

Korea International  
Cooperation Agency **KOICA**  
Happiness for All, with Global KOICA

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KOICA 116- 041

January 18, 2016

Mr. Mohammad Asif-uz-Zaman  
Additional Secretary (Asia, JEC, F & F)  
Economic Relations Divisions  
Ministry of Finance  
Dhaka

**Subject: Offer for KOICA's Master's Degree Program on "KOICA – SNU Capacity Building of Public Administration"**

Dear Mr. Zaman,

With reference to the Korea International Cooperation Agency's (KOICA) Master's Degree Program entitled, "KOICA – SNU Capacity Building of Public Administration" I have the pleasure to request ERD to nominate maximum four (4) candidates.

Please note that the program offers two courses namely, Masters Degree Program in Public Administration and Master Degree Program in International Studies, therefore, when filling out the form the participant must choose only ONE of the above. Moreover, participants that are to be selected should be a government official or a researcher/an instructor in state institute working in his/her home country with a Bachelor's Degree or higher, must be fluent in English language and be preferably under 40 years of age. In addition, please bear in mind that only the participants who have not taken part in KOICA training program and have not received a scholarship from Korean government before may be selected. Seoul National University may select up to **maximum 2 participants from Bangladesh**, for the following training course to be held in Korea:

| No. | Course name & duration  | No. of allocations | Relevant Ministry   | Last date for application |
|-----|---|--------------------|---|---------------------------|
| 1.  | KOICA – SNU<br>Capacity Building<br>of Public<br>Administration<br><br>August 10, 2016 –<br>December 15, 2017 | 4 (four)           | 1. Prime Minister's<br>Office<br>2. Ministry of Public<br>Administration<br>3. Other relevant<br>ministries | February 18,<br>2016      |

Qualifications, selection criteria and procedure for applicants of the above course are stated in the attached program outline. Nomination of candidates should be sent to KOICA Bangladesh Office along with the application package including the **applicants' passport copies (THREE (3) sets of ORIGINAL applications should be signed & attested)**. Please ensure that **ALL the original documents mentioned in the CHECKLIST are sent to KOICA Bangladesh Office**. In addition, also note that KOICA will bear expenses related to round-trip flights, full tuition fee, accommodation and food for the participants during the course in Korea.

Furthermore, in reference to letter KOICA 114-379, dated, May 21, 2014, you are kindly requested to please copy all the ERD's offer letters to line ministries and others concerning the training programs of KOICA Office as this would be very helpful to follow up measures by KOICA in any case.

Your kind and necessary measures in this regard will be much appreciated.

Sincerely,



Kim Jihoon  
Country Director

**Enclosure:**

1. KOICA application form
2. Course Information
3. Guidelines for recommendation for applicants
4. SNU application form
5. Personal statement & Study plan
6. Letter of recommendation 1
7. Letter of recommendation 2
8. Financial certification
9. Verification of academic record

# **2016 KOICA–SNU**

## **Capacity Building of Public Administration**

**Master's Degree Program in Public Administration**

**Master's Degree Program in International Studies**

**August 10, 2016 – December 15, 2017**  
**Seoul, Korea**

**KOICA**

Korea International Cooperation Agency (KOICA)



**GSPA**

Graduate School of Public Administration  
Seoul National University



Graduate School of International Studies  
Seoul National University

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

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## **KOICA & CIAT**

### **KOICA**

*The Korea International Cooperation Agency (KOICA) is a development aid agency of the Republic of Korea which was established in 1991. KOICA's mission is to reduce poverty, promote living standards and help realize sustainable, equitable and inclusive development in developing countries. To accomplish its mission, KOICA has been actively involved in enhancing developing countries' socio-economic infrastructure and institutions, empowering and providing the people of the developing world with opportunities for better lives and improving their well-being.*

### **CIAT(Capacity Improvement & Advancement for Tomorrow) Programs**

Human Resource Development (HRD) has been one of the most important factors in Korea's escape from the vicious cycle of poverty and underdevelopment which had existed for many decades. With scarce natural resources, HRD played a vital role in Korea's development; thus, Korea has emerged as an exemplary showcase of national development powered by HRD. From its own experience Korea came to fully recognize the significance of HRD. With extensive experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other countries.

The CIAT Program provides opportunities to participants to gain first-hand knowledge of Korea's development experience. The programs are designed to enable the participants to apply what they have learned for the development of their home countries. Since 1991, KOICA has offered about 3,400 courses to more than 53,000 participants from 173 countries. There are a wide range of topics in the Program, including public administration, economic development, science and technology, agriculture and health, etc. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs

## **Part I      KOICA & SCHOLARSHIP PROGRAM**

The Korea International Cooperation Agency (KOICA) was founded as a government agency on April 1, 1991, to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs.

In the past, development cooperation efforts were focused on meeting the Basic Human Needs (BHNs) of developing countries and on fostering their Human Resources Development (HRD).

However, the focus has now shifted to promoting sustainable development, strengthening partnerships with developing partners, and enhancing the local ownership of beneficiaries.

Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

Due to the continuously changing trends in development assistance efforts and practices, KOICA is striving to adapt to these changes by using its limited financial resources effectively on areas where Korea has a comparative advantage.

In particular, since Korea has the unique experience of developing from one of the poorest countries in the world to one of the most economically advanced, this know-how is an invaluable asset that helps KOICA to efficiently support the sustainable socioeconomic development of its partner countries.

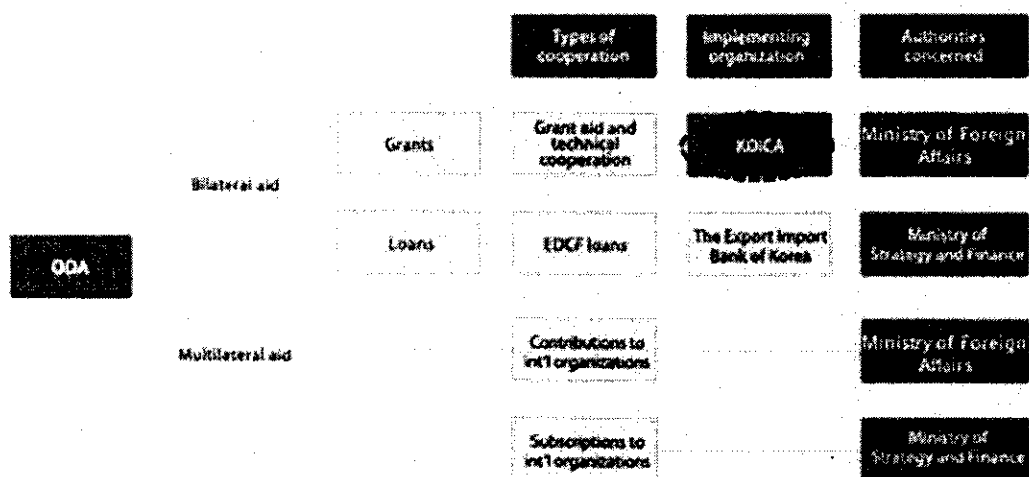
## Korea's ODA & Framework

Official Development Assistance (ODA) is composed of grants or concessional loans, which are provided to developing countries with the purpose of promoting economic development and welfare.

Korea's ODA is classified into three areas: 1) bilateral aid (grant aid & technical cooperation), 2) bilateral loans, and 3) financial subscriptions and contributions to international organizations (multilateral).

Bilateral aid is comprised of technical cooperation and various types of transfer (made in cash, goods or services) with no obligation for repayment, and is implemented by KOICA under the authority of the Ministry of Foreign Affairs in the Republic of Korea. Bilateral loans are provided on concessional terms under the name of the Economic Development Cooperation Fund (EDCF), implemented by the Export-Import Bank of Korea under the Ministry of Strategy and Finance. Multilateral assistance is delivered either as financial subscriptions or contributions to international organizations.

■ Korea's ODA system



## **Korea's Experience and KOICA's Program for Human Resources Development**

Human Resources Development (HRD) has been the most important factor in Korea's escape from vicious cycle of poverty and underdevelopment that had existed for many decades. With scarce natural resources, HRD played a vital role in modern Korea's development. Clearly, Korea has emerged as an exemplary showcase of national development powered by HRD.

From its own development experience, Korea came to fully recognize the significance of HRD, specifically in regard to Korea's collaboration with other developing countries. With much experience and know-how in HRD, Korea contributes greatly to the international community by sharing its unique development experience with other nations.

Since its establishment in 1991, KOICA supported a variety of international cooperation programs for HRD, mainly in project-type aid form, focusing on education and vocational training with a concentration in building a foundation for HRD.

The training program provides opportunities to individuals from developing countries to gain first-hand knowledge of Korea's development experience. The purpose of the program is to enable the participants to apply what they learned for the development of their home country or local community. Since 1991, KOICA has an accumulated sum of 58,916 participants who have enrolled in the program, and each year we invite approximately 5,000 participants under some 300 different courses. There are a wide range of topics covered in the training program, including administration, economic development, science and technology, information and communication technology, agriculture and health. In order to meet the changing needs of partner countries, KOICA always strives to renovate and improve its HRD programs.



### **Types of KOICA Training Programs**

KOICA offers five major types of training programs:

1. **Country Training Program**  
Tailored programs that are specifically designed for an individual partner country
2. **Regular Training Program**  
Programs that are open to any interested partner countries
3. **Special Training Program**  
Programs that are temporarily available owing to particular commitments of the Korean as well as partner governments
4. **Joint Training Program**  
Programs conducted in partnership with international organizations and other agencies
5. **Scholarship Program**  
Master's degree programs offered to individuals from partner countries

## **KOICA's Scholarship Program**

With a mission to nurture talented students from developing countries, KOICA invites high-caliber students from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, trade, women's empowerment, rural development, etc.

In particular, this program has significantly strengthened the relationships between Korea and the students' home countries. Students, who have been given an opportunity to see Korea's experience in poverty reduction and socio-economic development, will gain a deeper understanding of Korea and contribute to the future social, political and economic ties between the two nations.

From 1997 to 2015, the program has assisted a total of 2,598 students through 141 courses. And as of 2015, 388 participants will participate in 19 master's degree programs at 19 Korean universities.

KOICA Scholarship Program is fully committed to the Millennium Development Goals (MDGs) and is determined to expand its efforts to nurture future talents from developing countries to promote their countries' sustainable economic growth and social development.

## Part II

## PROGRAM OVERVIEW

### ■ Program Title: Capacity Building of Public Administration

Track 1: Master's Degree Program in Public Administration (GMPA)

Track 2: Master's Degree Program in International Studies (GSIS)

※ Participants must choose from the above mentioned tracks.

