

KOICA-KDI School Master's Degree Program in Regulation Management for Economic Development

August 1, 2020 – December 17, 2021

Sejong & Seongnam, Korea



Korea International Cooperation Agency



KDI SCHOOL
KDI School of Public Policy and Management

KDI School of Public Policy and Management

****Participants are strongly advised to thoroughly read and follow the provided instructions in the Program***

Information.*

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I . PROGRAM OVERVIEW

■ **Program Title: KOICA – KDI School Master’s Degree Program in Regulation Management for Economic Development**

■ **Duration**

- **Stay duration: August 1, 2020 – December 17, 2021 (17 months)**

During 17 months in KDI School of Public Policy and Management, students are strongly recommended to complete their thesis.

- **Academic duration: August 10, 2020—December 10, 2021 (17 months)**

In accordance to the university regulations, the diploma will be issued in January 2022.

■ **Degree: Master of Public Management (MPM)**

■ **Objectives**

- 1) To encourage critical thinking with analytic and problem solving skills
- 2) To deepen understanding of the dynamics of regulation and policy environment in order to pursue collaborative governance
- 3) To improve policy implementation skills to efficiently introduce, manage and evaluate regulations
- 4) To enhance professional ethics for strengthened accountability and transparency of regulation management

■ **Training Institute: KDI School of Public Policy and Management**

■ **Number of Participants: 15 government officials**

■ **Qualification: Applicants who meet the qualifications of KOICA**

**Applicants who have more than 2 years of experience in the Ministry of Planning, Ministry of Interior, or any regulation-related departments will be given preference for selection.*

■ **Language: English fluency that requires no translation**

■ **Accommodations: Dormitory of the KDI School**

The KDI School offers on-campus dormitory for all international students. For KOICA scholars, in particular, KDI School will exclusively assign a single room. Though they will share a room with another student in the first semester, KOICA students will be assigned to a single room starting from the second semester. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term		Schedule
Preparatory period		Aug.1 (Sat.)~ Aug.4 (Wed.)
		Aug.5 (Thur.)
		Aug. 6 (Thur.)
Fall Preliminary Session (3 Weeks: Aug.10~Aug.28,2020)		Aug.10 (Mon.)
		Sep.01 (Tue.)~Sep.05 (Sat.)
Fall Semester (13 Weeks: Sep.07~Dec.05,2020)		Sep.07(Mon.)
		Sep.07 (Mon.)~Sep.12 (Sat.)
		Nov.16 (Mon.)~Nov.21(Sat.)
		Nov.23 (Mon.)~Nov.28 (Sat.)
		Nov.30 (Mon.)~Dec.05 (Sat.)
Research Internship (Dec.07, 2020 ~Feb.06, 2021)		Dec.07 (Mon.), 2020 ~Feb.06 (Sat.), 2021
Spring Semester (12 Weeks: Feb.08~Apr.30, 2021)		Feb.08 (Mon.)
		Feb.08 (Mon.)~Feb.13 (Sat.)
		Apr.19 (Mon.)~Apr.21 (Wed.)
		Apr.19 (Mon.)~Apr.24 (Sat.)
		Apr.26 (Mon.)~May.01 (Sat.)
Spring Break (1 week: May.03~May.08, 2021)		May.03 (Mon.)~May.08 (Sat.)
		May.06 (Thur.)~May.08 (Sat.)
Summer Semester (12 Weeks: May.10 ~ July.31, 2021)	1st Session	May.10 (Mon.)
		May.10 (Mon.)~May.15 (Sat.)
		Jun.07 (Mon.)~Jun.12 (Sat.)
		Jun.14 (Mon.)~Jun.19 (Sat.)
	2nd Session	Jun.21 (Mon.)
		Jun.21 (Mon.)~Jun.26 (Sat.)
		Jul.19 (Mon.)~Jul.24 (Sat.)
		Jul.26 (Mon.)~Jul.31 (Sat.)
Intensive Training Period* (4 Weeks: Aug.02~Aug.28,2021)		Aug.02 (Mon.)~Aug.28 (Sat.)
Fall Semester (13 Weeks: Sep.06~Dec.04,2021)		Sep.06 (Mon.)
		Sep.06 (Mon.)~Sep.11 (Sat.)
		Nov.22 (Mon.)~Nov.27 (Sat.)
		Nov.29 (Mon.)~Dec.04 (Sat.)
Commencement		Dec.10 (Fri.)
Departure		Dec.17 (Fri.)

