

# 2024 2nd KOICA Scholarship Program Application Guideline

For Master or Doctoral Degree Course

**02. 2024.**

**CAPACITY IMPROVEMENT & ADVANCEMENT FOR TOMORROW**

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# 1. OVERVIEW

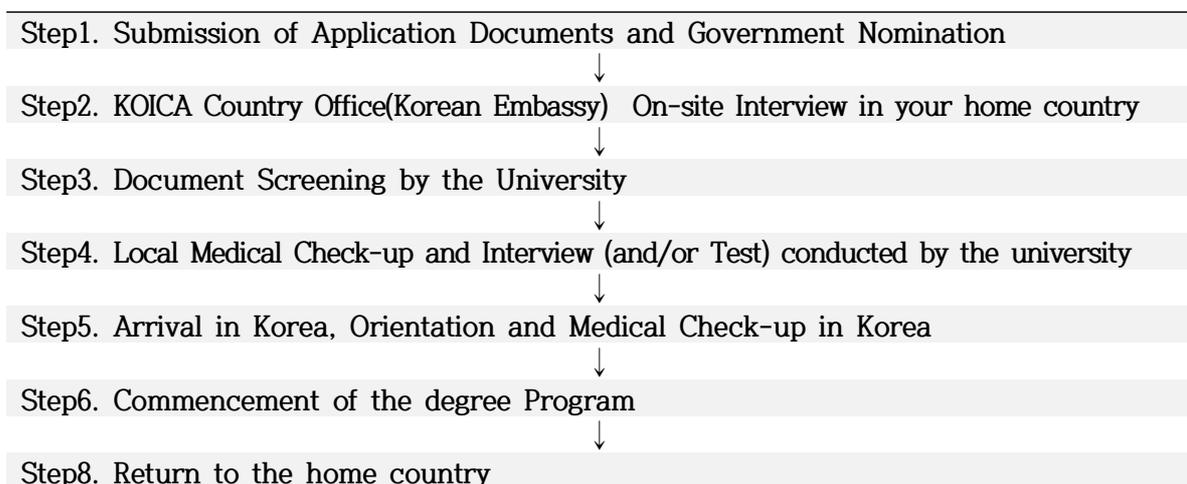
## A. About KOICA

The Korea International Cooperation Agency (KOICA), established in 1991, is a governmental agency dedicated to providing Korea's grant aid programs. KOICA aims to foster friendly, cooperative relationships, and mutual exchanges with partner countries by offering support for their socioeconomic development. KOICA is involved in a diverse range of initiatives, including the Fellowship Program, Korea Volunteer Dispatching Program, Humanitarian Assistance & Disaster Relief, Public-Private Partnership, Bilateral and Multilateral Projects, among others.

## B. KOICA Fellowship Program, CIAT

Just like its acronym that sounds like "seed" in Korean, CIAT (Capacity Improvement and Advancement for Tomorrow) aims to sow seeds of hope across KOICA's partner countries. CIAT is a cooperation program that invites policy-makers, public servants, and experts from KOICA's partner countries to Korea for technical training and knowledge sharing. It has established partnerships with numerous public organizations, research institutes, universities, and other institutions in Korea to provide high-quality training programs. In particular, CIAT Scholarship Programs offer various support to talented government officials from partner countries who wish to study and obtain a graduate degree in Korea. These efforts have resulted in a high level of satisfaction among participants. Upon returning to their home countries, CIAT participants contribute not only to their own societies but also strengthen the bilateral partnership between Korea and their respective partner countries.

## C. Program Admission Procedure Summary



☞ All steps will proceed for those who have passed the previous step.

