

# 2017 KOICA–Korea University Master's Degree Program in Finance and Tax Policy

August 21, 2017 – January 18, 2019  
Seongnam & Seoul, the Republic of Korea



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

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<b>Part I</b>	<b>KOICA &amp; SCHOLARSHIP PROGRAM</b>
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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.

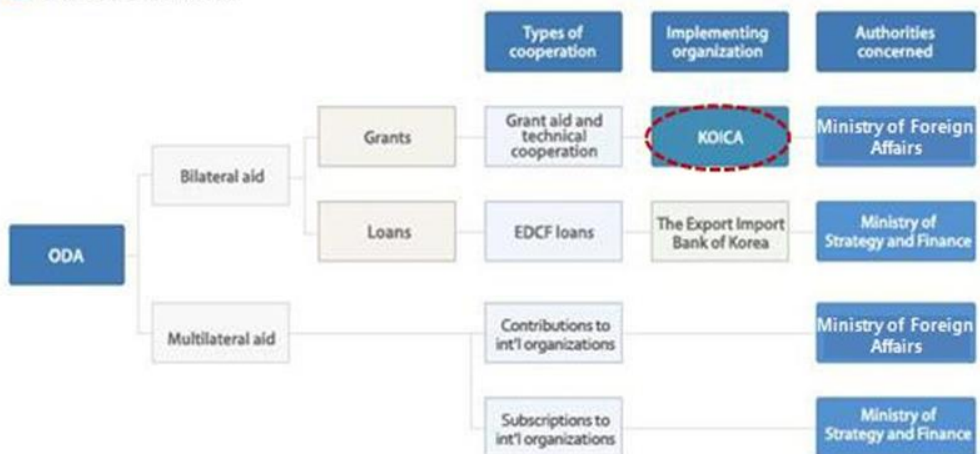
Additionally, global concerns such as the environment, poverty reduction, gender mainstreaming, and population have gained significant importance among donor countries.

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 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).

### 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 about 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 and expertise-sharing programs help our partner countries build administrative and technical expertise in both the public and private sectors. In order to share experience at the grassroots level, under the name of World Friends Korea, KOICA dispatches Korea Overseas Volunteers to provide services in the fields such as education, regional development, computer science, health care and nursing. Approximately 7,806 volunteers have been dispatched to 57 countries thus far.

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 offered 3,695 courses to 53,984 participants from 174 countries. 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 2014, the program has assisted a total of 2,210 students. In addition, as of 2015 ,388 participants will participate in 19 master's degree programs at 16 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.

<b>Part II</b>	<b>PROGRAM OVERVIEW</b>
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■ **Program Title:** KOICA-Korea University Master's Degree Program in Finance and Tax Policy

■ **Duration:**

- Stay duration: August 21, 2017 – January 18, 2019 (17 months of study in Korea)
  - \* During 17 months in Korea University, students are strongly recommended to complete their thesis.
- Academic duration: September 2017 - February 2019 (18 months)
  - \* In accordance to the university regulations, the diploma will be issued in February 2019.

■ **Degree:** Master's Degree in International Studies (International Development and Cooperation)

■ **Objectives**

- Develop human resources that will contribute to the socio-economic advancement of developing countries
- Train key government experts in the fields of finance and tax policy needed by the developing countries
- Share Korea's economic development experience and train experts who can contribute to global economic development
- Enhance the understanding on Korean finance and tax policy

■ **Training Institute:** Graduate School of International Studies, Korea University (KUGSIS)

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

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

■ **Accommodations:**



- **KOICA International Cooperation Center (ICC),**
- **KU Global House Dormitory**
  - The dormitory has single, double, and triple rooms, but its allocation is subject to availability.
  - Each person is provided with a desk, a chair, and a bed.
  - Two/three people share a bathroom.
  - One kitchen is located on the first floor; 5 refrigerators, shelves, 6 electronic stoves, 6 sinks, and 1 water purifier are shared with others.
  - One laundry room; 6 washing machines, 6 dryers.
- **Anam 2**
  - The dormitory has double, and triple rooms, but its allocation is subject to availability.
  - Each person is provided with a desk, a chair, and a bed.
  - Every floor has shared bathrooms and a kitchen.

**<Korea University Main Hall>**



## Part III

## HOW TO APPLY

## 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.
- 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 before (Master's degree program).