**The schedule above is subject to change.*

***A detailed Program Schedule will be provided upon arrival.*

2. CURRICULUM

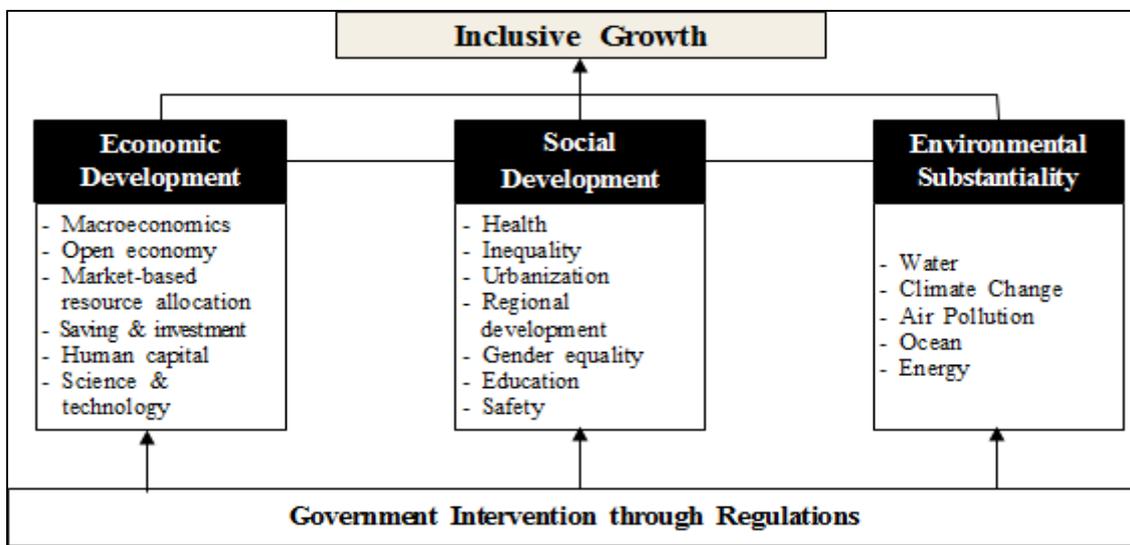
1) Curriculum

- **Degree: Master of Public Management (MPM)**

The MPM program is designed to provide global perspective and professional expertise in public management. The program is highly regarded both in and outside Korea, particularly among developing nations and government officials. Faculty members with outstanding research backgrounds and empirical knowledge offer a leading curriculum that integrates theory and practice.

- **Concentration: Regulation Management for Economic Development**

Regulation is one of the most significant policy instruments through which the government attempts to attain their goal. Drawing up the roles between the public and private sector, regulation policies have the power to either accelerate or hamper a country's growth. This program aims to first 1) examine the dynamics of market economy and regulations, 2) study a variety of policy environments where regulations come into play, and to 3) explore ways to efficiently design, implement, and evaluate regulations, so that the scholars may become a regulation expert in their respective fields who can create the opportunities and manage the risks for economic development of their country.