## 2. PROGRAMS AND UNIVERSITIES

### A. Periods

Program	Master's Degree Program	Doctoral Degree Program
Period	17 months	36 months

### B. List of Institutions and Field of study

- Please refer to the CIAT website for detailed Program information

No	University(Institute)	Program	Quota
<b>↓ APPLY NOW ↓</b>			
1	KOREA NATIONAL UNIVERSITY OF EDUCATION	Master's Degree Program in Global Education Leadership	15
2	KOREA UNIVERSITY	Master's Degree Program in Tax and Fiscal Policy	15
3	SEOUL NATIONAL UNIVERSITY	Master's Degree Program in Public management and administrative reform	15
4	EWHA WOMANS UNIVERSITY	Master's Degree Program in Gender Equality	15
5	HANYANG UNIVERSITY	Master's Degree Program in Smart-City management and Technology	15
6	KOREA NATIONAL UNIVERSITY OF EDUCATION	Doctoral Degree Program in Global Education Leadership	3
7	KOREA UNIVERSITY	Doctoral Degree Program in Tax and Fiscal Policy	3
8	SEOUL NATIONAL UNIVERSITY	Doctoral Degree Program in Public management and administrative reform	3
9	EWHA WOMANS UNIVERSITY	Doctoral Degree Program in Gender Equality	3
10	HANYANG UNIVERSITY	Doctoral Degree Program in Smart-City management and Technology	3

### C. Where to find KOICA application forms and each Universities' Program Information

Please visit KOICA's CIAT website below.

Click <http://www.koica.go.kr/sites/ciat/index.do> → Menu (Stay connected → Notice)

The screenshot shows the CIAT KOICA website. The main heading is 'Capacity Improvement & Advancement for Tomorrow'. Below it, there is a sub-heading: 'Like its acronym that sounds like "seed" in Korean, CIAT hopes to spread seeds of hope across developing countries. CIAT has established partnerships with a multitude of public organizations, research institutes, universities and others in Korea to offer quality training programs.' The right sidebar contains a navigation menu with the following items: Log In, Create Account, About Us, Pre-Orientation, Regular Program, Scholarship Program, Stay connected, Your Stories, Photo Gallery, Materials, Notice, FAQ, and KOICA Club. A large QR code is positioned on the right side of the page.

### 3. ELIGIBILITY

#### A. Nationality

- All applicants must be citizens of the designated countries listed below. These countries are selected by the Korean government(KOICA) from the OECD DAC List of ODA Recipients.
- The list of designated countries is subject to annual changes based on the policies of the Korean government(KOICA).

Region(91)	List of Designated Countries (2024)
<b>Africa</b> (38)	Ghana, Nigeria, Rwanda, Morocco, Mozambique, Senegal, Algeria, Egypt, Uganda, Cameroon, Republic of Cote d'Ivoire, Kenya, Tanzania, Tunisia, DR Congo, Gabon, Gambia, Niger, Lesotho, Libya, Madagascar, Malawi, Mauritius, Burkina Faso, Benin, Burundi, Sierra Leone, Angola, Zambia, Central African Republic, Zimbabwe, Togo, South Sudan, Liberia, Mali, Mauritania, Sao Tome and Principe, Comoros
<b>Central &amp; South America</b> (18)	Guatemala, Dominican Republic, Bolivia, Ecuador, El Salvador, Colombia, Paraguay, Peru, Suriname, Honduras, Jamaica, Costa Rica, Guyana, Grenada, Dominica, Belize, Saint Lucia, Saint Vincent and the Grenadines
<b>Asia</b> (14)	Nepal, Timor-Leste, Laos, Mongolia, Bangladesh, Vietnam, Sri-Lanka, India, Indonesia, Cambodia, Thailand, Pakistan, Philippines, Palau
<b>Pacific</b> (11)	Fiji, Nauru, Niue, Marshall Islands, Vanuatu, Samoa, Solomon Islands, Kiribati, Tonga, Tuvalu, Papua New Guinea
<b>Middle East &amp; CIS &amp; Eastern Europe</b> (10)	Jordan, Iraq, Azerbaijan, Uzbekistan, Kyrgyzstan, Tajikistan, Ukraine, Georgia, Kazakhstan, Turkmenistan

#### B. Employee Status and Government Nomination

- All applicants must be government officials and receive official nomination from their respective governments for the KOICA Scholarship program.