## 2. ADMISSION PROCESS

Process	Dates
<b>Step 1.</b> Closing Date for Application Package Submission	April 9, 2017
<b>Step 2.</b> On-site Interview (KOICA)	April 11-12, 2017
<b>Step 3.</b> Document Screening (KUGSIS)	April 14-27, 2017
<b>Step 4.</b> Phone Interview (KUGSIS)	May 15-23, 2017

Process	Dates
<b>Step 5.</b> Medical Check-up (local)	May 29-June 16, 2017
<b>Step 6.</b> Final Admissions Notification	July 3, 2017

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

### ► Post Admission

Arrival in Korea	August 21, 2017
KOICA Orientation	August 22, 2017
Korea University Orientation	August 24, 2017

## 1) STEP1: APPLICATION PACKAGE SUBMISSION

- Submit the application package (including both KUGSIS and KOICA application forms and other required documents) to the regional KOICA office or Korean Embassy (if KOICA office is unavailable) by the submission date (~~April~~**February 929**)
- Scanned copies are acceptable but original copies should be sent to KUGSIS through KOICA regional offices before the phone interviews.

## 2) STEP2: ON-SITE INTERVIEW (KOICA)

- Participate in an on-site interview by KOICA regional office or Korean Embassy. If an applicant lives in a country where the KOICA regional office/Embassy does not exist or lives far from the capital city, he/she can be interviewed by phone after consulting with the KOICA regional office/Embassy.

## 3) STEP3: DOCUMENT SCREENING (KUGSIS)

- Applicants nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) as a result of on-site interview and have submitted their application packages are considered for document screening.
- Document screening will be processed by KUGSIS. Application package as well as the on-site interview result will be thoroughly reviewed by KUGSIS Committee.
- The result for the DOCUMENT SCREENING will be announced to the applicants through KOICA regional offices.

#### **4) STEP4: INTERVIEW (KUGSIS)**

- An opportunity for a video interview will be given only to those who pass through the DOCUMENT SCREENING successfully.
- A telephone interview will be conducted strictly in English and applicants' educational objectives and development will be evaluated primarily.
- The details of interview including interviewee list will be sent to the regional KOICA offices or Korean embassy and interview arrangements will be made through them.
- Phone interview schedule will be notified individually by the regional KOCIA offices or Korean embassy with 2~3-day notice in advance.

#### **5) MEDICAL CHECK-UP (LOCAL)**

- **(Summary)** The medical check-up results will identify the applicants' health conditions, and doctors belong to the coordinating agency will verify factors that hamper the completion of the scholarship program.
- **(Coordinating Agency Contact Info)**
  - Inje University PAIK Hospital
  - Person in charge: Ms. Leah OH
  - E-mail: inje\_paik@daum.net
  - Tel: +82-2-2273-0980
- **(Date of medical examination)**
  - The date of the medical check-up will be notified individually from the coordinating agency after passing the 2<sup>nd</sup> round successfully.
  - The hospital reservation and related information will be notified to the applicants individually by e-mail from the coordinating agency. However, applicants who do not receive any notice until **June 5<sup>th</sup> 2017**, should contact the coordinating agency via e-mail or telephone above.
    - ※ Since the coordinating agency will provide guidance on medical check-up for those who passed the 2<sup>nd</sup> round by e-mail, you need to fill out the correct e-mail address on the application form and check your e-mail in time.
- **(Recipient)** Applicants who successfully pass the 2<sup>nd</sup> round (limited to about 130% of capacity)

- Applicants who successfully pass the 2<sup>nd</sup> round must receive an additional medical check-up. If you fail to take the examination within the given time, you will be disqualified.
- Even though you are on the waiting list, you must receive the medical check-up.
- **(Medical institution)** The medical check-up will be carried out in the medical institution “designated by KOICA” located in the applicant’s capital city.
  - ※ Examinations received individually are invalid and non-refundable.
- **(Expenses)** The coordinating agency designated by KOICA will cover all costs to the local medical institution directly, so the applicants should not make separate payments to the medical institution.
  - Please remember that transportation and accommodation fees will NOT be reimbursed.
  - KOICA will not pay for the treatment necessary after the examination.
- **(Result notice)** The local medical institution does not inform the participant of the results of the examination, but if the participants request to the coordinating Agency, they will send it to you directly.
  - You may be asked to receive re-examination by the coordinating agency to certain your medical condition.
- ※ In case of re-examination, it must be done during the re-examination period. (The coordinating agency will inform individually for those who need re-examination.)
  - The results will be provided to KOICA Headquarters, KOICA overseas office as well as embassies, training institution, training support organization, and coordinating agency to progress application process.

**Please read carefully before you apply**

Changes in other natural and living environments may affect your health as leaving your home country. Among the trainees who have ever entered the country; their physical condition has fallen sharply, resulting in cases where they are hospitalized or had to return home earlier without being able to complete the program. In order to prevent such situation, we apply and

judge the standard that does not interfere with the long-term study through the health screening when selecting trainees; we comprehensively judge the applicant's health eligibility based on the result of the medical examination.

