

# **2025–1 KOICA Scholarship Program Application Guideline**

**For Master's Degree Course**

**11. 2024.**

**CAPACITY IMPROVEMENT & ADVANCEMENT FOR TOMORROW**

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# 1. OVERVIEW

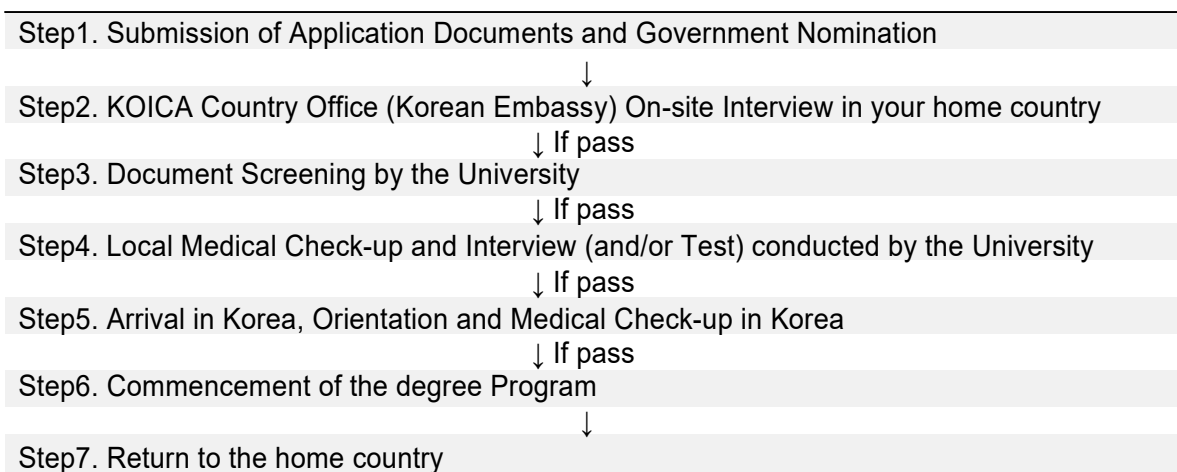
## A. About KOICA

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 supports 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. Summary of Program Admission Procedure



## 2. PROGRAMS AND UNIVERSITIES

### A. Duration

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

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

- Please refer to the CIAT website for detailed institution information

No	University(Institute)	Program	Quota
<b>↓ APPLY NOW ↓</b>			
1	KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT	Master's Degree Program in Trade and Industrial Policy for Innovative Growth and Resilience	15
2	KDI SCHOOL OF PUBLIC POLICY AND MANAGEMENT	Master's Degree Program in Sustainable Regional Development	15
3	KANGWON NATIONAL UNIVERSITY	Master's Degree Program in Agricultural Economics	15
4	KYUNGPOOK NATIONAL UNIVERSITY	Master's Degree Program in Agricultural Engineering	15
5	KYUNGPOOK NATIONAL UNIVERSITY	Master's Degree Program in Agricultural Production	15
6	SEOUL NATIONAL UNIVERSITY	Master's Degree Program in Energy Policy	15
7	UNIVERSITY OF SEOUL	Master's Degree Program in Urban Development	15
8	YONSEI UNIVERSITY	Master's Degree Program in Global Health Security	15
9	YEUNGNAM UNIVERSITY	Master's Degree Program in Water Resources Management	15
10	HANDONG GLOBAL UNIVERSITY	Master's Degree Program in Policy Competency Based on ICT Convergence	15
11	KOREA UNIVERSITY	Master's Degree Program in Tax and Fiscal Policy	15
12	SEOUL NATIONAL UNIVERSITY	Master's Degree Program in Public management and administrative reform	15
13	EWHA WOMANS UNIVERSITY	Master's Degree Program in Gender Equality	15
14	KOREA NATIONAL UNIVERSITY OF EDUCATION	Master's Degree Program in Global Education Leadership	15
15	HANYANG UNIVERSITY	Master's Degree Program in Smart-City management and Technology	15

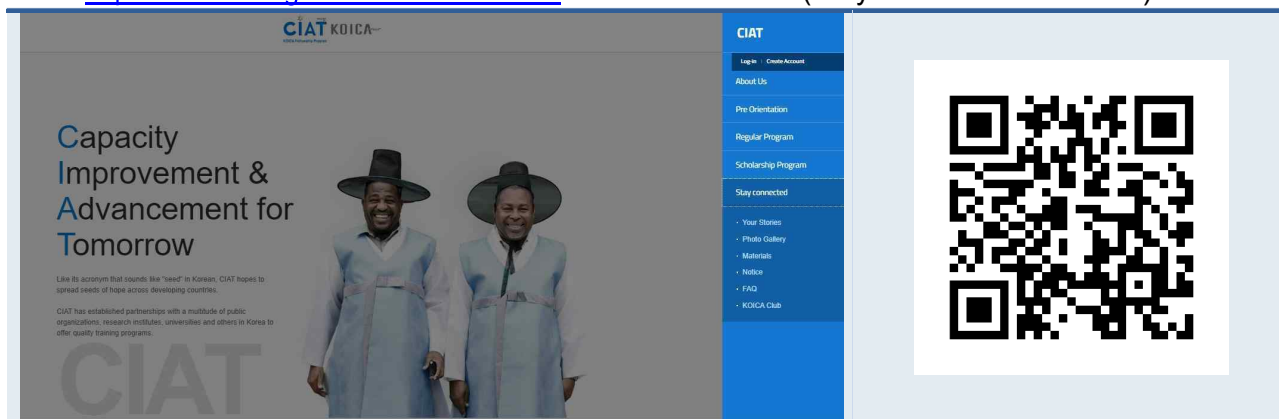
※ Applicants must apply to only one program among the course above.