** The curriculum above and syllabus provided are subject to change.*

2) Graduation Requirements and Credits

Category	MPM : Regulation Management for Economic Development
Foundation Courses	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Public Organizations and Management (3 credits) • Introduction to Research Methods (3 credits)
Core Courses	Requirement: 9 credits (3 courses)
	<ul style="list-style-type: none"> • Policy Process Analysis (3 credits) • Cost-benefit Analysis for Policy Decision Making (3 credits) • Regulation: Theory and Practice (3 credits)
Elective Courses	Requirement: up to 12 credits (4 courses)
	Options for areas of study: <ul style="list-style-type: none"> • FM (Finance and Macroeconomic Policy) • TI (Trade and Industrial Policy) • PF (Public Finance and Social Policy) • RE (Regional Development and Environment Policy) • SD (Sustainable Development) • ID (International Development) • PA (Public Administration and Leadership) • SM (Strategic Management) • GP (Global Governance and Political Economy)
Research Project	Requirement: 6 credits
	Options for satisfying the research component: <ul style="list-style-type: none"> • ARS (3 credits) + Thesis (3 credits) • ARS (3 credits) + Capstone (3 credits) • 1 course (3 credits) + SRP (3 credits) • SRP (3 credits) + SRP (3 credits)
Language	Requirement: 6 credits (2 courses)
	<ul style="list-style-type: none"> • Language in Public Policy and Management (3 credits) • Korean Language and Culture I (3 credits)
Total	39 credits

3. EXTRACURRICULAR ACTIVITIES

1) Calendar of Student Networking Events

Fall Semester, 2020	• Orientation (Sejong City Tour, Korean Culture Presentation)
	• Sports Day
	• International Food Festival
	• K-water tour
Winter Vacation, 2021	• Home Visiting Program
Spring Semester, 2021	• The Office for Government Policy Coordination
Spring Vacation, 2021	• Home Visiting Program
	• Korea Field Research and Study(KFRS)
Summer Semester, 2021	• 3rd Tunnel Tour
	• Song & Dance Festival
	• National Assembly
Summer Vacation, 2021	• Home Visiting Program
Fall Semester, 2021	• Sports Day
	• International Food Festival
	• Hyundai Global Friendship Tour

**The schedule above is subject to change.*



• **Special Lectures and Seminars**

- Experts are invited from home and abroad to give special lectures so that students can gain insights into their research fields. The lectures are held usually twice per month and deal with diverse topics.
- In the research seminars, one of the school faculty members or the experts from other institutes present their research outcomes.
- Both are open to everyone so that participants can freely engage in discussion.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About KDI (Korea Development Institute) and KDI School

Ever wanted to meet the brains behind Korea's rapid economic and social development? KDI School of Public Policy and Management was established in 1997 in partnership with the KDI, Asia's leading think tank. KDI has been rated by the Economist as one of the most influential research institutions in the world and ranked No. 1 in the field of international development (2016 Global Go to Think Tank Index). The KDI School draws on a wealth of research and resources from the KDI, to share Korea's unique development experience with the global community.

The KDI School offers an innovative educational program focusing on policy and development issues. Aiming to transform mid-career professionals into leaders of their fields, KDI School has been committed to equipping our students with new knowledge, vision and a global perspective.



2) Innovative Academic Programs

The KDI School offers comprehensive and rigorous academic programs focusing on real-world, policy issues in both the public and private sector.

- Academic curriculum utilizing the experiences and the assets of Asia's top think-tank, the Korea Development Institute (KDI)
- Education based on experiences in systematic research on global development and consultation to developing nations
- The first and only Korean university who has received accreditation from NASPAA—Network of Schools of Public Policy, Affairs and Administration

3) Top-notch Faculty

The KDI School's faculty possesses a rich blend of international, academic, and policy experience, along with a common commitment to excellence in teaching and research.

- Consists of Ph.D. from top-tier universities in the world, including Columbia, Cornell, Harvard, MIT, etc.

- Owns a wealth of experience in both the public and private sector, including the Bank of Korea, World Bank, ADB, etc.
- Has capacity to carry out research and education in all relevant areas of development and public policy

4) Diverse Student Composition

The majority of students are mid-career professionals with 5-10 years of working experience in government, business, NGOs, media or academia. International students account for 50% of the student body (from more than 70 countries) each year, further promoting the internationalism of the school and the creation of a powerful global network.

2. Accommodation

1) Dormitory (on-campus)

The KDI School offers on-campus dormitory for all international students. For KOICA scholars in particular, KDI School will exclusively assign a single room. In the first semester you will share a room with another student, but starting from the second semester, you will be assigned to a single room. There is no meal plan. Residents may prepare their own meals in the communal kitchen, or use the school cafeterias for on-campus dining.

