**Application Checklist**

 Fill out the Pusan National University Form 2: Application Form for the KOICA- PNU Master's Degree Program in Global ICT Policy. Type in English and Print out. Hand writing is not acceptable.

 Fill out the KOICA Application Form, which is different from Form 2.

 Fill out the Pusan National University Form 3: Personal Statement and Study Plan. This may well focus on applicant’s national ICT Policy related problem statement for the Research.

 In line with the above study plan, please refer to and fill out the additional form for the ‘Country\_Report\_Contents’, which is supposed to submit to your research motor group upon your arrival. As much detailed you prepare as possible, you will be on the fast process of being qualified as a master in Global ICT Policy.

 Fill out the Pusan National University Form 4: Recommendation. From two different professors with a stamp or signature on a sealed envelope by the recommender

Prepare a Copy of the Applicant's Passport, and please check the expired date. It is your responsibility for sound return to your country after 17 months stay and study in Korea. Also prepare Copies of Parents' Passports (or other official documents indicating parents' nationality such as Identification Card).

 Prepare Official document indicating parent-child relationship between the applicant and parents: Applicant's Birth Certificate or Household Register proving the parent-child relationship

 Obtain and prepare Verification of Academic Record (Sealed by president)

 Certificate of Employment (if applicable)

 Certificate proving English Proficiency(if applicable): 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. Prepare Form 5: Language Requirement Exemption Letter, if applicable.

 Doctor’s opinion paper about health check-up review

 Doctor’s Your Language Requirement Exemption Letter, if applicable. Please see the Program Information.

**Curriculum Vitae Checklist**

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| Personal: | name, address, phone numbers, e-mail address, date of birth, nationality, gender |
| Experience: | put your current job first and explain your responsibilities and achievements |
| Education: | mention your line of studies, important subjects and grades if relevant. The Norwegian grading system should be explained to non-Norwegian employers. |
| Skills: | computer skills, languages |
| Interests: | only if relevant. Most employers will be looking for sociable team players, so add interests and hobbies that are relevant for the job. Instead of or in addition to interests, you could also use "Positions of responsibility": volunteer work, treasurer for a local sports club, handball coach for primary school children, class representative etc. |
| Referees: | A referee is the word for the person who gives a reference. It is common to have two referees, one is your employer or a colleague, and the other is a teacher. |