### ■ Duration:

- Stay duration: August 10, 2016 ~ December 15, 2017 (16 Months of study in Korea)

During their 16 months in SNU, students are strongly recommended to complete their thesis.

- Academic duration: September, 2016 ~ August, 2018 (24 Months)<sup>1</sup>

In accordance to the university regulations, the diploma will be issued in August 2018.

### ■ Degree: Track 1: Master of Public Administration

Track 2: Master of International Studies

### ■ Objectives

- 1) To train smart global leaders among public officials in developing countries to take the lead of economic and social development
- 2) To build the public administration capacity of public officials in developing countries by offering knowledge of human resource, organization, finance and public policy. And to cultivate the leadership as a leader of public sector and equip public officials with professional analytical capability of public affairs and policy, and eventually advance as public administration professional to contribute to global value creation.
- 3) To share Korean experiences of economic and social development and offer usable knowledge of Korea's development administration and economic development policy which ultimately assist participants to promote the development of their home country.

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<sup>1</sup> The majority of the participants complete their thesis during the 16 months. Completion of the thesis at one's home country is rarely accomplished.

■ **Training Institute**

Graduate School of Public Administration (GSPA) (<http://gmpa.snu.ac.kr>)

Graduate School of International Studies (GSIS) (<http://gsis.snu.ac.kr>)

Seoul National University

■ **Number of Participants: 20 Government Officials**

- Global Master of Public Administration (GMPA) : 10 persons
- Master of International Studies (MIS) : 10 persons

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

■ **Accommodations:**

- KOICA International Cooperation Center (ICC),

- Seoul National University Dormitory (Gwanak Residence Halls)

: Double occupancy: 2 people per room

- Each room is furnished with a bedroom, desk, bookshelf, closet (per person), interphone and refrigerator.

- Personal items including blankets and pillows are not provided.

- Possessing or using any of electric heating appliances is prohibited.

: Dormitory facilities: cafeteria, convenient store, snack bars, gym, etc.

: Each residence hall has a communal kitchen each floor.

**1. APPLICATION ELIGIBILITY**

- Be a citizen of the country which has a cooperative relationship with KOICA.
- Be a government/municipality official or a researcher / an instructor in state institute working in his/her home country with a Bachelor's Degree or higher (Private sector employees are not eligible).
- Have a good command of both spoken and written English to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be preferably under 40 years of age in good health, both physically and mentally, to complete the program.
- \* Pregnancy is regarded as a disqualifying condition for participation in this program.
- \* Having Tuberculosis or any kind of contagious disease is regarded as a disqualifying condition for participation in this program.
- Not be a person who has withdrawn from KOICA's scholarship program.
- \* Person belonging to the institution in which candidates submitted false documents and returned to his/her country arbitrarily in the middle of SP program cannot be applied
- Have not participated in KOICA's scholarship program or any of the Korean government's Scholarship Program previously (Master's degree program).

## 2. ADMISSION PROCESS

| Procedure   | Dates  |
|---|--|
| <b>Step 1.</b><br>Closing Date for Application Package Submission | February 29/ 17:00 P.M.<br>[Local time in Korea] |
| <b>Step 2.</b><br>On-site Interview (KOICA)                       | March 1 ~ 7                                      |
| <b>Step 3.</b><br>Document Screening                              | March 15 ~ March 31                              |
| <b>Step 4.</b><br>Essay Test and Skype Interview                  | April 18 ~ 29                                    |
| <b>Step 5.</b><br>Medical Check-up (local)                        | May 16 ~ June 17                                 |
| <b>Step 6.</b><br>Final Admissions Notification                   | June 30  |

※ The timeline in this table is based on local time in South Korea and subject to change.

### ► Post Admission

|                                       |                 |
|---------------------------------------|-----------------|
| Arrival in Korea                      | August 10, 2016 |
| KOICA Orientation                     | August 11, 2016 |
| Seoul National University Orientation | August 16, 2016 |

### Admission Decision Process will be as follows:

- a. Admission decisions will be made based on overall evaluation of the applications; applicant's academic achievements, potential and personal accomplishments.
- b. Admission decision process consists of
  - Round 1: Evaluation of Application Package
  - Round 2: Essay Test and SKYPE Interview
- c. The admission committee reviews a number of factors; applicant's university academic records such as Grade Point Average (GPA), study plan, and personal statement, and letters of recommendation in the Round 1.

- d. The successful applicants in the Round 1 will be invited to the essay test and SKYPE interview.
- e. Successful applicants will be selected from those who obtain more than 60 out of 100: application (50) and SKYPE interview and essay test (50).

### 3. REQUIRED DOCUMENTS

- ※ All documents should be sent to the regional KOICA office or the relevant government office.
- ※ Please do not send the materials to Seoul National University.

1. **KOICA Application Form**
2. **Seoul National University Form 1: Application Form** (<http://en.snu.ac.kr/admission>) )  
(Print out after completing the application in English)
3. **Seoul National University Form 2: Personal Statement and Study Plan** (Type in English and print out)
4. **Seoul National University Form 3: Recommendation : from two different professors with stamp or signature on the sealed envelope by recommender** (Download twice and to be completed by each of your two professors)
5. **Official Bachelor's Transcript and Degree/or Graduation Certificate**  
Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academics Degree & Graduate Education Development Center. Refer to the website <http://cdgdc.edu.cn>
6. **A copy of the Applicant's Passport** (or other official document indicating your nationality)
7. **Copies of Parents' Passports** (or other official document indicating parents' nationality such as Identification Card)
8. **Official document indicating parent-child relationship between the applicant and parents:** Applicant's Birth Certificate or Household Register proving the parent-child relationship
9. **Financial Certification Form 4** (Form Attached)
10. **Seoul National University Form 5 : Verification of Academic Record.**  
Print out the form and sign your name on the Letter of Agreement.  
Do not fill out the Verification Report portion.
11. **Curriculum Vitae**
12. **Certificate of Employment** (if applicable)

- 13. Certificate proving English Proficiency:** Please submit a score report of a recognized English Proficiency Test such as TOEFL , TEPS, IELTS or any other supporting documents which demonstrate appropriate English language proficiency.

★★ Form 1 ~ 5: Attached herewith

**Important Notes for All Applicants:**

1. **All KOICA and SNU forms should be typed in English NOT handwritten.** And all documents should be in English. If it's in any other language, you must submit a notarized / certified translation (in English or Korean) completed by a public notary in the country in which the document was originally produced
2. If any of the submitted materials contain false information, admission will be rescinded.
3. **Original documents should be submitted.** Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Be sure to make and keep photocopies of all completed forms. Submitted documents become property of SNU and will not be returned to the applicants.
6. Verification of Academic Record form will be a part of the application.
7. Detailed account of individual admissions decision for each applicant cannot be disclosed.
8. Please be sure that, in principle, any modification or cancellation will not be accepted after completing the application.
9. Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.
10. Applicants, who transferred during their prior course of studies, must submit their full complete academic records from all the applicable institution including Transcripts and Certificate of Graduation / Attendance.

For more information, including downloadable application forms, please refer to SNU Admission Website (<http://en.snu.ac.kr/apply/info>).

Global Master of Public Administration website (<http://gmpa.snu.ac.kr>)  
Master of International Studies (<http://gsis.snu.ac.kr>)



## Part IV      PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

NOTE: 1. The schedule below is subject to change.

2. The detailed program schedule will be provided upon arrival.

| Session              | Part                    | Academic Calendar   |
|----------------------|-------------------------|---|
| Preparatory Session  | 2016/08/16              | Check in the Dormitory & Opening Ceremony,<br>Medical Check-up at Gwanak-ku's Office<br>(only for particular countries) |
|                      | 2016/08/17 ~ 2016/08/31 | Preparatory session,<br>Seoul Immigration Office  |
| 2016 Fall Semester   | 2016/08/22 ~ 2016/08/26 | Course Registration   |
|                      | 2016/09/01 ~ 2016/12/16 | Fall Semester   |
| 2016 Winter Semester | 2016/12/26 ~ 2017/01/26 | Winter Semester   |
|                      | 2017/01/28 ~ 2017/02/03 | Course Registration for Spring Semester   |
| 2017 Spring Semester | 2017/03/02 ~ 2017/06/09 | Spring Semester   |
|                      | 2017/03/03              | Qualification Test for Writing Thesis   |
|                      | 2017/04/30              | Application for Thesis Submission and<br>Submission of Thesis Summary   |
|                      | 2017/05/12              | Application for Preliminary Thesis<br>Examination and Submission of Thesis<br>Proposal                                  |
|                      | 2017/05/29              | Thesis Oral Defense<br>(Preliminary Thesis Examination)   |
| 2017 Summer Semester | 2017/06/19~2017/07/21   | Summer Semester   |
|                      | 2017/08/21~2017/08/25   | Course Registration for Fall Semester   |
| 2017 Fall Semester   | 2017/09/01~2017/12/15   | Fall Semester   |
|                      | 2017/09/30              | Submission of Confirmation of Interim<br>Thesis Examination   |
|                      | 2017/11/06              | Submission of Thesis Final Version  |
|                      | 2017/11/13              | Thesis Oral Defense (Final)   |
|                      | 2017/12/15              | Departure   |
| 2018 Spring Semester | 2017/12 ~ 2018/08       | Thesis revision under professor's<br>supervision and completion in home<br>country (if required)                        |

## 2. ORIENTATION

When you arrive, there will be an orientation for 2-3 days for KOICA's Scholarship Program at the KOICA International Cooperation Center (ICC). The orientation aims to provide participants with useful information on the program as well as general information on living in Korea necessary during your stay. Usually, the orientation is composed of three parts: KOICA's welcoming session and a medical check-up. The order of each part is subject to change.

| Session           | Date            | Contents                  |
|-------------------|-----------------|---------------------------|
| Arrival           | August 10, 2016 | Arrival in Korea          |
| KOICA Orientation | August 11, 2016 | KOICA's welcoming session |
| Medical Check-up  | August 12, 2016 | Medical Check-up          |

### a. KOICA's Welcoming Session

In the first part of the orientation, you will have a welcoming session which includes KOICA's welcoming reception, an introduction of KOICA and a course outline. Through this session, you can have an overview of the Scholarship Program. Lectures about Korean culture and basic Korean language, as well as general information regarding daily life in Korea, will be also delivered in this session.

