



**KDI SCHOOL**  
KDI School of Public Policy and Management

# <Revised> Required Documents

*for International Students*

## **Spring 2015**

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Master of **P**ublic **P**olicy (**MPP**)

Master of **D**evelopment **P**olicy (**MDP**)

Master of **P**ublic **M**anagement (**MPM**)

Ph.D. in **P**ublic **P**olicy (**PP**)

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## - Requirements -

### ■ Application Documents

No	Documents	Master's	Ph.D.
1	<b>Online Application</b> <i>*Online application must be submitted at the following link: <a href="#">Click</a></i>	•	•
2	<b>Statement of Purpose (must use the official form)</b> Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School. <i>*Download the official form from the KDI School's website: <a href="#">Click</a></i>	•	•
3	<b>Certified Copy of Academic Transcripts</b> - Academic transcripts must provide a record of all the courses you have taken throughout the years of studying. - <u>Applicants for Master's program</u> must submit transcripts from undergraduate institutions. - <u>Applicants for Ph.D. program</u> must submit transcripts from both undergraduate and graduate institutions. - Copies must be certified. <i>(Please read 'Document Authentication/Legalization'.)</i>	•	•
4	<b>Certified Copy of Degree Diploma, Graduate Certificate or Certificate of Expected Graduation</b> - Certificate of Expected Graduation must indicate anticipated graduation date and degree type - <u>Applicants for Master's program</u> must submit certificates from undergraduate institutions. - <u>Applicants for Ph.D. program</u> must submit certificates from both undergraduate and graduate institutions. - Copies must be certified. <i>(Please read 'Document Authentication/Legalization'.)</i>	•	•
5	<b>Recommendations</b> Recommendation letters should provide information about your performance in academic or professional settings. <i>*The official form can be downloaded from the KDI School's website. However, it is <u>not</u> required to use the official form. <a href="#">Click</a></i>	Two	Three
6	<b>TOEFL, TOEIC, IELTS, TEPS, OPIc Score Report or Certificate of Medium of Instruction</b> - The tests must have been taken within 2 years of the proposed date of admission. (The semester opens on February 10, 2015 and the test must have been taken as of February 9, 2013) - If you have received your university degree from an English-speaking country, you may submit a certificate of medium of instruction.	Strongly Recommended (not required)*	•
7	<b>Employment Verification (required if currently employed)</b> The term(dates) of employment should be specified. <i>*The official form can be downloaded from the KDI School's website. However it is <u>not</u> required to use the official form. <a href="#">Click</a></i>	If applicable**	If applicable
8	<b>Dissertation Research Proposal</b>	X	•
9	<b>Writing Sample in English</b>	X	Optional
10	<b>GRE Score Report</b>	X	Optional



No	Documents	Master's	Ph.D.
11	<b>Copy of Passport</b> The copy must show your photo, name, and expiration date.	•	•
12	<b>Two Photos (3cm x 4cm) or Photo File Upload</b> If you have uploaded your photo on your online application, you do not have to send your photos again.	•	•
13	<b>Certified Copy of Birth Certificate &amp; Copy of Both Parents' Passports or Certified Copy of Academic Transcripts or Graduate Certificates of 16 Years of Education in a Foreign Country</b> - Only applicable to applicants of <u>Korean origin</u> . - Birth certificate should prove your relationship with both your parents - Copy of both parents' passports should prove their nationality	<b>If applicable</b> (applicants of Korean origin only)	<b>If applicable</b> (applicants of Korean origin only)

\*English test score is strongly recommended to submit for applicants of Master's program as all submitted documents will affect result of document review.

\*\*Applicants of Seoul G20 Global Leader's Fellowship must submit Employment Verification to prove their eligibility. (Eligibility: Applicants must be currently employed in the public sector (1) as a division head-level official or (2) with minimum 6 years of working experience in the public sector)

## ■ Important Notices

- ① All required documents must arrive at the admissions office of KDI School by the deadline(**Address: The Office of Admissions, KDI School, 85 Hoegi-ro Dongdaemun Gu, Seoul 130-722, South Korea**).
- ② Important notices and announcements are delivered via email and an incorrectly entered email address in the online application will cause a delay in the receipt of important information.
- ③ Applicants may apply for one program/scholarship only. Submitting multiple applications to more than one program/scholarship will invalidate candidacy.
- ④ All required documents must be sent in one package to the admissions office by post and submitted documents will not be returned.
- ⑤ Submission of an online application and arrival of the required documents must be completed by the deadline. If the information submitted in the application package is unclear or if any parts of the application material are missing, the application documents will not be submitted for evaluation. If the above issues are found after the admission has been offered, the offered admission will be revoked.
- ⑥ The applicant's name and date of birth entered in the online application must be exactly the same as those in his/her passport.
- ⑦ Please avoid submitting multiple online applications. The admissions office will not be responsible for any consequences caused by incorrectly prepared and/or submitted applications.
- ⑧ All application documents must be typed(not hand-written) in English.
- ⑨ Non-English based documents must be accompanied with notarized English translations. (The translations should also be certified.)
- ⑩ If any required documents are found to be false or counterfeit, admission to KDI School will be revoked.