentication

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 Apostilled to ensure the validity.

Please check the updated signatory country list and information
<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

1. Documents issued in signatory country

- Submit **Apostilled** Required Documents.
- All documents must be in English. (Non-English based documents must be accompanied with authenticated translation)
- Scanned copies of Apostilled documents are not accepted.

2. Documents issued in non-signatory country

- Submit **Required** Documents authenticated **from the Korean Embassy**.
- All documents must be in English. (Non-English based documents must be accompanied with authenticated translation.)
- If there is no Korean Embassy in the country that your university is affiliated with, go to the honorary consulate or the embassy in charge.
- The requirements for Consular authentication vary by Embassy. Please contact the Embassy for further information.

3. Documents issued in China

- Submit **academic related documents** issued by the China Academic Degrees & Graduate Education Development Center (CDGDC) or China Higher Education Student Information and Career Center (CHESICC/CHSI).
- Other Required documents should be authenticated **from the Korean Embassy**.

4. Documents issued in Korea

- Documents issued by the Korean institutions does not need to be Apostilled or authenticated by the Consular
- Please submit the original documents or documents with authentication number for academic related documents

- ※ It is the Applicant's responsibility to submit the corresponding documents in time.
- ※ We strongly advise applicants to Apostille or authenticate the required documents by the Korean Embassy.
- ※ **Documents authenticated by commissioners for oaths or advocacy attorney are unacceptable.**
- ※ **Scanned copies (photocopies) are NOT accepted in any case.**

Apostille member countries

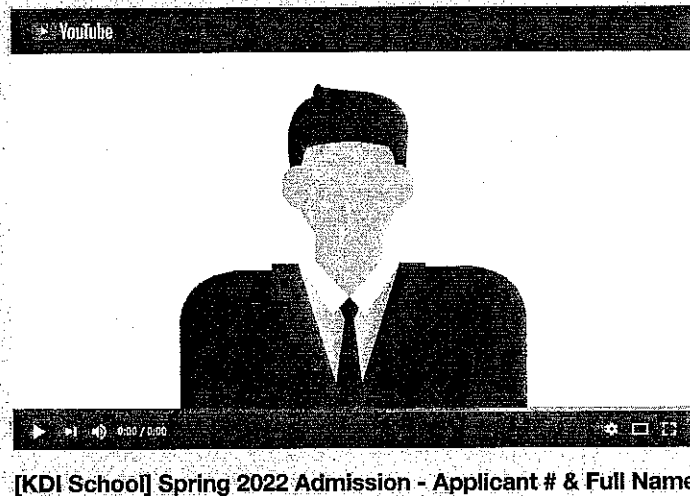
Region	Name of countries (2021/7)
Asia, Oceania (22)	Australia, Brunei, part of China (Hong Kong and Macao), Cook Islands, Fiji, India, Japan, Kazakhstan, Kyrgyzstan, Marshall Islands, Mongolia, New Zealand, Niue, Palau, Philippines, Republic of Korea, Samoa, Singapore, Tajikistan, Tonga, Uzbekistan, Vanuatu,
Europe (48)	Armenia, Albania, Andorra, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Moldova, Macedonia, Romania, Russian Federation, San Marino, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland, Ukraine, United Kingdom
North America (1)	USA
Central and South America (31)	Argentina, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, Brazil, Chile, Costa Rica, Colombia, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Honduras, Jamaica, Suriname, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Trinidad and Tobago, Uruguay, Venezuela
Africa (14)	Botswana, Burundi, Cabo Verde, Eswatini, Lesotho, Liberia, Malawi, Mauritius, Morocco, Namibia, South Africa, Sao Tome and Principe, Seychelles, Tunisia
Middle East (4)	Bahrain, Israel, Turkey, Oman

* Please check the updated Apostille country list & information <https://www.hoch.net/en/instruments/conventions/status-table/?cid=41>
OR refer to the Ministry of Foreign Affairs

IX. 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.



National Health Insurance Application for Admitted Students

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

Contact Information

◆ **Tel**

+82-44-550-1211 for general applicants

+82-44-550-1281 for Colombo Plan, FSS-KFB-KDIS, IBK, KEB-Hana, Hyundai applicants

◆ **E-mail**

internationaladmissions@kdis.ac.kr for general applicants (GAS, Seoul G20)

internationaladmissions2@kdis.ac.kr for Colombo Plan, FSS-KFB-KDIS, IBK, KEB-Hana, Hyundai and PhD 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

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

◆ **Website**

- **KDIS Website** : www.kdischool.ac.kr

- **Admissions Website** : <https://www.kdischool.ac.kr/#/admissions/international>

- **Facebook** : www.facebook.com/KDISofficial

- **Instagram** : https://www.instagram.com/kdischool_official

- **Youtube** : <https://www.youtube.com/channel/UCgeKbQi5ZwihQMQRZht4uw>

◆ **Office Hour**

09:00~18:00 (Monday ~ Friday, KST)

ESSENTIAL INFORMATION OF THE NOMINEE ERD FORM

Part 1 Program Details

(1.1) Title of the Program Virtual Training Course on Sustainable Forest Management for Poverty reduction and food security in Thailand ; Harmonising Local People and Forest in the Context of Sustainable Development Goals (SDG) under Colombo Plan . From 16 - 27

(1.2) ERD Code (1.3) Duration in Weeks Two

Part 2 Information

(2.1) Ministry Ministry of Tourism

(2.2) Agency Ministry of Tourism

(2.3) Official Address 2nd Floor, Assest Arcade Building, York Street , Colombo 01