### b. Medical Check-up

KOICA will implement a medical check-up after each participant's arrival in Korea to assure their health condition. After the medical check-up, KOICA will officially accept each participant as a KOICA trainee for the program. If any case which may hamper the scholarship in Korea is found in the medical check-up, the participant will be required to return home.

### 3. CURRICULUM

a. Curriculum & Credits: 3 credits per course except for prerequisite courses

▪ **Emphasis on Public Administration : 36 credits**

| Semester                                  | Types     | Credits | Course   |
|---|-----------|---------|--|
| 2016<br>Pre-term                          |           |         | <ul style="list-style-type: none"> <li>• Basic Statistics</li> <li>• Basic Korean I</li> </ul>   |
| 2016<br>Fall<br>4 courses<br>(12 credits) | Required  | 6       | <ul style="list-style-type: none"> <li>• Theories of Global Public Administration, or</li> <li>• Theories of Public Policy and Institutions**</li> <li>• Social Research Methods of Public Administration</li> <li>• Basic Korean I (non-credit)</li> </ul>  |
|   | Electives | 6       | <ul style="list-style-type: none"> <li>• Urban Government</li> <li>• Diplomacy and Policy</li> <li>• Organization and Public Administration</li> </ul>   |
| Winter<br>1 course                        | Required  | 3       | <ul style="list-style-type: none"> <li>• Statistical Analysis of Public Administration</li> <li>• Basic Korean I (non-credit)</li> </ul>   |
| 2017 Spring<br>4 courses<br>(9 credits)   | Required  | 0       | <ul style="list-style-type: none"> <li>• Korean and Korean Culture (non-credit)</li> <li>• Basic Korean II (non-credit)</li> </ul>   |
|   | Electives | 9       | <ul style="list-style-type: none"> <li>• Global Leadership and Public Ethics</li> <li>• Public Personnel Administration</li> <li>• Development Policies in the Global Context</li> <li>• Performance Pay: Theory and Practice</li> <li>• Government and Transparency</li> <li>• Introduction to Government Accounting</li> </ul> |
| Summer<br>1 course<br>(3 credits)         | Required  | 3       | <ul style="list-style-type: none"> <li>• The Korean Government and Public Policy in a Development Nexus</li> </ul>   |

|   |           |   |   |
|---|-----------|---|---|
| <b>2017 Fall</b><br>2 courses<br>(6 credits)  | Required  | 3 | <ul style="list-style-type: none"> <li>• Reading and Research I</li> </ul>  |
|   | Electives | 3 | <ul style="list-style-type: none"> <li>• International Commercial Policy</li> <li>• Central-local Relations</li> <li>• Economic Analysis</li> <li>• International Politics</li> </ul> |
| <b>2018 Spring</b><br>1 course<br>(3 credits) | Required  | 3 | <ul style="list-style-type: none"> <li>• Reading and Research II</li> </ul>   |

○ The above curriculum is subject to change.

○ The title of courses can be changed.

\*\* Students may choose both courses.

▣ **Emphasis on Economic Policy : 45 credits**

| Session                                       | Types     | Credits | Course   |
|---|-----------|---------|--|
| Pre-term<br>(TBC))                            |           | —       | <ul style="list-style-type: none"> <li>• Basic Korean I</li> <li>• Introduction to Economic Theory</li> </ul>  |
| <b>2016 Fall</b><br>4 courses<br>(12 credits) | Required  | 9       | <ul style="list-style-type: none"> <li>• International Economic Relations</li> <li>• Research Methodology and Skills</li> <li>• International Cooperation</li> <li>• Basic Korean (non-credit)</li> </ul>  |
|   | Electives | 3       | <ul style="list-style-type: none"> <li>• Understanding International Development Cooperation</li> <li>• Understanding International Human Rights and Refugee Issues</li> <li>• Studies of International Development Cooperation Policy and System</li> <li>• Changing World Order and Korea</li> <li>• Transnational Migration, Cooperation and Development</li> <li>• Case Studies in International Dispute Settlement</li> <li>• Understanding International Security</li> </ul> |

|  |           |   |   |
|--|-----------|---|---|
| Winter<br>2 courses<br>(6 credits)         | Electives | 6 | <ul style="list-style-type: none"> <li>• Modernization and Transformation of Korean Society</li> <li>• International Area Studies (Thesis workshop)</li> </ul>                          |
| 2017<br>Spring<br>3 courses<br>(9 credits) | Required  | 0 | <ul style="list-style-type: none"> <li>• Korean Language and Culture (non-credit)</li> </ul>  |
|  | Electives | 9 | <ul style="list-style-type: none"> <li>• Korean Economic Policy and Development</li> <li>• Economic Development Strategy</li> <li>• <i>Free Choice Class offered by GSIS</i></li> </ul> |
| Summer<br>2 courses<br>(6 credits)         | Electives | 6 | <ul style="list-style-type: none"> <li>• Understanding Korea 2: World and Korea</li> <li>• International Area Studies (Thesis workshop)</li> </ul>                                      |
| 2017 Fall<br>3 courses<br>(9 credits)      | Electives | 9 | <ul style="list-style-type: none"> <li>• International Development Policy Seminar</li> <li>• <i>Free Choice Class offered by GSIS</i></li> <li>• Dissertation Research</li> </ul>       |
| 2017<br>Spring<br>(3 credits)              | Electives | 3 | <ul style="list-style-type: none"> <li>• Dissertation Research</li> </ul>   |

○ The above curriculum is subject to change.

○ The title of courses can be changed.

### **b. Credits Completed per Semester**

As shown in the table below, the GSIS students have to complete 45 credit hours for graduation. Excluding the thesis, the courses are distributed among requirements and electives. The following is the curriculum scenario by semester; however it is subject to change.

#### **▪ Emphasis on Public Administration : 36 credits**

| <b>Category</b> | <b>Credit Hours</b>                        |
|-----------------|--|
| Preparatory     | Non credit Hours (2 Courses)               |
| Core Courses    | 30 Credit Hours (11 Courses)               |
| Master's Thesis | 6 Credit Hours (2 Courses: Thesis Writing) |
| Total           | 36 Credit Hours                            |

#### **▪ Emphasis on Economic Policy : 45 credits**

| <b>Category</b> | <b>Credit Hours</b>                        |
|-----------------|--|
| Preparatory     | Non credit Hours (2 Courses)               |
| Core Courses    | 39 Credit Hours (14 Courses)               |
| Master's Thesis | 6 Credit Hours (2 Courses: Thesis Writing) |
| Total           | 45 Credit Hours                            |

### **1) Title of Degree:**

This Program is a master's degree program; the students will study about public administration or development policy.

For <Global Master of Public Administration> program, master's candidates who complete 33 credits and submit the Master's Thesis will be granted the degree. The degree title is **Master of Public Administration (MPA)**.

For <Master of International Studies> program, master's candidates who complete 45 credits and submit the Master's Thesis will be granted the degree. The title is **Master of International Studies (MIS)**.

|  |           |   |   |
|--|-----------|---|---|
| Winter<br>2 courses<br>(6 credits)         | Electives | 6 | <ul style="list-style-type: none"> <li>• Modernization and Transformation of Korean Society</li> <li>• International Area Studies (Thesis workshop)</li> </ul>                          |
| 2017<br>Spring<br>3 courses<br>(9 credits) | Required  | 0 | <ul style="list-style-type: none"> <li>• Korean Language and Culture (non-credit)</li> </ul>  |
|  | Electives | 9 | <ul style="list-style-type: none"> <li>• Korean Economic Policy and Development</li> <li>• Economic Development Strategy</li> <li>• <i>Free Choice Class offered by GSIS</i></li> </ul> |
| Summer<br>2 courses<br>(6 credits)         | Electives | 6 | <ul style="list-style-type: none"> <li>• Understanding Korea 2: World and Korea</li> <li>• International Area Studies (Thesis workshop)</li> </ul>                                      |
| 2017 Fall<br>3 courses<br>(9 credits)      | Electives | 9 | <ul style="list-style-type: none"> <li>• International Development Policy Seminar</li> <li>• <i>Free Choice Class offered by GSIS</i></li> <li>• Dissertation Research</li> </ul>       |
| 2017<br>Spring<br>(3 credits)              | Electives | 3 | <ul style="list-style-type: none"> <li>• Dissertation Research</li> </ul>   |

○ The above curriculum is subject to change.

○ The title of courses can be changed.

## **2) Medium and Methods of Instruction**

- English is the medium of instruction. Not only the courses but all academic affairs will be delivered in English.
- Students do not need any prior knowledge of Korean.
- Students can complete all their requirements for graduation within 16 months. Courses are designed to ensure students gain practical expertise.
- Participatory teaching methods will be fully utilized. Diverse methods such as debate, simulation, role playing, and case study will be employed to enhance problem-solving ability.

## **4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)**

### **a. Field Trip (tentative)**

- Industrial sites: Sangam DMC, Saemangeum Reclamation Project Sites, State-owned enterprises such as Korea Electronic Power Co, Korea National Oil Corporation etc.
- Public Offices sites: Cheong Wa Dae (Office of the President), Central Government Complex (in Sejong City), Local government, Seoul Metropolitan Government etc.



## **1. GENERAL INFORMATION**

**Seoul National University (SNU)** was founded in 1946 as the first national university of Korea. Now it has 16 Colleges, 1 Graduate School and 6 Professional Schools, 2,499 full-time equivalent faculty members with 14,047 undergraduate students and 9,194 graduate students.

**The Graduate School of Public Administration** at SNU is the first graduate school established in South Korea in the field of public affairs. It was established under the support of the "Minnesota Project" by USAID of United States and SNU. Since its establishment in January 1959, GSPA has been a leading professional school in the field for the past half century, offering a wide range of programs to educate future scholars and public officials. The PhD program in Public Administration was launched in 1976 and it was also the first public administration in South Korea. Public Policy major was established under the public administration department in 1981. Recently, a mid-career program for public enterprise employees was created and offers a Master's degree of Public Enterprise Policy.

Executive program offered by GSPA includes Advanced Center for Administrative Development (1971~present), Advanced Program for Information Communication & Broadcasting Policy (1971~present), and SOC Policy Program (2010~present). The Korea Center for Public Administration & Policy, Asia Development Institute (ADI), The Korea Institute of Public Affairs, and Public Policy Information Center contribute to providing solutions to various social problems. Additionally, GSPA has been publishing two academic journals, 「Korea Journal of Public Administration (Korean)」 and 「Korean Journal of Policy Studies」 (English).