- **General Rooms:** All general rooms are double occupancy and are equipped with beds, wardrobes, desks, bookshelves, its own shower and a toilet, an air conditioning and a heating system, and an internet (electrical outlets: 220V). A bed cover is provided for students when they check in to their rooms. During your first semester, you will share a double room with your roommate.
- **Single Rooms:** Single rooms come with beds, wardrobes, desks, bookshelves, its own shower and a toilet, an air conditioning and a heating system (electrical outlets: 220V). For the second year, you will use a single room by yourself.
- **Student Lounge:** Student lounges located on the 3rd and 5th floor of each buildings are a place where students can relax, watch TV, check their email, do homework, read, or just hangout. It also offers comfortable surroundings for casual conversations. Lounges have satellite TVs, couches, two desktop computers, a printer, microwaves, a water dispenser, irons and ironing boards.
- **Kitchen:** Located on the top floor is a communal kitchen where all residents can cook for themselves. It includes some tables, chairs, electric burners, microwaves, refrigerators, a sink, cooking utensils, and a satellite TV.



3. Other Information

1) Lecture Hall and Conference Rooms

High-tech lecture halls and video conference rooms are available to make each class and conferences more effective.



2) Convenient Facilities

Computer Lab, Chambers, Prayer Room, Gym, Student Council Room and Lounges are available for all KDI School students on campus. The computer lab is open to students 24 hours a day, with internet access as well as newly installed computers, printers, and scanners. The student chambers are also accessible to students 24 hours a day. Each chamber includes desks and a locker, providing a space for students to study and do research/class assignments/team projects, or simply to relax in their free time.

3) Library

The library archives books, academic publications, and other materials essential for students, faculty, and staff research. The KDI Library and the KDI School Library were integrated into the KDI Central Library in 2014 in order to ensure better services through the sharing of capacities,

facilities, and resources. The publications and materials are available in the areas of business, economics, policies, and much more. (library website: <http://library.kdischool.ac.kr>)

- **Diverse Collections:** The Central Library has been pampered with a featured technology with a book capacity of over 259,924 books, 446,505 e-books, magazines, and academic journals. Over 65% of the collection is written in English. The Central Library has the highest percentage of books per student among university libraries in Korea.
- **Hi-tech Library:** The Hi-tech Library has features that create a more convenient experience in the library where students can learn advanced library technologies such as self-check-out & return, reservation pick-up and intelligent return. Mobile application is a multi-purpose software that allows users to access e-resources, e-attendance, and e-pay.
- **Collaborated Academic Class and Seminar:** The Collaborated Academic Class and Seminar Central Library provides not only database workshops, but also cooperative classes with regular courses on academic writing.
- **External Cooperation:** KDI Central Library has been in close collaboration with libraries and affiliated organizations in Korea. The library actively provides Interlibrary Services for materials that it does not own.

□ Location: 2nd floor in the Central Building (near Coffee Lab)

□ Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)

※ Lunch Hours 12:00 – 13:00

※ Closed during weekends and national holidays.

4) Sun Healthcare International (15 minutes away)

Sun Medical Center provides international healthcare services with staffs fluent in English, Chinese, Mongolian and Russian. They will assist you for the entire medical services during your visit including making an appointment, facilitating your communications with the doctor or staffs and receiving the medication.

□ Location: (Yuseong Campus) 93, Bugyuseong-daero, Yuseong-gu, Daejeon, Korea
(Daejeon Campus) 29, Mokjung-ro, Jung-gu, Daejeon, Korea

□ Distance: About 20 minutes from the school via taxi (Yuseong Campus)

□ Website: <http://en.sunmedical.kr>

※ Appointment is required prior to your visit.

※ Emergency Room operates 24 hours including weekends and holidays.

5) Student Counseling Service

The KDI School provides a Counseling Service for students. While the new semester can be an exciting challenge for some students, others may have to deal with a variety of issues, including personal and academic concerns. The counseling service is dedicated to supporting those students both emotionally and practically, and aims to maximize the student satisfaction so they can take full advantage of the opportunities at the KDI School and enjoy their stay in Korea. Students may seek counseling for various reasons. No topic is off limits, but common concerns are academic issues, cultural adjustment issues, homesickness, relationship problems, stress and anxiety, depression, grief and loss.