#### C. AGE

- (Preferably) Under the age of 40

#### D. Health

- All applicants must be in good health, both mentally and physically, to study in Korea for the full duration of the program.
- Applicants with disabilities, but in good mental and physical health, are eligible to apply.
- Applicants with severe illness are NOT ELIGIBLE to apply.

## E. Minimum Level of Education and Field experience

Program	Minimum Level of Education	Minimum experience in the field of study
Master's	Bachelor's Degree	(Preferably) 2 years
Doctoral	Master's Degree	(Preferably) 3 years <b>after graduation from KOICA Master's degree program</b>

- Applicants must have obtained the required degree (minimum level of education as indicated above) by 29/02 24.
- Some programs may have specific educational qualifications, which can be found in the Program Information provided by each university.

## F. English Proficiency

- Applicants must have a strong command of English, both in speaking and writing.
- Proficiency in English is required to attend classes conducted entirely in English and to be able to write academic reports and theses in English.

## G. Restrictions

- Individuals who have previously received a scholarship for a degree program from the Korean government are NOT eligible to apply.
- Individuals who have previously enrolled in a degree program through a Korean government-sponsored scholarship program, other than the KOICA-administered scholarship program, are NOT eligible to apply for a Doctoral course.
- However, individuals who have received a bachelor's degree scholarship from the Korean government are eligible to apply for a master's course.
- Individuals who were previously KOICA scholars and had their scholarship cancelled\* after enrollment are NOT eligible to apply.

\* Cancellation of Scholarship means that a KOICA scholarship participant either withdrew from the program or had their scholarship forfeited due to cumulative warnings, etc., during their scholarship period.

- Applicants who apply to the KOICA Doctoral degree Program must be the KOICA fellows who have successfully completed the KOICA Master's Degree Program.

**<IMPORTANT NOTE>**

- ◆ An applicant who has successfully completed a master's program funded by KOICA or any other Korean government scholarship is NOT eligible to apply for the KOICA Master's Program.
- ◆ An applicant who has cancelled their KOICA master's program is NOT eligible to apply for the KOICA Master's Program or the doctoral program.
- ◆ An applicant who has successfully completed the KOICA master's program is eligible to apply for the KOICA doctoral degree program.
- ◆ An applicant who has successfully completed a master's program funded by the Korean government, other than KOICA, is NOT eligible to apply for the KOICA Doctoral Degree Program.

#### H. Preferable

- Employed by the government during and after the program, engaging in the specialized area of their study as an official servant of the government.

#### I. University eligibility

- Applicants must meet the criteria set by the university they are applying to and must submit all the required documents as listed in the Program Information provided by the university.
- It is essential for all applicants to carefully read and understand the application guidelines and Program Information in its entirety.

## 4. SELECTION PROCEDURE AND SCHEDULE

	Period	Procedures	Details
KOICA Round	01.Mar.24 - 29.Mar.24	Application	<p>[Application package submission]</p> <p>The Application deadline (to KOICA country offices or Korean Embassy): DD MM , YYYY</p> <p>* The Application procedures may differ for each KOICA overseas office and Korean embassy, please verify the details through the respective office</p> <p>Prepare all the necessary documents for your admission package and complete the 'Document Checklist.'</p> <p>Submit the KOICA application package to the KOICA overseas office or Korean Embassy by the specified submission date. Submit KOICA application package via email to the relevant KOICA overseas office and Korean Embassy. The submission email address varies for each KOICA overseas office and Korean Embassy, so please follow the instructions provided by</p>