Over 4,300 master's degree students and 190 doctoral degree students had graduated from the GSPA, of which many became leaders in the Korean society as high-level public officials: former prime minister (1), former minister (17) and vice minister (26), present minister (3) and vice minister (7), professors and researchers, politicians, journalists, and corporate leaders.

**GMPA Program** and its advanced curriculums are designed and developed by GSPA faculty members who have excellent research backgrounds and devotion to advancing the field of public policy and administration.

Through 15 university-funded research centers' activities, each concerning diverse areas of public affairs, GSPA engages in resolving public issues and advancing the quality of public administration. Those research centers hold various academic forums, conferences and special lectures for students.

GMPA program consists of two different but highly relevant courses. It enables students to form a prominent global network between public officials from Korea and the countries which as a cooperative relationship with KOICA. The two master's courses include one for highly distinguished public officials from developing countries, and another for public officials appointed by the Ministry of Security and Public Administration, Republic of Korea

**The Graduate School of International Studies (GSIS)** has started as the Center for Area Studies in 1989 to foster research on region-specific issues and to respond to the increasing demand for global perspectives within Korea. In 1997, it has been expanded to the School of International and Area Studies (SIAS) which again expanded to current GSIS in 2003.

The school has two departments: Department of International Studies, Department of International Development Policy. The Department of International Studies is running 4 Programs: International Commerce, International Cooperation, International Area Studies, Korean Studies,

## 2. ACCOMMODATION

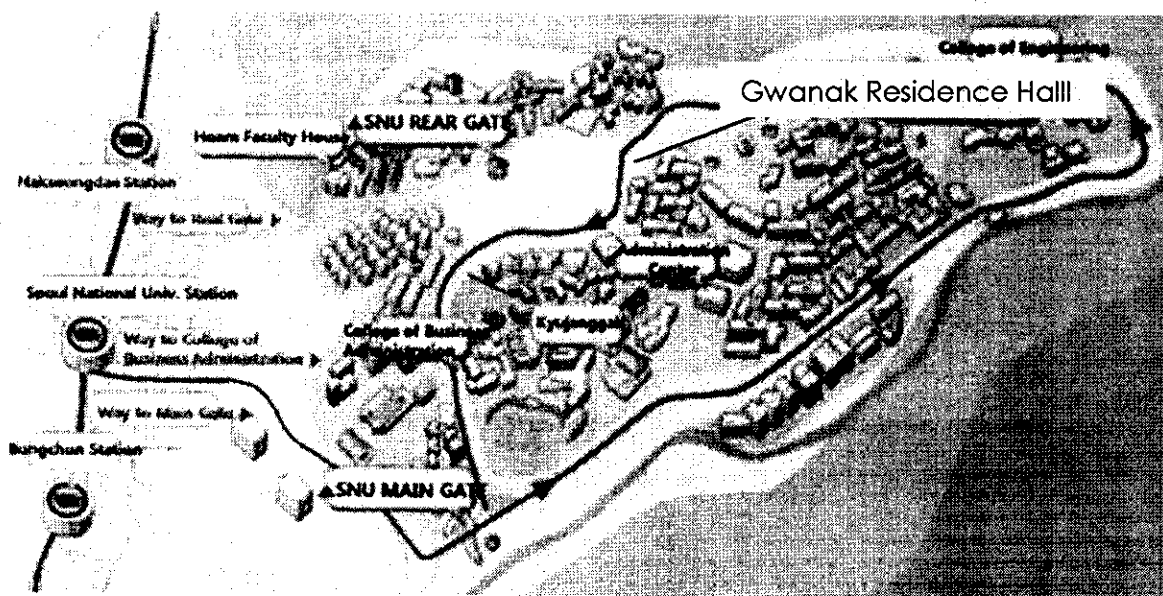
### ☐ Dormitory of Seoul National University (Gwanak Residence Hall No. 900 ~ 906)

Gwanak Residence Hall is home to about 4,775 students from all over Korea and around the world. It provides residents with living quarters not only to study and relax, but also to meet people from various backgrounds. Each unit is furnished with a shower room, beds, desks and cabinets. Each room is supplied with a LAN cable able to provide use of internet and e-mail on hand.

You can also visit homepage <http://147.46.187.192/eng/> for more information.

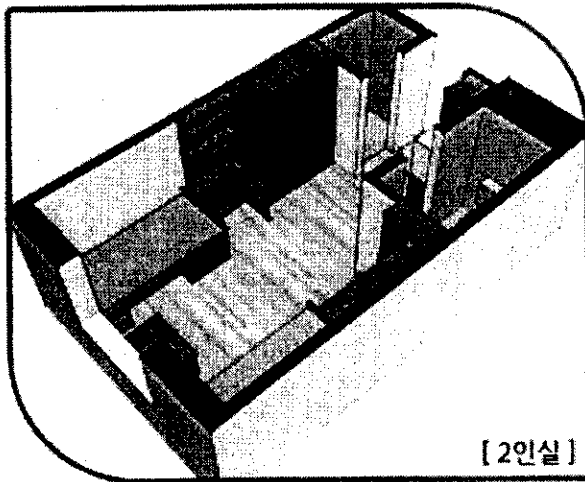
#### ► Gwanak Residence Hall

- Address: 599 Gwanangno, Gwanak-gu, Seoul, 151-818, Korea
- Tel: 82-2-880-5404                      - Fax: 82-2-877-2892
- Website: <http://147.46.187.192/eng/>



- ☐ Your accommodation will be provided at a double occupancy (sharing a room basis) of Gwanak Residence Hall Bldg. 900~906 which is the accommodation building for graduate students.

❑ **Layout of Double Occupancy (2 people sharing a room)**



❑ **Facilities**

- **Private Room**

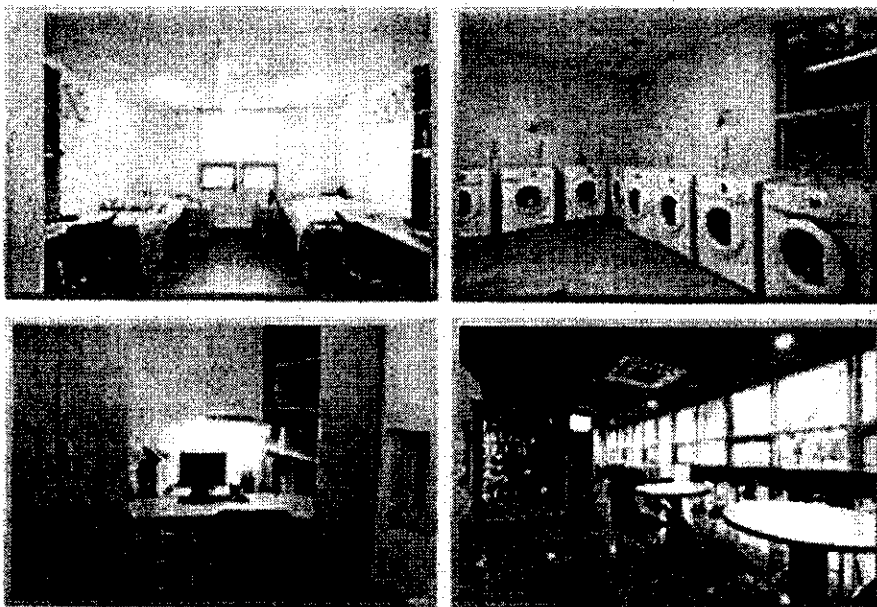
- A small refrigerator, space separation screen and LAN cable provided
- Toilet and shower booth
- Individual heating system
- Each room is furnished with a bed, desk, chair, book case, wardrobe, shoes shelf and curtain
- Each room is equipped with air conditioner, telephone, LAN port and 220V power outlet
- Personal Items including bed sheet, blanket and pillow are not provided.
- Possessing or using any of the electric heating appliances is prohibited.

- **Common Area**

- Kitchen: Microwave oven, cooking heater, refrigerator, water purifier, dining table, TV
- Laundry and drying room: Washing machine, electric iron, clothes horses
- Lounge: Snack vending machine, table, LAN port table for internet use
- Reading Room: Basement 1F, Building 900

**- Security**

- CCTVs, card key, automatic door lock



Up: (Left) Double room (Right) Laundry and Drying Room  
Down: (Left) Double room (Right) Lounge

**□ Documents**

- All residents should submit their medical certificate including chest X-ray examination report and measles vaccination report before they move in the dormitory.

### **3. OTHER INFORMATION**

#### **1) Campus Life**

##### **Administration Office**

The GMPA Office is located on the 2<sup>nd</sup> floor of GSPA Bldg. 57-1 Room 216 and the Office for the Capacity Building of Public Administration Program in GSIS is located on the 2<sup>nd</sup> floor of the GSIS Building 140 Room 202.

##### **Student ID Card (S-Card)**

Paper application: Submit S-card application form and one COLOR PHOTO (3cm x 4cm) to the Student Support Center (Bldg. 67, Dure-moonyegwan 2<sup>nd</sup> Floor) at the beginning of the first semester after you obtain Alien Registration Card and update your student records to reflect the new Alien Registration Number.

##### **Finger Print Registration**

After 6PM the main entrance of the GSIS building will be locked. Students can register their finger prints and the password at Building 140 Room 203 in order to access the building after 6PM.

##### **Central Library**

This is located behind the main administration building. You will need a student ID card to enter the library and to borrow books and other materials. Their website is <http://library.snu.ac.kr> which has extensive information. You can use your ID card to borrow and extend the due date of books.

##### **Public Policy Information Center (PPIC)**

Public Policy Information Center is a subject library established in 1971 with the support of the Asia Foundation. Throughout the history of the Graduate School of Public Administration, Public Policy Information Center has assisted all academic endeavors by effectively providing support for teaching and learning with organized instruction on library use, collaboration with other libraries to facilitate resource sharing, as well as serving the nationwide network of academic libraries.

### **The Official School Website**

Please refer to the official website of the GMPA Program (<http://gmpa.snu.ac.kr>) and GSIS for general information on program, academic requirements, upcoming events and notice. (<http://gsis.snu.ac.kr>)

### **Health**

: If you have health problems, you have two choices.

#### **a. Gwanak Campus Health Service Center (located in the Student Union Building)**

The health team at this facility includes physicians, registered nurses, and a counselor and is equipped with a laboratory, radiology services, a pharmacy, and support staff.

This center also offers the following specialty services: internal medicine, dermatology, dental, ENT (ear, nose, throat specialist), gynecology, neuropsychiatry, ophthalmology, orthopedics and surgery.