## 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)



## 3. ELIGIBILITY

### A. Nationality

- All applicants must be the citizens of the designated countries listed below. These countries are selected by the Korean government (KOICA) from the OECD DAC List of ODA Recipients.

REGION(93)	List of Designated Countries (2025)
<b>Africa(40)</b>	<b>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, South Africa, Botswana</b>
<b>Central &amp; South America(18)</b>	<b>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>
<b>Asia(13)</b>	<b>Nepal, Timor-Leste, Lao People's Democratic Republic, Mongolia, Bangladesh, Viet Nam, Sri-Lanka, India, Indonesia, Cambodia, Pakistan, Philippines, Thailand</b>
<b>Pacific(12)</b>	<b>Fiji, Nauru, Niue, Marshall Islands, Vanuatu, Samoa, Solomon Islands, Kiribati, Tonga, Tuvalu, Papua New Guinea, Palau</b>
<b>Middle East &amp; CIS &amp; Eastern Europe(10)</b>	<b>Azerbaijan, Uzbekistan, Ukraine, Jordan, Iraq, Kyrgyzstan, Tajikistan, Georgia, Kazakhstan, Turkmenistan</b>

- The list of designated countries is subject to annual changes based on the policies of the Korean government (KOICA)

## 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 after graduation from KOICA Master's degree program

- Applicants must have obtained the required degree (minimum level of education as indicated above) by 28 February 2025.
- 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 scholars who have successfully completed the KOICA Master's Degree Program.

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

## H. Preferable

- Employed by their government during and after the program, engaging in the specialized area of their study as an official servant of their 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	JAN.	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 each office.</p> <p>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.</p> <p>*Passing the KOICA overseas office /Korea embassy interview does not guarantee final acceptance</p>
University Round		Document Screening (University)	<p>[1st round: Document Screening]</p> <p>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 by each university)</p> <p>The university will conduct the document screening process.</p>



(Only for those who passed the KOICA Round)	Feb. - May.	Document Screening Result	[Preparation for the 2nd round] The result of the 1 <sup>st</sup> round selection will be announced to the applicants by the University
		Local Medical Check up	[Medical Check-up] 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.
		Interview conducted by the University	[2nd round: Phone Interview] 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 an 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.
		Interview Result	KOICA HQ will collect the result from each university and finalize the successful applicants.
Final Acceptance round	May. - Aug.	Submission of Original Documents	[Final round] The Original Documents required for admission of university must be sent to the KOICA overseas office/Korean Embassy.
		Admission Notification	KOICA office or Korean Embassy will announce the result of Interview. (It will be also officially reported to the partner country's government) KOICA office or Korean embassy will inform the visa* procedure and requited documents. * The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]).
		Prepare visas and Vaccination	Successful applicants are required to prepare their visa, and must receive additional vaccinations as directed by the university. Some of university may require extra vaccination.
	Aug.	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

[Applicant of KOICA/Korean Embassy Round]

#### 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 processing.
- ※ All documents required for KOICA round should be submitted via email at KOICA overseas office and Korean embassy. As the procedures may differ for each KOICA overseas office and 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 an 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. Online System or Email Submission of UNIVERSITY Application Documents**

**[Applicant of University Round those who passed the KOICA Round]**

- ※ University Application document submission is required only for those who have been selected as the successful applicants for KOICA overseas office and Korean Embassy.
- ※ Detailed information will be provided to each individual by the university, so please refer to the university's guidance for specific details. The Application procedures (Online System or Email) vary by each university, so please refer to the CIAT website and Email of University for details.
  - 1) University Application form
  - 2) Others \* Please Refer to Program Information on KOICA CIAT Website.

## **C. Submission of University Application & Documents Original COPY**

**[Applicant of University Round those who passed the University Round]**

- Applicants will receive detailed information regarding the submission via email by university.
- Original Copy of University Application & Documents must be submitted to the KOICA seas office and Korean Embassy in may
- The domestic shipping costs for sending Original copy of University Application & Documents to the KOICA overseas office and Korean Embassy are not supported
- KOICA overseas office and Korean Embassy will send your Original copy of University Application & Documents to university in Korea. (If the Applicant fails to submit documents, they must send them to the University at their Own expense)
- Application documents must be submitted in the order of the "Application Checklist of university" which itself should be the front cover of a set of application documents. Please number and label each document on the top right corner.

## <IMPORTANT NOTE OF ORIGINAL COPY>

- ◆ 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, so please refer to the university's guidance for specific details

## 6. SCHOLARSHIP BENEFITS

Categories	Benefits	Note
Air Fare	Economy class flight ticket (Based on actual expense)  *At the time of initial entry/final departure	During the program, expense caused of Participant's fault will not be covered. If a participant wants to change the flight itineraries, they should pay the additional airfare.
Settlement Allowance	(Master) KRW 600,000 (Doctoral) KRW 1,200,000 /ONCE	KOICA→University→Participant
Monthly Allowance	KRW 999,000 Per month	KOICA→University→Participant
Tuition Fee	Full amount	KOICA→University
Extracurricular Activities*	*Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	KOICA→University
Accommodation	Universities Dormitory	KOICA→University Condition varies depending on Universities
Scholarship Completion Grants	(Master) KRW 300,000 (Doctoral) KRW 600,000 /ONCE	KOICA→University→Participant Before Departure
National Health Insurance	Appox. KRW 79,210 Per month	KOICA→University→Participant
Private Medical Insurance	Unexpected accidents or illnesses (benefit may differ to each case)	KOICA→Issurance company (Claim paid)Issurance company→Participant

- ◆ 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 voluntarily withdraw 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**

**General inquiries** : [koica.sp@koworks.org](mailto:koica.sp@koworks.org)

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