			<p>each office. Contact the KOICA overseas office or the Korean Embassy for more information.</p>
		On-site Interview conducted by KOICA overseas office or Korean embassy	<p>Applicants are required to participate in an on-site interview conducted by the KOICA country office or Korean Embassy. However, if an applicant resides in a country where the KOICA country office or Embassy is not present, or lives far from the capital city, they may arrange for a phone interview after consulting with the KOICA Country office or Embassy.</p>
		On-site Interview result	<p>The KOICA Country office or the Korean Embassy will send the results of the interview and related documents to KOICA HQ by 05/04/2024 . *Passing the KOICA overseas office /Korea embassy interview does not guarantee final acceptance</p>
University Round (Only for who passed the KOICA Round)	April - May (According to University)	Document Screening (University)	<p><b>[1st step: Document Screening]</b> Applicants who pass the interview with KOICA overseas office /Korea embassy interview will be required to submit the necessary documents for admissions through the admission websites or via email of university. The University will provide individual guidance to the respective applicants. (The method for submitting documents varies for each university) The university will conduct the document screening process.</p>
		Submission of original documents	<p>The original documents required for admission of university must be sent to the korean university through the designated DHL service. The submission date for original documents varies for each university, so it should be done in accordance with the university schedule. Use the designated DHL service during this process, and KOICA provides support for the associated costs only once. The instruction for using DHL is written in the PI. The University will provide individual guidance to the respective applicants.</p>
		Document Screening Result	<p><b>[Preparation for the 2nd step]</b> The result of the 1<sup>st</sup> step will be announced to the applicants by the University</p>
		Local Medical Check up	<p><b>[Medical Check-up]</b> The applicants who passed the 1<sup>st</sup> round, must take a medical check-up. The medical examination result will be checked for the reference. Some of university may require extra examination. The medical check-up costs are the responsibility of the applicants. The University will provide individual guidance to the respective applicants.</p>
		Interview conducted by the University	<p><b>[2nd step: Phone/Video Interview]</b> The university will provide the applicant with details of the interview, including the interview method and the schedule and make the necessary arrangements for the interviews. Applicants must follow the instruction by the university. If a individual fails to follow the instruction may result in withdrawal from the process. The University will provide individual guidance to the respective applicants. * Essay tests are mandatory for some universities.</p>
		Interview Result	<p>KOICA HQ will collect the result from each university and finalize the successful applicants.</p>
Final Acceptance	Jul. -	Admission Notification	<p>KOICA office or Korean embassy will announce the result of Interview. (It will be also officially reported to the partner country's government)</p>

Aug.		KOICA office or Korean embassy will inform the visa* procedure and required documents. * The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]).
	<b>Prepare visas and Vaccination</b>	Successful applicants are required to prepare their visa. And also must receive additional vaccinations as directed by the university. Some of university may require extra vaccination.
August	Arrival to Korea, Orientation and Medical check-up in Korea.	
	Applicants who pass the Medical check-up in Korea, can start the degree course.	

\* The written schedule is subject to change based on circumstances etc.

## 5. DOCUMENTS TO SUBMIT

### A. List of KOICA Application Documents

#### 1) KOICA Application Forms (Part1~Part4)

- ※ Applicant's English name MUST match the name on their passport
- ※ Any discrepancy in the applicant's name (family, given, middle name) will cause a delay in visa acquisition.
- ※ All documents required for KOICA round should be submitted via email at KOICA overseas office or Korean embassy. As the procedures may differ for each KOICA overseas office or Korean embassy, please verify the details through the respective office.

#### 2) The letter of Recommendation from the applicant's government(in charge of ODA or Abroad scholarship program)

#### 3) A scanned copy of an applicant's valid passport

- ※ Please DO NOT send a original passport
  - The passport should be valid until at least 6 months after the expected date of return.
  - Applicants with a passport that will not be valid until the end of the Program are recommended to renew it before departing their home country.
  - Indonesian applicants who are finally nominated as scholarship program participants need to obtain an official passport following the guidelines of the Indonesian government. Indonesian applicants are kindly advised to resubmit a copy of the newly issued passport to the KOICA office and the University once it is issued.