The HSC transfers patients to Boramae Hospital and SNU Hospital when further treatment is needed.

The center also provides health education, immunizations, general check-ups, treatment for tuberculosis, health certification issuance, on-loan first aid kits, and sanitary inspections.

<http://health4u.snu.ac.kr/main/english/english.jsp>

#### **b. SMG-SNU Boramae Medical Center**

The nearest and one of the finest medical centers from SNU

<http://www.brmh.co.kr/eng/main.asp>

## **Transportation**

To reach SNU by subway, get off at "Seoul National University" or "Nak-Seong Dae" station (Line No. 2).

From the "SNU" station: Take exit No. 3, and take bus #5511 at the nearest bus stop. This bus has a stop directly in front of GSIS. If taking a taxi from the station, the fare is approximately 4,000 won. You may also take any bus that stops at the Main Gate of SNU. GSIS is about 10 mins walk from the Main Gate.

From the Nak-Sung Dae station: Take exit No. 4, and take "Ma-eol bus" No. 2 at the nearest bus stop. Get off at the Dormitory Crossroad station and cross the road to take shuttle bus. You should get off at the Graduate School of International Studies Station.

- ※ A detailed service route of each bus is provided on the Seoul bus network online service website: <http://bus.seoul.go.kr>



## 2) HOW TO JOIN THE KOICA ALUMNI COMMUNITY

The KOICA Alumni Community (<http://training.koica.go.kr>)

KOICA offers you a chance to meet other participants of our training programs online. We are all friends here. Share your memories, experiences and feelings. Please join now! The doors to the KOICA Alumni Community are open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present trainees. By becoming a member of the KOICA Alumni Community, you can stay in touch with your former classmates and be informed of what is happening at KOICA and the KOICA Training Center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

You must register to participate in the KOICA Alumni Community. Click **Registration** on Menu, and follow the directions, giving all the necessary information including your full name, country, e-mail address, and the year and name of the course in which you participated. Once you submit your information, KOICA will first check it to verify that you are a KOICA alumnus. You will then receive a confirmation e-mail from the website administrator including your User ID and Password. We advise you to change your Password after your first log-on for security purposes.

## **Part VI**

## **SUPPORT SERVICE**

### **1. TRAVEL TO KOREA**

KOICA arranges and pays for the participants' round trip Korea. The participant is to travel by the most direct route between the Incheon International Airport and a main international airport in the participant's home country. KOICA will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, they should pay the additional airfare. The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]) necessary for this Scholarship Program. Should the participant be unable to get the appropriate visa before the date of entrance, KOICA is unable to provide any assistance and, if it proves necessary, participants may have to return to their respective countries to get the visa issued at their own expense.

### **2. EXPENSES FOR STUDY AND LIVING**

The following expenses will be covered by KOICA during the participant's stay in Korea.

- Tuition fee
- Accommodation sharing a room basis (mainly the dormitory of a training institute)
- Living & Meal allowance: KRW 999,000 per month
- A medical check-up after arrival
- Overseas travel insurance, etc.

In addition, participants may be invited to a special event organized by KOICA with the aim of promoting friendship among one another and understanding about Korea during the program.

### 3. INSURANCE

During the program participants will be covered by the "New group accident insurance (2)". The insurance covers expenses for medical treatment and hospital care caused by diseases or accidents within the scope and limit of insurance coverage. Participants should first pay by themselves and then be reimbursed for the expenses later, on the condition that the case falls under the coverage of the insurance.

#### Limits of Coverage (subject to change)

- Death or Permanent Disability by Accident: KRW 100 million
- Medical Expenses by Accident: KRW 50 million
- Medical Expenses by Disease: KRW 50 million
- Death by Disease: KRW 100 million
- Liability: KRW 10 million (deductible: KRW 200,000)

#### Main Scope of Coverage

- Death or Permanent Disability by Accident & Death by Disease: The insurance shall pay the insurance money up to the above limit.
- Medical Expenses by Disease and Accident: The insurance shall cover the medical expenses at actual cost within the limit of the medical insurance subscription amount per case (for details, refer to the insurance policy)
- Medical checkup at the participant's option and the fee for a medical certificate and diseases caused by pre-existing medical conditions, etc. are not covered by the insurance.

※ The insurance coverage is limited to the treatment incurred within Korea.

**Deductibles (Insured persons are responsible for deductibles, as described below.)**

- 1) Maximum Coverage Limit per Day
  - Outpatient services: KRW 250,000
  - Medicine: KRW 50,000
- 2) Deductible per day (outpatient)
  - Clinic: KRW 10,000
  - Hospital: KRW 15,000
  - University hospital, level 3 hospital: KRW 20,000
- 3) Deductible per day (medicine): KRW 8,000
- 4) Dentistry and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry
- 5) Hospital treatment
  - The beneficiary is responsible for 10% of the costs.
- 6) Orthopedics
  - Equipment and consumables (e.g., wristbands and cast shoes)
- 7) Fees for issue of certificates
- 8) In the case of uninsured items and material costs, a detailed statement must be submitted.
- 9) Receipts from medical institutions or pharmacies must be submitted. Credit card receipts will not be accepted.

### **Procedures, Services and Diseases Not Covered by the Insurance**

- 1) Medical check-up, vaccination, nutritional supplements, and tonic medicines
- 2) Mental disease and behavior disorder
- 3) Dental care  
※ *To receive dental care, prior consultation with the coordinator of KOICA is required.*
- 4) Congenital cerebropathy
- 5) Herbal remedies
- 6) Obesity
- 7) Urinary diseases: Hematuria and urinary incontinence
- 8) Diseases of the rectum and anus
- 9) Tiredness and fatigue
- 10) Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
- 11) Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)
- 12) Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
- 13) Diseases that participants already had before arrival in Korea

## Part VII

## REGULATIONS

### 1.ACADEMIC REGULATION

#### a. Attendance and Absenteeism

1. Students are expected to attend all of the classes they have registered for each semester. Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam.
2. In the event a student will be absent for any of the reasons below, the student must notify relevant offices: i.e. GMPA Office ([snugmpa@gmail.com](mailto:snugmpa@gmail.com)) or GSIS Office ([koica.snu@gmail.com](mailto:koica.snu@gmail.com)) to get approval in advance:
  - Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
  - Academic planning, field-trips, on-location training, etc.
  - Participation in seminars or conferences (including international ones) as approved by the Dean of the Graduate School
  - Other events as approved by the Dean of the Graduate School
3. In the event of student illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit written notification of such absence to relevant offices: i.e. GMPA Office or GSIS Office to get the approval of Dean of the Graduate School. For absences longer than seven days, students must submit a written diagnosis by a physician.

#### b. Must reside in a dormitory

- Students must reside in the Graduate Students Dormitory of Seoul National University
- Living off-campus is not allowed in principle.

**c. Must abide by dormitory regulations**

- Seoul National University has very strict dormitory regulations and all students must abide by them.
- A student who violates dormitory regulations will be evicted from the dormitory and he/she must return to her country immediately.

**d. Cooking is only allowed in a dormitory cooking area.**

- Induction, microwave, and water purifier can be used. Each floor has a communal kitchen.
- Cooking in a dormitory room is prohibited.

**e. Examinations and Grade Evaluations**

**1. Minimum Grade Point Average Requirement**

- Students must achieve a minimum a B<sup>0</sup> grade point average to be qualified to write a thesis and to obtain the master's degree.

**2. Regular Exams and Make-up Exams**

- Regular Exams: Mid-term (7th to 8th week of semester), Final (End of semester)
- Make-up Exams: In the event a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date, and obtain the Graduate School Dean's approval to sit for the exam at another time.

**3. Qualifications to Sit for an Exam**

- Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of their absence.

**4. Scholastic Performance Evaluation Method**

- Scholastic performance will be based on a 100 point score for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).

- Grades will be calculated on a curve as follows:
- A to A+: 30% of the students in the class
- B+ to A-: 40% of the students in the class
- B and below: 30% of the students in the class

## **2. PARTICIPANT'S RESPONSIBILITIES**

Participants are required

- to take up the scholarship in the academic year for which it is offered (deferral is not allowed).
- to follow the training program to the best of their ability and abide by the rules of the training institute and KOICA.
- to reside in the accommodation designated by the training institute for the duration of the course except for holidays or temporary leave.
- to maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by the university, his or her status as a KOICA program participant may be suspended.
- to participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by the training institute in advance.
- to notify the training institute in advance and get an approval for temporary leave.
- to advise KOICA and the training institute of any personal or family circumstances such as health problems or family problems which may seriously affect their study.
- to refrain from engaging in political activities or any form of employment for profit or gain
- to agree to KOICA collecting information concerning them and passing that information onto other relevant parties, if necessary.
- to return to their home country upon completion of their training program.
- not to extend the length of their training program or stay for personal convenience; neither KOICA nor the university will provide any assistance and be responsible for extension of their stay.



### **3. WITHDRAWAL**

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or home country's reasons (such as health or work issues) when acceptable to KOICA. In this case, he/she is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- If a participant fails to attain certain grades required by the training institute, he or she may be forced to withdraw and return home upon withdrawal. In this case, he/she is not allowed to re-apply for KOICA's scholarship program.
- The participant who withdraws must return to the training institute the living allowance he or she has already received for the remaining period from the date of departure from Korea.

### **4. TEMPORARY LEAVE**

- Participants may take a temporary leave during the school vacation (to the participants' home country or for a trip abroad) under the condition that the trip does not affect their schoolwork and as long as they notify the university in advance.
- KOICA and the university will not pay the airfare for the trip and his or her living allowance will be suspended from the day of departure to the day of return during temporary leave.
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip despite the university's disapproval, he or she may be suspended from the KOICA scholarship.

## 5. ACCOMPANYING OR INVITING FAMILY

- As KOICA's Scholarship Program is a very intensive program which requires full commitment to and concentrated effort for study, **participants CAN NOT bring any family members.**
- KOICA does not provide any financial or other administrative support for the dependents of the participants.
- If a participant invites family members within the duration of one month, one must take a full responsibility related to their family members travel to and stay in Korea including administrative and financial support as well as legal matters in Korea. The participant is required to sign and submit the Written Pledge with supporting documents by acknowledging their responsibility and conditions of bringing their family members in Korea in advance. A copy of the Written Pledge is available at University Office.

## 6. OTHERS

- KOICA will assume any responsibility only within the limit and scope of the insurance for participants.
- KOICA is not liable for any damage or loss of the participant's personal property.
- KOICA will not assume any responsibility for illness, injury, or death of the participants arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- If the participants violate any of the rules of KOICA and the training institute during their stay in Korea, their status as a KOICA program participant may be suspended.