4. Health Care

1) On-campus Healthcare Room

The Healthcare Room provides students with urgent care for common minor illnesses and injuries. Students with minor injuries and ailments can get a medical service at the Healthcare Room located on the 2nd floor of the Central Building. For serious or prolonged illnesses or injuries, students are referred to a local hospital or private physician, private medical provider or urgent care.

- Location: 2nd floor in the Central Building (near Coffee Lab)
- Office Hours: 09:00 – 18:00 during weekdays (Mon – Fri)
- Lunch Hours 12:00 – 13:00, Closed during weekends and national holidays.
- Available health services:
 - ① Treatment of minor or acute illnesses such as: common cold symptoms (fever, runny nose, sore throat, coughs, etc.), headaches, nausea & vomiting, indigestion, constipation & diarrhea, minor burns, muscle sprains, stomatitis, minor skin problems such as rashes or itchy skin, skin injuries including minor abrasions and cuts
 - ② First-aid for minor injuries
 - ③ A rest area for students who become ill and need a place to rest
 - ④ First-aid kits for dormitories
 - ⑤ Infection prevention and control of epidemic
 - ⑥ Medical support for school events
 - ⑦ Referrals to local medical specialists
 - ⑧ Individual health and wellness counseling

IV. ACADEMIC REGULATIONS

1. Academic Regulation

1) Attendance

A student shall attend the classes for each subject in which he/she is enrolled, and shall not be assigned credits if he/she misses more than one-sixth of the class hours of a given subject. However, when a student has extraordinary circumstances such as disease, etc. for missing a class, and submits a report of absence in advance, up to one-sixth of the class hours may not be counted as absence.

2) Graduation

- The unit for course completion shall be one credit, and one credit shall be awarded for completion of 15 hours of education in each semester or the equivalent hours of education. Separately, a research credit shall be awarded when a student participates in paper research, practical training, or research project.
- The respective number of credits required for acquiring a Master's degree shall be as follows:

Degree	Program	Credits Required
Master	Master of Development Policy (MDP) Master of Public Policy (MPP) Master of Public Management (MPM)	39 credits

3) Grade

- In the case of a subject for which no grade is granted, its grade shall be marked as "P (Pass)" or "NP (No Pass)"
- Credits shall be recognized only when an acquired grade (point) is at least C- (1.67). The overall grade point average (GPA) required for the completion of a Master's degree program shall be B- (2.67).

Grades	Point Values	Grades	Point Values	Grades	Point Values
A	4.00	B-	2.67	F	0.00
A-	3.67	C+	2.33	I	-
B+	3.33	C	2.00	W	-
B	3.00	C-	1.67	IW	-
				T	-

2. Participants' Responsibilities

Code of Honor and Conduct of KDI School of Public Policy and Management

1) Develop Integrity

- ① Perform at the highest levels of excellence, as a member of KDI School community, in my studies, research and learning as well as in my personal and professional endeavors.
- ② Not tolerate lying, cheating, stealing, plagiarizing, piracy or other violations of intellectual property rights.
- ③ Respect the personal liberties of fellow students, professors, and other people.

2) Exercise Respect

- ① Value diversity among colleagues and encourage cooperation by emphasizing positive human relationships and honor, both in personal relationships and in group interaction.
- ② Behave in a professional manner, both on and off KDI School campus, in order to secure my personal reputation and enhance that of KDI School community.

3) Lead by Example

- ① Have the courage to express disagreement respectfully, the strength to lead, and the wisdom to follow.
- ② Confront all forms of unethical behavior or any inappropriateness including physical and emotional harassment; hold my colleagues and myself accountable, and, if necessary, report issues to the appropriate administrative office.

V. REQUIRED DOCUMENTS

1. Application Eligibility

1) Applicants should:

- (1) Be a citizen of the country with a cooperative relationship with KOICA
- (2) Be a government official with more than 2 years of experience
- (3) Be a bachelor's degree holder (a completed bachelor's degree)
- (4) Have a good command of both spoken and written English
- (5) Be preferably under 40 years of age in good health both physically and mentally to be able to complete the program.
- (6) Have not participated in KOICA's scholarship program or any of the Korean government's scholarship program previously.