### B. List of University Application Documents

- ※ University Application document submission is required only for those who have been selected as the successful applicants by KOICA overseas office or Korean Embassy.

- ※ The original documents required for admission of university must be sent to the university through the designated DHL service.
  - ※ The instruction for using DHL is provided in the PI (Program Information).
  - ※ Detailed information will be provided to each individual by the university, thus please refer to the university's guidance for the details.
- 1) University Application form
  - 2) Others *\* Please Refer to Program Information on KOICA CIAT Website.*

### <IMPORTANT NOTE>

- ◆ Required certificates such as degree certificates or diploma
  - Documents written in English : must be apostilled or consular confirmed.
  - Documents written in other languages: ①documents written in a language other than English or Korean must be submitted together with a certified translation. ②obtain an apostille or consular confirmation on the original document and certified translation.
  - If your document is unable to be re-issued, please keep the original and obtain an apostille (or consular confirmation) on a notarized copy.
  - Please note that applicants who successfully pass the admission process will need to submit an apostilled or consular confirmed diploma and academic transcript in order to obtain a visa and alien registration card. Therefore, applicants are advised to prepare additional documents for the subsequent procedures.
  
- ◆ Documents to complete such as the Application form
  - All forms must be typed in English with the applicant's original handwritten signature.
    - ※ DO NOT WRITE IN CURSIVE.
    - ※ No need to be apostilled or consular confirmed.
  
- ◆ Applicants must check the completeness and authenticity of all application documents
  - ※ If your country belongs to one of the member countries for the apostille Convention, submit your required certificates" with apostille.
  
- ◆ For applicants who submit false documents, the Institution where the applicant belongs will be restricted from recommending new applicants for three years as penalties.
  
- ◆ Detailed information will be provided to each individual by the university, thus please refer to the university's guidance for specific details.

## 6. SCHOLARSHIP BENEFITS

Categories	Benefits
Air-fare	Economy class flight ticket (Based on actual expense)
Settlement Allowance	(Master) KRW 600,000/ONCE (Doctoral) KRW 1,200,000/ONCE
Monthly Allowance	KRW 999,000/Per month
Tuition	Full amount
Extracurricular Activities*	Study visits, workshops, Korean language classes and etc
Accommodation	Universities Dormitory
Scholarship Completion Grants	(Master) KRW 300,000/ONCE (Doctoral) KRW 600,000/ONCE
National Health Insurance	Approx. KRW 79,210/Per month
Private Medical Insurance	Unexpected accidents or illnesses (Benefits may differ to each case)

### <IMPORTANT NOTE>

- ◆ KOICA only provides the expenses above. Visa expenses, stopover expenses, local transportation , and other miscellaneous expenses will not be covered.
- ◆ Scholarship benefits may change under KOICA Scholarship rules and regulations without notice.
- ◆ For more Information, please refer to the fellows' guidebook on the CIAT Website.

## 7. APPLICATION PROCESS COST

KOICA does not provide compensation for all the costs incurred by selection process (such as document's authentication, local medical check-up, express mail service, university's application fee and visa fee etc) regardless of the outcome (Pass or fail).

## **8. VOLUNTARY WITHDRAWAL**

Applicants who wish to voluntary withdrawal during or after the admission process are kindly requested to inform the KOICA office(Korean embassy) in their respective country. Please note that the decision is irreversible.

## **9. IMPORTANT NOTICE**

Due to the nature of the admissions process, adjustments related to personal circumstances, such as changes in the examination schedule, deferral of entry, or taking a leave of absence, are not permitted. Therefore, we kindly request that you carefully consider your personal schedule and circumstances before submitting your application.

## **10. CONTACTS :**

If you have any inquiries regarding the the process, please contact us via the email address below.

✉ KOICA Scholarship Program Official Q&A contact : [koica.sp@koworks.org](mailto:koica.sp@koworks.org)

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