## Part VIII

## CONTACTS

### 1. CONTACT INFORMATION

#### a. Korea International Cooperation Agency (KOICA)

· **Program Manager: Ms. Seoyeon BANG**

Capacity Development Program Team

Capacity Development Department

· Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea

· Tel: +82-31-740-0407, Fax: +82-31-740-0684

· E-mail: sybang1@koica.go.kr

· Homepage: <http://www.koica.go.kr>

· **Program Coordinator: Ms. Jinyeong(Jenny) JANG**

· Tel: +82-31-777-2647

· Fax: +82-31-777-2680

· E-mail: jenn@global-inepa.org

#### b. Graduate School of Public Administration (GSPA), Seoul National University

· **Program Manager: Ms. Yongmi LEE**

· Global Master of Public Administration Office

· Email: selyml@snu.ac.kr, snugmpa@gmail.com

· Homepage: <http://gmpa.snu.ac.kr>

· Tel: +82-2-880-9272, Fax: +82-2-877-5622

#### Graduate School of International Studies (GSIS), Seoul National University

· **Program Manager: Ms. Raemi DO**

· Email: [koica.snu@gmail.com](mailto:koica.snu@gmail.com)

· Homepage: <http://gsis.snu.ac.kr>

· Tel: +82-2-880-6877, Fax: +82-2-874-6877

Appendix.

**[facebook.com/koica.icc](https://facebook.com/koica.icc)**

The Fellows' Facebook is a place for fellows to ask questions and write comments on KOICA fellowship programs. So, if you have questions regarding our program, please feel free to join our Facebook community.



**[twitter.com/koica.icc](https://twitter.com/koica.icc)**

Do you have a Twitter account? It seems everyone does these days. If you have a Twitter account, be sure to follow us @koica\_icc



## **Guideline for Recommendation of Applicants**

### **1. Program Overview**

The Korea International Cooperation Agency was founded as a government agency to maximize the effectiveness of Korea's grant aid programs for developing countries by implementing the government's grant aid and technical cooperation programs. With a mission to support Human Resources Development (HRD) in developing countries, KOICA invites talented people from developing countries and helps them gain professional and systematic knowledge that will play a key role in their home country's development.

To accomplish this mission, KOICA has been operating master's degree courses with leading Korean universities in the fields of economics, ICT, Health, fisheries science, women's empowerment, rural development, etc.

From 1997 to 2015, the program has assisted a total of 2,598 students through 141 courses. And as of 2015, 388 participants will participate in 19 master's degree programs at 19 Korean universities. More detailed information is provided from our website at <http://training.koica.go.kr>.

By experiencing and learning about Korea's remarkable development throughout the stay, participants will gain considerable expertise and strengthen their analytical abilities. To enhance the effectiveness of the program, KOICA is constantly cooperating with domestic universities to diversify the field and expand their budget.

### **2. Recommendation of Applicants**

KOICA receives the recommendations of applicants from the government of its partner countries. Each country can recommend **a maximum of four (4) applicants**. Each University selects **up to two (2) participants for each country** based on the recommendation and the result of selection procedure.

Because KOICA receives the recommendation from the government, the applicant should submit official letter of the government which approves the nomination of the applicant.

### 3. Application Eligibility

Applicants should

- Be a citizen of the Scholarship Program target country
- Be officially nominated by their government
- Be a government official or an employee in the public sector.
- Be a university/college graduate or have an equivalent educational background.
- Have sufficient command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- Be in good health, both physically and mentally.
- Have not previously received a scholarship from the Korean government.
- A participant who has once withdrawn from the program due to a failure to attain certain grades, a violation of the rules of the training institute, or a false entry is not allowed to re-apply for Scholarship Program.

Specific qualifications for the respective training institute will be listed in the Program Information of each university.

### 4. Selection Procedure

The Selection procedure will include two rounds: an interview by the Korean embassy or KOICA office and an evaluation of the application package in Round 1, and a telephone interview by the University in Round 2.

#### 1) 1<sup>st</sup> round : On-site interview by the Korean embassy or KOICA office and an evaluation of the application package

The Korean embassy or KOICA office will conduct an interview for each applicant. Based on the result of the interview of the Embassy/KOICA office and the evaluation of application package by the University, the University will select applicants for the 2<sup>nd</sup> round.

If an applicant lives in a country where the Embassy/KOICA office does not exist or lives far from the capital city, he/she may be exempted from the interview in the 1<sup>st</sup> round in consultation with the Embassy/KOICA office.

**2) 2<sup>nd</sup> round : Telephone interview by the University**

Interviews will be conducted only for those who have passed the first round, and the Embassy/KOICA office in the country will contact the person individually to set an appointment for the interview.

The interview will be conducted in the KOICA office or the Korean embassy. The candidates will pass the identification process before having the interview.

**5. Notification of Final Nominees**

When final nominee is selected, the Korean embassy or KOICA office will notify that individual (The University will not contact the nominees directly.), and the information related to the departure will be distributed to the participants. Postponement or cancellation of the enrollment is not allowed, in principle.

**Attached: Application Schedule of the 2016 Scholarship Program**

### **Application Schedule of the 2016 KOICA Scholarship Program**

| <b>Process</b>  | <b>Dates</b>                                      |
|---|---|
| <b>Step 1.</b> Application Package Submission                                   | February 29 / 17:00 P.M.<br>[Local time in Korea] |
| <b>Step 2.</b> On-site Interview (Embassy/KOICA)                                | March 1 ~ 7                                       |
| <b>Step 3.</b> 1 <sup>st</sup> Round Selection Process<br>Document Screening    | March 15 ~ March 31                               |
| <b>Step 4.</b> 2 <sup>nd</sup> Round Selection Process<br>Interview(University) | April 18 ~ 29                                     |
| <b>Step 5.</b> Medical Check-up (local)   | May 16 ~ June 17                                  |
| <b>Step 6.</b> Admissions Notification  | June 30   |

※ The timeline in this table is based on local time in South Korea and subject to change.



# APPLICATION FORM FOR KOICA TRAINING



**Korea International Cooperation Agency**

(photo)

HQ & ICC I : 825 Daewang pangyo-ro, Sujeong-gu, Seongnam-si, Gyeonggi-do, Korea  
Tel: 82-31-740-0114 Fax: 82-31-740-0655 E-mail: training@koica.go.kr, http://www.koica.go.kr

## I. TITLE OF COURSE

## II. PERSONAL DATA

Full Name: \_\_\_\_\_  
First Middle Last (Surname)

| Date of Birth   |     |      | Sex   | Marital Status | Nationality | Religion |
|-----------------|-----|------|---|----------------|-------------|----------|
| Month           | Day | Year |   |                |             |          |
|                 |     |      | <input type="checkbox"/> M <input type="checkbox"/> F |                |             |          |
| Passport Number |     |      | Airport of Departure                                  |                |             |          |

Home Address : \_\_\_\_\_  
Tel No : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax No : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
country code area code number country code area code number  
Mobile No : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Emergency Contact - Name : \_\_\_\_\_ Tel No : \_\_\_\_\_

## III. EMPLOYMENT and EDUCATION

Present Position/ Title: \_\_\_\_\_  
Department or Division: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel No : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Fax No : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
country code area code number country code area code number  
Type of Organization: ☐ Governmental/Public ☐ Private ☐ International ☐ Other  
Term of Employment: from \_\_\_\_\_ to present  
Describe your present duties:

Describe your expectation from this training course :

**Note: Please TYPE or PRINT clearly in CAPITAL LETTERS and prepare three (3) copies including the original. The words "NIL" or "N/A" should be used where applicable. Do not leave any space blank.**

**Career over past 5 years**

| Name of Organization | From       | To         | Position/ Responsibilities |
|----------------------|------------|------------|----------------------------|
|                      | month/year | month/year |                            |
|                      | /          | /          |                            |
|                      | /          | /          |                            |
|                      | /          | /          |                            |

**Education and Training**

| Name of Institution | From       | To         | Field of Study and Degree |
|---------------------|------------|------------|---------------------------|
|                     | month/year | month/year |                           |
|                     | /          | /          |                           |
|                     | /          | /          |                           |
|                     | /          | /          |                           |

Former Training in Korea or KOICA (if any):

☐ Yes

☐ No

Program: \_\_\_\_\_

Period: \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ / \_\_\_\_\_  
month/year month/year

**IV. LANGUAGE PROFICIENCY**

English:

|           | Excellent | Good | Fair | Poor | Remarks |
|-----------|-----------|------|------|------|---------|
| Listening |           |      |      |      |         |
| Speaking  |           |      |      |      |         |
| Writing   |           |      |      |      |         |
| Reading   |           |      |      |      |         |

Mother Tongue : \_\_\_\_\_

Other Languages : \_\_\_\_\_

In case you speak English as a foreign language, it is required for you to certify your English proficiency. Please indicate any of your English Proficiency Tests:

☐ TOEFL: \_\_\_\_\_ ☐ TOEIC: \_\_\_\_\_ ☐ Others: \_\_\_\_\_  
score score score

**V. MEDICAL REPORT 1 (to be completed by an authorized physician)**

Name of Applicant: \_\_\_\_\_

|                    |   |                        |            |
|--------------------|---|------------------------|------------|
| Age:               | Sex:  | Height: cm             | Weight: kg |
| Blood Type:        |   | Blood Pressure: / mmHg |            |
| EKG                | <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal   |                        |            |
| Chest PA           | <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal   |                        |            |
| Urinalysis         | <input type="checkbox"/> Normal <input type="checkbox"/> Abnormal   |                        |            |
| Diabetes           | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |                        |            |
| Hepatitis B        | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |                        |            |
| Hepatitis C        | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |                        |            |
| Syphilis           | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |                        |            |
| AIDS               | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |                        |            |
| Infectious disease | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                        |            |
| Endemic disease    | <input type="checkbox"/> Yes <input type="checkbox"/> No            |                        |            |
| Pregnancy test     | <input type="checkbox"/> Positive <input type="checkbox"/> Negative |                        |            |

1. If the applicant has a history of illness or disorders during the last 5 years, please describe the treatment and present status.

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2. What opinions do you have about the overall health condition of the applicant to carry out an intensive training course away from his/her home?

---

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Name of Clinic: \_\_\_\_\_

Address of Clinic: \_\_\_\_\_

Name of Physician: \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Physician: \_\_\_\_\_

## MEDICAL REPORT 2 (to be completed by an applicant)

### 1. Present Status

(a) Do you currently use any drugs for the treatment of a medical condition? (Give name & dosage.)