■ Officials working at Ministry of Planning, Ministry of Industry, or any urban planning-related departments are preferred.

■ Must be able to take classes and write academic theses in English

■ Carrying any kind of contagious disease such as tuberculosis is regarded as a disqualifying condition for participation in this program.

2. Admission Process

Process	Dates*
Step 1. Application Package Submission	April 3 rd , 17:00 (KST)
Step 2. Document Screening (University)	April 6 th ~14 th
Step 4. Document Screening Result Notification (University to KOICA)	April 17 th
Step 5. Long-distance Interview (University)	April 20 th ~May 1 st
Step 6. Long-distance Interview Result Notification (University to KOICA)	May 8 th
Step 7. Medical Check-up (local)	May 11 th ~June 12 nd
Step 8. Admissions Notification	June 19 th
▶ Post Admission	
Arrival in Korea	August 1 st
KOICA Orientation & Medical check-up	August 1 rd ~5 th
KDI School Preliminary Session	August 10 th
KDI School Orientation	September 1 st ~5 th
First Day of Class	September 7 th

**Since this has to align with KOICA's announcement, dates here are only tentative.*

3. Required Documents

▣ All original documents should be sent to the regional KOICA office or the relevant government office. Please refer to KOICA's Application Guideline.

1) Late applications will not be accepted; all required documents must be submitted by the deadline (Korea Standard Time).

2) All application forms must be typed in English.

3) All documents must be ORIGINAL.

※ Scanned or photocopied documents are not accepted. If you must retain the original document, please submit a notarized/apostilled document of the original. The notarized/apostilled documents must have an English explanation of the documents being authenticated.

4) All required original documents must be sent in one package. Submit the documents in order (Do not use stapler or clip). Submitted documents will NOT be returned.

5) Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admissions process.

6) Applicants must apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate candidacy.

7) If any required documents are found to be false or counterfeit, admission to the KDI School will be cancelled. The admissions office will not be responsible for any consequences caused by incorrect information in the documents. If the information in the application documents is unclear or if any parts of the application documents are missing, the application will not be submitted for evaluation.

8) Please provide us with your application number when you communicate with KDI School.

9) Once you submit the online application, you cannot change your program in any case.

▣ DOCUMENT AUTHENTICATION

: If the academic documents are issued by one of the countries in the box below, the academic transcripts and degree diploma must be: (1) certified by the Korean embassy or consulate in the respective country, (2) certified by the respective embassy in Korea, (3) apostilled by a designated office, or (4) certified by the Ministry of Education of the People's Republic of China (China only).

No.	Type of Documents	Required/Optional
1	KOICA's Application Form	Required
2	KDI School's Application Form You must use an official application form provided by KDIS.	Required
3	Statement of Purpose Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. You must use an official application form provided by KDIS.	Required
4	Certified Copies of Academic Transcript - Academic transcripts must provide a record of all the courses throughout the years of studying. - Applicants for Master's program must submit transcripts from undergraduate institutions. - Must submit an official document issued by the applicant's alma mater describing the university's grade system if: 1) An applicant's transcript does not include information of CGPA, marks or score percentile; or 2) The grades on an applicant's transcript are difficult to be converted into any one of the GPA criteria mentioned above. ※ Refer to GPA converting website: (1) http://www.wes.org (2) http://www.foreigncredits.com <i>* Document must be certified. (Please read 'Document Authentication.')</i>	Required
5	Certified Copies of Degree Diploma or Certificate of Expected Graduation - Certificate of Expected Graduation must indicate anticipated graduation date (by August, 2020) and degree type - Applicants for Master's program must submit certificates from undergraduate institutions. - The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree.' <i>* Document must be certified. (Please read 'Document Authentication.')</i>	Required
6	One Recommendation Letter Recommendation letter should provide information about candidates' performance in professional settings. You must use an official application form provided by KDIS. <i>The letter must be SEALED(DO NOT OPEN).</i> <i>Please send the sealed letter with other required documents to the regional KOICA office or the relevant government office.</i>	Required
7	Two Photos (Size: 3cm x 4cm) & Photo File (jpg)	Required
8	Copy of Passport - 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. <i>* Your passport must be valid for at least more than 6 months as from 1 September 2020.</i>	Required