(2.4) Telephone Number 0112433476 (2.5) Fax 0112436672

(2.6) Email dinesha_basnayake@yahoo.com

Part 3 Information

(3.1) Name of Nominee (As shown in the Passport) Basnayake Appuhamilage Dinesha Niroshani Prasadika

(3.2) Sex Female (3.3) Present Designation Deputy Director

(3.4) Home Address Pitawala Mawatha, Gonawila, Dankotuwa

(3.5) National Identity Card Number 7 7 6 2 6 1 8 1 5 V

(3.6) Passport No. OL36-11397 (3.7) Mobile Number 0714461660

(3.8) Email Dinesha_basnayake@yahoo.com

(3.9) Date of Birth (DD/MM/YY) 1977.05.05 (3.10) Age (Years) 43

(3.11) Years of Service to the Government in the Nominee's Career 12 Years

(3.12) Years of Service in the present Agency Four Years

(3.13) Name of the contact person in an emergency Mr. M.A.M, Mahendra

(3.13.1) Relationship Spouse (3.13.2) Mobile Number 0704964965

Part 4 **Academic Qualifications (Higher Education)**

Name of the Institution	Country	Qualification	Year
Master of Regional Development Planning	Sri Lanka	Master degree with merit	2010
Bachelor of Business Management (HRM) Special Degree	Sri Lanka	Completed degree with Second Class	2002


Part 5 **of Previous Foreign Training Attended in the past 3 years by the Nominee**

Duration	Countries	No. of trainings
Less than one week		
Greater than one week & Less than 12 weeks (three months)	China	1
Greater than 12 weeks & Less than 32 weeks (8 months)		
Greater than 32 weeks		

Part 6 **Nominee's Declaration**

I, the undersigned, certify that the details provided in this form describe myself, my qualifications and my experience, truly and correctly.

Date: 09/08/2021


Nominee's Signature

Part 7 **Reaction of the Head of Department**

Relevancy of this Training Programme to Nominee's Work (Please Check only one Box)	Vital for present work	Directly Related to Present Work	Connected to Present Work	Helpful in Future Work	For Promotions	Other (Specify)
	✓	✓	✓			

I certify the accuracy of the information given above.

D.L. Sannasooriya
Additional Secretary (Administration)
Ministry of Tourism
2nd Floor, Annet Arcade Building,
51/2/1, York Street,
Colombo 01.



Signature of Head of the Department & the Stamp

Date 2021, 08.19

ESSENTIAL INFORMATION OF THE NOMINEE ERD FORM



(1.1) Title of the Program Virtual Training Course on Sustainable Forest Management for Poverty reduction and food security in Thailand ; Harmonising Local People and Forest in the Context of Sustainable Development Goals (SDG) under Colombo Plan . From 16 - 27

(1.2) ERD Code (1.3) Duration in Weeks Two



(2.1) Ministry Ministry of Tourism

(2.2) Agency Ministry of Tourism

(2.3) Official Address 2nd Floor, Assesst Arcade Building, York Street , Colombo 01

(2.4) Telephone Number 0112433476 (2.5) Fax 0112436672

(2.6) Email dinesha_basnayake@yahoo.com



(3.1) Name of Nominee (As shown in the Passport) Basnayake Appuhamilage Dinesha Niroshani Prasadika

(3.2) Sex Female (3.3) Present Designation Deputy Director

(3.4) Home Address Pitawala Mawatha, Gonawila, Dankotuwa

(3.5) National Identity Card Number 7 7 6 2 6 1 8 1 5 V

(3.6) Passport No. OL3641397 (3.7) Mobile Number 0714461660

(3.8) Email Dinesha_basnayake@yahoo.com

(3.9) Date of Birth (DD/MM/YY) 1977.05.05 (3.10) Age (Years) 43

(3.11) Years of Service to the Government in the Nominee's Career 12 Years

(3.12) Years of Service in the-present Agency Four Years

(3.13) Name of the contact person in an emergency Mr. M.A.M. Mahendra

(3.13.1) Relationship Spouse (3.13.2) Mobile Number 0704964965

ESSENTIAL INFORMATION OF THE NOMINEE (continued...)

Part 2: Academic Qualifications (Higher Education)

Name of the Institution	Country	Qualification	Year
Master of Regional Development Planning	Sri Lanka	Master degree with merit	2010
Bachelor of Business Management (HRM) Special Degree	Sri Lanka	Completed degree with Second Class	2002

Part 3: Details of Previous Foreign Training Attended in the past 3 years by the Nominee

Duration	Countries	No. of trainings
Less than one week		
Greater than one week & Less than 12 weeks (three months)	China	1
Greater than 12 weeks & Less than 32 weeks (8 months)		
Greater than 32 weeks		

Part 4: Nominee's Declaration

I, the undersigned, certify that the details provided in this form describe myself, my qualifications and my experience, truly and correctly.

Date: 09/08/2021

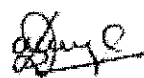

Nominee's Signature

Part 5: Declaration of the Head of Department

Relevancy of this Training Programme to Nominee's Work (Please Check only one Box)	Vital for present work	Directly Related to Present Work	Connected to Present Work	Helpful in Future Work	For Promotions	Other (Specify)
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

I certify the accuracy of the information given above.

D.L. Sannasooriya
Additional Secretary (Administration)
Ministry of Tourism
2nd Floor, Asset Arcade Building,
51/2/1, York Street,
Colombo 01.



Signature of Head of the Department & the Stamp

Date 2021, 08.19