☐ No

☐ Yes >> Name of Medication ( ), Quantity ( )

(b) Are you pregnant?(Female only)

☐ No( ), Yes ( ) months )

(c) Are you allergic to any medication or food?

☐ No,

☐ Yes >>> ( ) Medication, ( ) Food, ( ) Other:

(d) Please indicate any needs arising from disabilities that might necessitate additional support or facilities.

( )  
*Note: Disability does not lead to exclusion of persons with disability from the program. However, upon the situation, you may be directly inquired by the KOICA official in charge for a more detailed account of your condition.*

### 2. Medical History

(a) Have you had any significant or serious illness? (If hospitalized, give place & dates.)

Past: ☐ No ☐ Yes>>Name of illness ( ), Place & dates ( )

Present: ☐ No ☐ Yes>>Present Condition ( )

(b) Have you ever been a patient in a mental hospital or been treated by a psychiatrist?

Past: ☐ No ☐ Yes>>Name of illness ( ), Place & dates ( )

Present: ☐ No ☐ Yes>>Present Condition ( )

(c) High blood pressure

Past: ☐ No ☐ Yes

Present: ☐ No ☐ Yes>>Present Condition ( ) mm/Hg to ( ) mm/Hg

(d) Diabetes (sugar in the urine)

Past: ☐ No ☐ Yes

Present: ☐ No ☐ Yes>>Present Condition ( )

Present: ☐ No Are you taking any medicine or insulin? ☐ No ☐ Yes

(e-1) Past History: What illness(es) have you had previously?

☐ Stomach and ☐ Liver Disease ☐ Heart Disease ☐ Kidney Disease

☐ Intestinal Disorder ☐ Tuberculosis ☐ Asthma ☐ Thyroid Problem

☐ Infectious Disease >>> Specify name of illness ( )

☐ Other >>> Specify ( )

(e-2) Has this disease been cured?

☐ Yes ☐ No (Specify name of illness):

☐ Yes Present Condition: ( )

### 3. Other: Any restrictions on food and behavior due to health or religious reasons?

( )

I certify that I have read the above instructions and answered all questions truthfully and completely to the best of my knowledge. I understand and accept that medical conditions resulting from an undisclosed pre-existing condition may not be financially compensated by KOICA and may result in termination of the program.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## VI. APPLICANT'S RESPONSIBILITIES

If accepted as a participant, I agree:

- 1) to follow the training program to the best of my ability and abide by the rules of the training institution, university, or college in which I undertake training;
- 2) to refrain from engaging in political activities, or any form of employment for profit or gain;
- 3) to return to my home country upon completion of my training program and to resume work in my country;
- 4) not to extend the length of my training or my stay for personal conveniences;
- 5) not to bring any family members (dependents) to Korea or country of training;
- 6) to accept that the Korean Government is not liable for any damage or loss of my personal property; and
- 7) to accept that the Korean Government will not assume any responsibility for illness, injury, or death arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions; and
- 8) to carry out such instructions and abide by such conditions as may be stipulated by the Korean Government in respect of my training program.

*I fully understand that my status as a participant may be terminated if I fail to make satisfactory progress, or for any other cause as determined by the Government of the Republic of Korea.*

Applicant's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

## VII. OFFICIAL NOMINATION

The Government of \_\_\_\_\_ officially nominates  
(Name of Country)  
\_\_\_\_\_ for participation in \_\_\_\_\_  
(Full Name of Applicant) (Name of Training Course)

as organized by the Korean Government, and certifies that:

- 1) all information supplied by the applicant is complete and correct;
- 2) the applicant has an adequate knowledge of and/ or expertise in the training field; and
- 3) the applicant has a sufficient proficiency of spoken and written English to enable him/her to follow the training course.

Name of Organization: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Name of Authorized Official: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



# SEOUL NATIONAL UNIVERSITY

## Form 1: APPLICATION FOR ADMISSION, 2016 FALL

REGISTRATION NUMBER

\*Do not write in this area.

- Please type or print in English. This form is two pages in length.

### COLLEGE / DEPARTMENT

Please indicate your application type. ☒ International Admission I ☐ International Admission II

- Check the appropriate box and indicate your desired program of study. Please refer to Appendix 1 of the admissions booklet. You may apply to only one program.

☐ Master's Program☐ Combined Master's/Doctoral Program☐ Doctoral Program

College: \_\_\_\_\_

Department/School (Major): \_\_\_\_\_

Field of Study (If applicable): \_\_\_\_\_

### PERSONAL INFORMATION

English Name: \_\_\_\_\_  
Family / Last (姓) First (名) Middle (if any)

Salutation: ☐ Mr. ☐ Ms. Korean Name : \_\_\_\_\_

Resident Registration Number / Passport Number: \_\_\_\_\_ / \_\_\_\_\_

Nationality: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of nationality acquired (國籍取得日 - DD/MM/YY): \_\_\_\_\_

Date of Birth (DD/MM/YY): \_\_\_\_\_ Marital Status: ☐ Single ☐ Married ☐ Other \_\_\_\_\_

[If Dual Nationality of Korean and other foreign citizenship : Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_]

Mailing Address: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone (Korea or permanent residence): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- ♦ Language proficiency (Submission of proof document is required):

☐ TOPIK ( ) ☐ TOEFL/TEPS/IELTS ( ) ☐ Any other proof ( )

### FAMILY INFORMATION

#### ♦ FATHER

Check one: ☐ Father ☐ Father deceased

Full Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth(DD/MM/YY):: \_\_\_\_\_ Resident Registration No./Passport No.: \_\_\_\_\_

#### ♦ MOTHER

Check one: ☐ Mother ☐ Mother deceased

Full Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth(DD/MM/YY): \_\_\_\_\_ Resident Registration No./Passport No.: \_\_\_\_\_

Check only if applicable: ☐ Parents divorced

Custody (de facto) belongs to (please check one): ☐ Father ☐ Mother

Parental Authority (de jure) belongs to (please check one): ☐ Father ☐ Mother

# ACADEMIC INFORMATION

※ In chronological order, list the names and complete addresses (including zip code) of all the schools and institutions that you've attended. Indicate the (expected) Graduation date or the Last date of Attendance for the current school.

|   | Grade/Semester | Dates Attended (DD/MM/YY) | Name of School/Univ. | School Location | (Expected) Graduation or Last Date of Attendance (DD/MM/YY) | Telephone, Fax | School / Institution E-mail Address |
|---|----------------|---------------------------|----------------------|-----------------|---|----------------|-------------------------------------|
| Primary (Elementary) Schools                      |                | From / /<br>To / /        |                      |                 | / /   |                |                                     |
|   |                | From / /<br>To / /        |                      |                 | / /   |                |                                     |
|   |                | From / /<br>To / /        |                      |                 | / /   |                |                                     |
| Secondary (Middle & High) Schools                 |                | From / /<br>To / /        |                      |                 | / /   |                |                                     |
|   |                | From / /<br>To / /        |                      |                 | / /   |                |                                     |
|   |                | From / /<br>To / /        |                      |                 | / /   |                |                                     |
| Post-Secondary Studies (Undergraduate / Graduate) |                | From / /<br>To / /        | (Major: )            |                 | / /   |                |                                     |
|   |                | From / /<br>To / /        | (Major: )            |                 | / /   |                |                                     |
|   |                | From / /<br>To / /        | (Major: )            |                 | / /   |                |                                     |

I declare that the information contained in this application is complete, accurate and true. I understand that any untrue, misleading or omitted information may result in my disqualification from further consideration for admission and may cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date. I agree to abide by the rules and regulations in the Admission Guide for International Students and will take full responsibility for any problems arising from failing to adhere to the same.

Applicant's Signature \_\_\_\_\_ Date (DD/MM/YY) \_\_\_\_\_



## SEOUL NATIONAL UNIVERSITY

### Form 2: Personal Statement & Study Plan FOR GRADUATE PROGRAM

Please type or print in English.

Please feel free to attach additional sheets if necessary.

#### ACADEMICS

Current or most recent school or institution attended : \_\_\_\_\_

Entry Date : \_\_\_\_\_ (Expected) Degree Conferred : \_\_\_\_\_ Graduation Date : \_\_\_\_\_  
mm/yyyy mm/yyyy

Institution Address : \_\_\_\_\_  
Number & Street

City/Town State/Province Country ZIP/Postal Code

Applicant's Name : \_\_\_\_\_ Birthdate (dd/mm/yyyy): \_\_\_\_\_

College/Department of your choice: \_\_\_\_\_

Field of Study (If applicable): \_\_\_\_\_

\*Please fill out after check field of study on desired program's website in advance.

#### PERSONAL STATEMENT

##### Short Answer

1. Please describe any unique characteristics of your institutions or distinctive qualities to your previous education. Give a brief account of the curriculum and mention any set of courses which were pedagogically significant in shaping your current academic interests.



2. In relation to your academic interests and personal perspectives, please describe your aptitude and motivation for the department of your choice, including your preparation for this field of study, your academic achievement and commitment. You may briefly elaborate in addition on any of your extracurricular activities or work experiences in the space below.

**Personal Essay**

3. This personal essay helps us become acquainted with you in ways different from courses, grades, test scores, and other objective data. It will demonstrate your ability to organize your thoughts and express yourself. Given your personal background, evaluate a significant experience, achievement, risk you have taken; or discuss an issue of personal, local or international concern and its importance to you; or describe a person who has had a significant influence on you, and describe that impact. We are looking for an essay that will help us know you better as a person and as a student.

## STUDY PLAN

Please explain in some detail your purpose in studying at Seoul National University and your plans for study. Be as specific as you can regarding your academic interests and the curriculum you expect to follow in achieving your goals.

## REQUIRED SIGNATURE

*I certify that all information submitted during the admissions process – including the application, the personal essay, any supplements, and any other supporting materials – is my own work, factually true, and honestly presented. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I've certified be false.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
mm/dd/yyyy



SEOUL NATIONAL UNIVERSITY  
Form 3: RECOMMENDATION (1)

|                     |
|---------------------|
| REGISTRATION NUMBER |
|---------------------|

\* Do not write in this area.