	<p><i>* Please check visa regulations and required documents to stay in Korea in advance. Please refer to <2020 KOICA Scholarship Program Application Guideline> as well.</i></p>	
9	<p>Employment Verification</p> <ul style="list-style-type: none"> - Employment verification should demonstrate one's employment status as a government official and their years of working experience. - 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 and sign the verification letter. - You must use an official application form provided by KDIS. 	Required
10	<p>TOEFL, TOEIC, IELTS, OPIC Score Report</p> <ul style="list-style-type: none"> - The tests must have taken within 2 years of the proposed date of admission (The semester starts in September 2020 and the test must have been taken as of September 2018). - Score report must be an original document, not a photocopy. - An original or notarized copy of 'Certificate of Medium of Instruction' can be submitted instead. <p><i>* You need to check if you are required to submit an English Score Report to the Embassy of the Republic of Korea in your country to apply for a visa to stay in Korea. (ex: Pakistan)</i></p>	Strongly Recommended (Optional)

*** Please check the updated Apostille country list & information here:**

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

Apostille member countries (refer to the Ministry of Foreign Affairs)

Region	Name of countries (2019.5)
Asia, Oceania (18)	Australia, Brunei, Cook islands, Fiji, Hongkong, India, Japan, Macao, Marshall Island, Mauritius, Mongolia, New Zealand, Niue, Philippines, Samoa, Tajikistan, Tonga, Vanuatu
Europe (52)	Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan
North America (1)	USA (Guam, Saipan, Puerto Rico)
Central and South America (30)	Argentina, Bahamas, Barbuda, Barbados, Belize, Bolivarian Republic of Venezuela, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Commonwealth of Dominica, Ecuador, El Salvador, Granada , Guatemala, Guyana, Honduras, Republic of Suriname, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, St. Vincent, Trinidad and Tobago, Uruguay
Africa (12)	Botswana, Burundi, Cape Verde, Liberia, Lesotho, Malawi, Namibia, Republic of South Africa, Sao Tome and Principe, Seychelles, Swaziland, Tunisia
Middle East (4)	Bahrain, Israel, Morocco, Oman

Document Authentication Process

Applicants from Apostille member nations must authenticate their academic documents as below.

(*please see the following page for a list of Apostille member nations)

Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from)

OR

Authenticated by Korean embassy or consulate with official seal or signature

OR

Authenticated by embassy of the country where one earned his/her degree from

OR

Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)

OR

Authenticated by notary public

All other applicants must authenticate their academic documents as below :

Authenticated by the issuing institution with official seal or signature

OR

Authenticated by designated government authorities in the country where one earned his/her degree from

OR

Authenticated by embassy of the country where one earned his/her degree from

OR

Authenticated by Korean embassy or consulate with official seal or signature

OR

Authenticated by notary public

CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Mr. Hyunseok KANG, ODA Education Center**
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0681
- Fax: +82-31-740-0765
- E-mail: hyunseok@koica.go.kr
- Website: <http://www.koica.go.kr>

- **Program Coordinator: Ms. Jiwon YOO**
- Tel: +82-31-777-2843
- Fax: +82-31-777-2859
- E-mail: jw@koworks.org

2) KDI School of Public Policy and Management (KDIS) (www.kdischool.ac.kr)

- **Admissions Division**
263 Namsejong-ro, Sejong, 30149, Republic of Korea
 - Email: koica.admissions@kdis.ac.kr
 - Phone: +82-44-550-1211
 - Fax: +82-44-550-1103
 - Website: <http://www.kdischool.ac.kr>

- **Student Affairs Division (Student Services)**
263 Namsejong-ro, Sejong, 301 49, Republic of Korea
 - Email: studentaffairs@kdischool.ac.kr
 - Phone: +82-44-550-1076
 - Fax: +82-44-550-1232

**The schedule in PI (Program Information) is subject to change according to the KOICA and KDI School of Public Policy and Management's schedule.*