Therefore, if you suffered from an illness in the past, or still have it (previous illness); you must state it in the Medical Questionnaire because there are some diseases that are exacerbated by the environment even if it is currently cured. If you do not report the exact details, you may not be able to claim your insurance or receive medical assistance. Besides, you might be sent back to your home country or end up returning your living expenses, travel expenses, etc. to us.

Korea may have higher medical costs than your home country. According to Korea's insurance system, at least 20% of medical expenses are mandatory deductibles by law; which often is covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured.

## **6) STEP6: FINAL ADMISSION NOTIFICATION**

- Admission results will be notified to the regional KOICA offices or Korean embassy. Registration instructions and other necessary steps will be guided to individuals.

## **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 Korea University.

- 1) Completed application form (KUGSIS Application Form and KOICA Application Form)
- 2) Statement of Purpose (SOP): SOP is an essential part for our evaluation to see whether you are qualified for this program or not. It should be 3 pages, 12 point, Times New Roman, 1.5 spaced, describing following factors:
  - Your objectives applying for this program

- Your study plan at KUGSIS
  - How your education and work experience qualify for this program
  - Your contribution to the field of Finance and Tax Policy and how KUGSIS-KOICA scholarship program will help you achieve your goals
  - Future career path after completing this program
- 3) Two photos, 3 X 4 cm
  - 4) Certificate of Degree (or Certificated Expected Graduation Form) of all colleges and graduate schools (should be **written in English**)
  - 5) Official transcripts of all colleges and graduate schools
    - Should be **SEALED** by the issuing institution, if not available, APOSTILLED or CONSUL VERIFIED
    - Should be **written in English**.
  - 6) A copy of passport
  - 7) Two letters of recommendation from professors familiar with the applicant's academic work or from professional supervisors
  - 8) TOEFL, TOEIC, IELTS score report (Optional)
  - 9) Certificate of Employment (Optional)
  - 10) Oath of Undertaking for the Participant: Only successful applicants are required to submit this form.

**Important Notes for All Applicants:**

1. All KOICA and KUGSIS 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 KUGSIS 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.



**Part IV****PROGRAM CONTENTS****1. ACADEMIC SCHEDULE**

Schedule	Procedures
August 21, 2017	Arrival in Korea
August 23, 2017	Arrival to Global House (KU Dormitory)
August 24, 2017	KUGSIS Orientation
August 25, 2017 – August 31, 2017	Preparatory Session (Korean Language)
September 1, 2017 – December 21, 2017	Fall Semester
December 22, 2017 – January 4, 2018	Practical Special Lecture Series I
January 5, 2018 – March 1, 2018	Winter Break
March 2, 2018 – June 21, 2018	Spring Semester
July 9, 2018 – July 11, 2018	Field Trip
July 12, 2018 – September 2, 2018	Summer Break
September 3, 2018 – December 21, 2018	Fall Semester (Thesis Writing Guidance)
January 14, 2019 – January 18, 2019	Departure from Korea

\* Note: The above schedule is subject to change because 2017-2019 schedule is not confirmed at the moment. More detailed program schedule will be provided at KUGSIS orientation.

**2. ORIENTATION**

When you arrive, first 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 the participants with useful information on the program as well as general information on living in Korea that you will need during the program. Usually, the orientation is composed of two parts: KOICA's welcoming session, and an extra-curricular activities. The order of each part is subject to change.

Session	Date	Contents
Arrival	August 21, 2017	Arrival in Korea
KOICA Orientation	August 19~21, 2017	KOICA's welcoming session
Extra-curricular Activities		Seoul City Tour

\* Before the dormitory check-in, you will stay at KOICA International Cooperation Center (ICC).

### 1) 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, as well as general information regarding daily life in Korea, will be also delivered in this session.

### 2) Extra-curricular Activities (Seoul City Tour)

- KOICA provides a Seoul City Tour to every participant of the training program. Seoul is the capital of Korea. You will have a chance to visit the cultural heritage and downtown area of Seoul. The extra-curricular activities will help you get accustomed to the new culture and surroundings in Korea.

## 3. CURRICULUM

### 1) Graduation Requirement

#### ▣ Credit Requirements for the 17-month in Korea (August 2017 – January 2019)

During the 17-month stay in Korea, students should complete 39 course credits and finish thesis writing. The participants in this program arrive in the middle of August and take the orientation session before starting the regular courses in September. They will take regular courses from September 2017 to December 2019, completing most KUGSIS course requirements for the Master's Degree in International Studies (Major: International Development and Cooperation). Most

importantly, participants should submit their thesis to Korea University. The participants will receive a Master of Arts in International Studies degree upon successful completion and acceptance of a Master's thesis. The expected graduation date will be February 23, 2019.