- Please type or print in English. This form is two pages in length.
- Mail the completed form to the following address by the application deadline:

Office of Admissions  
Seoul National University  
1 Gwanak-ro, Gwanak-gu  
Seoul 151-742, KOREA

**TO BE COMPLETED BY THE APPLICANT**

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Applicant's Name: \_\_\_\_\_

Current attending/Last attended School: \_\_\_\_\_

Date of Birth (DD/MM/YY): \_\_\_\_\_ E-mail: \_\_\_\_\_

Desired Dept/Program: \_\_\_\_\_

|   |                                |          |
|---|--------------------------------|----------|
| 1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU. | <input type="checkbox"/> Agree | Date     |
| 2. I waive my right of access to this recommendation.   | <input type="checkbox"/> Agree |          |
| 3. I take full responsibility for any falsity in the submitted materials.                                   | <input type="checkbox"/> Agree |          |
| 4. I hereby affirm that all the contained information is true and complete.                                 | <input type="checkbox"/> Agree | DD/MM/YY |

**TO BE COMPLETED BY THE RECOMMENDER**

- We appreciate your candid evaluation of the named applicant and his or her capacity for success as a student in the proposed field of study. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title, Position and Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

How long have you known the applicant and in what context? \_\_\_\_\_

- Please rate the applicant by checking the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

|                           | Below average | Average | Good | Excellent | Top few ever encountered | No basis for judgment |
|---------------------------|---------------|---------|------|-----------|--------------------------|-----------------------|
| Academic achievement      |               |         |      |           |                          |                       |
| Academic motivation       |               |         |      |           |                          |                       |
| Future academic potential |               |         |      |           |                          |                       |
| Leadership / Influence    |               |         |      |           |                          |                       |
| Concern for others        |               |         |      |           |                          |                       |
| Emotional maturity        |               |         |      |           |                          |                       |
| Written expression        |               |         |      |           |                          |                       |
| Oral expression           |               |         |      |           |                          |                       |
| Creativity/Originality    |               |         |      |           |                          |                       |
| Respect for differences   |               |         |      |           |                          |                       |

- 
1. **Academic / intellectual evaluation:** Please comment on the nature and quality of the applicant's academic performance and potential. We are especially interested in your evaluation of the applicant's academic achievement, motivation, originality of thought, creativity, intellectual depth or breath, and academic promise.

- 
2. **Personal / interpersonal evaluation:** What are your impressions of the applicant as a person? How is he or she viewed by professors (teachers)? How does the applicant interact with others? What are the applicant's major strengths and weaknesses?

- 
3. **Additional comments:** Is there anything else we should know about this applicant?  
Please feel free to attach additional sheets if necessary.

---

**Recommender's Signature**

---

**Date (DD/MM/YY)**



SEOUL NATIONAL UNIVERSITY  
Form 3: RECOMMENDATION (2)

REGISTRATION NUMBER

\* Do not write in this area.

- Please type or print in English or Korean. This form is two pages in length.
- Mail the completed form to the following address by the application deadline:

Office of Admissions  
Seoul National University  
1 Gwanak-ro, Gwanak-gu  
Seoul 151-742, KOREA

**TO BE COMPLETED BY THE APPLICANT**

- Complete this section and give this form with a stamped and addressed envelope to a recommender who knows you well.

Applicant's Name: \_\_\_\_\_

Current attending/Last attended School: \_\_\_\_\_

Date of Birth (DD/MM/YY): \_\_\_\_\_ E-mail: \_\_\_\_\_

Desired Dept/Program: \_\_\_\_\_

|   |                                |          |
|---|--------------------------------|----------|
| 1. I request that this recommendation be treated confidentially by the officers and faculty members of SNU. | <input type="checkbox"/> Agree | Date     |
| 2. I waive my right of access to this recommendation.   | <input type="checkbox"/> Agree |          |
| 3. I take full responsibility for any falsity in the submitted materials.                                   | <input type="checkbox"/> Agree |          |
| 4. I hereby affirm that all the contained information is true and complete.                                 | <input type="checkbox"/> Agree | DD/MM/YY |

**TO BE COMPLETED BY THE RECOMMENDER**

- We appreciate your candid evaluation of the named applicant and his or her capacity for success as a student in the proposed field of study. Your recommendation plays an important role in the admissions process. We will not evaluate a candidate's application until your recommendation is received.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Title, Position and Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

How long have you known the applicant and in what context? \_\_\_\_\_

- Please rate the applicant by checking the appropriate box. Relative to other students you have known, how do you rate this applicant in terms of:

|                           | Below average | Average | Good | Excellent | Top few ever encountered | No basis for judgment |
|---------------------------|---------------|---------|------|-----------|--------------------------|-----------------------|
| Academic achievement      |               |         |      |           |                          |                       |
| Academic motivation       |               |         |      |           |                          |                       |
| Future academic potential |               |         |      |           |                          |                       |
| Leadership / Influence    |               |         |      |           |                          |                       |
| Concern for others        |               |         |      |           |                          |                       |
| Emotional maturity        |               |         |      |           |                          |                       |
| Written expression        |               |         |      |           |                          |                       |
| Oral expression           |               |         |      |           |                          |                       |
| Creativity/Originality    |               |         |      |           |                          |                       |
| Respect for differences   |               |         |      |           |                          |                       |

- 
1. **Academic / intellectual evaluation:** Please comment on the nature and quality of the applicant's academic performance and potential. We are especially interested in your evaluation of the applicant's academic achievement, motivation, originality of thought, creativity, intellectual depth or breath, and academic promise.

- 
2. **Personal / interpersonal evaluation:** What are your impressions of the applicant as a person? How is he or she viewed by professors (teachers)? How does the applicant interact with others? What are the applicant's major strengths and weaknesses?

- 
3. **Additional comments:** Is there anything else we should know about this applicant?  
Please feel free to attach additional sheets if necessary.

---

**Recommender's Signature**

---

**Date (DD/MM/YY)**



# SEOUL NATIONAL UNIVERSITY

## Form 4: FINANCIAL CERTIFICATION (International Admissions I Only)

REGISTRATION NUMBER

\*Do not write in this area.

### APPLICANT'S INFORMATION

Name (English): \_\_\_\_\_  
Family / Last (姓) First (名) Middle (if any)

Date of Birth (DD/MM/YY): \_\_\_\_\_

Salutation: ☐ Mr. ☐ Ms. Marital Status: ☐ Single ☐ Married ☐ Other \_\_\_\_\_

Desired Dept/Program: \_\_\_\_\_

For each dependent accompanying you, please list the following information:

| Name | Gender | Relationship to applicant | Date of Birth | Nationality |
|------|--------|---------------------------|---------------|-------------|
|      |        |                           |               |             |
|      |        |                           |               |             |
|      |        |                           |               |             |
|      |        |                           |               |             |

### PLEASE READ CAREFULLY

- You and/or your sponsor are responsible for all educational and living expenses for the entire duration of your study at SNU. This includes the living costs of any accompanying dependents or family members.
- The minimum amount of funds that should be available is US\$10,000 in the bank account(s) of you and/or your sponsor. If you are receiving a scholarship from an organization toward your studies at SNU, please describe it under the sponsor information.
- If admitted, the following list of documents will be required for your VISA issuance: bank statement, certificate of employment / business registration, tax payment information, etc.

### SPONSOR INFORMATION

#### PERSONAL OR FAMILY SPONSOR

Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Tel/Fax: \_\_\_\_\_

Amount of Deposit: US\$ \_\_\_\_\_

#### ORGANIZATION (Scholarship, Government, Educational Institution, or Official Agency – if applicable)

Name of Organization/Scholarship: \_\_\_\_\_

Address: \_\_\_\_\_

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_ Amount of Financial Support: US\$ \_\_\_\_\_

I certify that I have sufficient funds for my studies at SNU. The information provided on this form is accurate. I understand that any untrue or misleading information may result in my disqualification from further consideration for admission and may cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

Applicant's Signature

Date (DD/MM/YY)



# SEOUL NATIONAL UNIVERSITY

Office of Admissions, Seoul National University

1 Gwanak-ro, Gwanak-gu, Seoul 151-742, Korea / Tel 82-2-880-6971, 6977 / Fax 82-2-873-5021

Session: Fall 2016

Name of Institution: ① \_\_\_\_\_  
- School/Dept./Major: ② \_\_\_\_\_  
- Duration of Enrollment: ③ \_\_\_\_\_ ~ \_\_\_\_\_  
- Address: ④ \_\_\_\_\_  
- Date of Graduation: ⑤ \_\_\_\_\_ Degree Conferred: ⑥ \_\_\_\_\_

To whom it may concern:

We are pleased to inform that (⑦ \_\_\_\_\_), your alumnus/alumnae or a current student, has been admitted to Seoul National University. Please examine the enrollment record above, complete the verification report below and return it to us as soon as possible. Do not separate the verification report portion as the form is required to be returned in its entirety. Your answers are greatly appreciated and will be held in strict confidence.  
Thank you for your cooperation.

Sincerely yours,

\_\_\_\_\_  
You, Young Chul  
Director, Division of Admissions  
Seoul National University

---

## LETTER OF AGREEMENT

To whom it may concern:

Please note that I have applied to Seoul National University in Seoul, Korea for the 2015 Fall Semester and agree that Seoul National University could rightfully make a request for my enrollment records.

In accordance with my agreement, I request your full cooperation to Seoul National University in providing the requested information.

Name: ⑧ \_\_\_\_\_ (Signature) ⑨ \_\_\_\_\_  
Date of birth: ⑩ \_\_\_\_\_

---

## VERIFICATION REPORT (School/University use only)

Accuracy of enrollment record above: Correct ☐ Incorrect ☐

Additional comments:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ (Signature) \_\_\_\_\_



## ※ Instructions

1. Must type in English. Please type in the answers on a PC and print out the completed form for submission. (Chinese character may be used for Chinese or Japanese schools.)
2. The letter of agreement will be sent to the school, from which you have graduated, in order to obtain confirmation on your academic records. Any falsified information on your application documents or a lack of response from the school can be grounds for rescinding of the offered admission.
3. The answers must pertain to the final school/university from which you have graduated (will graduate).
4. Instructions for completion
  - ① Name of School or University you have attended
  - ② Please write down the name of School (Department) and Major.
  - ③ Please write down the exact date of admission (transfer) and date of graduation (withdrawal).  
Please provide **date, month, and year** in the order listed for each record.
  - ④ Full Address of the School or University including Zip Code
  - ⑤ Exact date of Graduation (dd/mm/yyyy)
  - ⑥ Degree Conferred
  - ⑦ Name of Applicant
  - ⑧ Name of Applicant
  - ⑨ Applicant's Signature
  - ⑩ Applicant's Date of Birth (dd/mm/yyyy)