**< Number of Credits Required in Each Category >**

Category	Credits
Core Compulsory Courses (Research Methods, Thesis Research)	6 Credits
Core Elective Courses (International Business, International Economics, Introduction to Int. Development and Cooperation), Regional Courses	15 Credits
Major Electives (6 courses related with Finance and Tax Policy)	18 Credits
<b>Total</b>	<b>39 Credits</b>

**<2017 - 2018 Course Registration>**

Semester	Credits	Course Category (Credits)		No. of Subjects
Preparatory	2017 Summer	0	Korean Language (0)	0
Curriculum	2017 Fall	15	Core Compulsory Course (3)	1
			Core Elective Course (3)	1
			Regional Course (3)	1
			Major Elective Course (6)	2
	2018 Spring	15	Core Elective Course (3)	1
			Regional Course (3)	1
			Major Elective Course (9)	3
2018 Fall	9	Core Compulsory Course (3)	1	
		Core Elective Course (3)	1	
		Major Elective Course (3)	1	
Total		39		13

**<2017 - 2018 Course Offering (Tentative)>**

<b>Category</b>	<b>Fall Semester 2017</b>
Core Compulsory	Research Methods
Core Elective	International Economics
Major Elective	Economic Development / Government Accounting: Theory and Practice
Regional Course	Elective
Major Elective	Public Finance
<b>Category</b>	<b>Spring Semester 2018</b>
Core Elective	Introduction to International Development Cooperation
Major Elective	Macroeconomics / International Finance
Major Elective	Policy Evaluation
Major Elective	Tax Policy / Korean Finance and Tax Policy
Regional Course	Elective
<b>Category</b>	<b>Fall Semester 2019</b>
Core Compulsory	Thesis Research
Major Elective	Finance and Tax Policy for Economic Development
Core Elective	International Business

**4. EXTRACURRICULAR ACTIVITIES (TENTATIVE)**

The extracurricular activities are divided into three types of activities: field trips, special lectures/ seminars, and day trips. These activities are designed to promote the participants' understanding on Korean culture and economic development. For field trips, the participants will have opportunities to visit Korea Institute of Public Finance, National Tax Service, Korea Customs Service, and Ministry of Strategy and Finance to understand about Korean finance and tax policy. Furthermore, participants will visit organizations and institutions such as Hyundai Motors Plant and Hyundai Heavy Industries to understand about Korean development experience. Besides these visits, Korean experts will be invited to give series of practical oriented lectures on Korea's strategies on finance and tax policies. Furthermore, the participants will learn and understand Korea's culture and history by participating in the buddy program.

**Part V****TRAINING INSTITUTE****1. GENERAL INFORMATION****1) Korea University**

Korea University (hereafter, KU), originally founded as Bosung College, was founded in 1905 by the Treasurer of the Royal household, Young-Ik, Yi, who believed that educating the young generation was the only way to secure Korea's independent status as a nation. Korea University is the country's first institution of higher learning funded and administered solely by Koreans. As such, KU has played a significant role in shaping Korea socially, culturally and academically.

While successive generations of faculty and students remain deeply committed to the University's proud national heritage, they have also been at the forefront of Korea's globalization. The increasing number of international students on campus is a testimony to the University's growing reputation abroad, as well as within Korea. The year of 2005 was the centennial of Korea University. Korea University is in the heart of Global Pride.

Korea University has two campuses covering over 182 acres: the Anam and Sejong campuses. The Anam campus is divided into three sections: the Main campus, the Science campus, and the Medical campus including Housing facilities. The Sejong campus is in Jo-Chi-Won, Chung-nam province.

The Tiger, the emblem of Korea University and a symbol of dignity and courage, represents truth and justice. The monument of the tiger-overacting the globe standing in the main campus of the University reflects not only the drive for excellence, but also the University's global mission.

**<Korea University Campus>**



**2) Graduate School of International Studies (GSIS)**

GSIS was established in 1991 in response to the growing forces of globalization and internationalization. By 1996, the Korean government was calling for experts in international commerce, international relations, and area studies; and in late 1996, the Korean Ministry of Education designated KU GSIS as one of Korea's top five graduate schools of international studies qualified for a major five-year government grant.

The major goals of GSIS are to educate and train specialists in international commerce, international development, international security, area studies and Korean studies. It offers two master's degree programs under the departments of International Studies and Korean Studies. GSIS welcomes all nationalities. All courses are taught in English.

Apart from the regular program offering, KUGSIS is also operating a variety of extracurricular academic programs in order to provide students more chances to widen their scope of knowledge and global experience.

## &lt;KUGSIS International Studies Hall&gt;



### ▣ Friedrich-Ebert-Foundation (FES) Special Lecture Series

KUGSIS has offered “FES-Korea GSIS Special Lecture Series on European and Asian Affairs” since 2006. Sponsored by the Friedrich-Ebert-Foundation of Germany, this lecture series invites worldly-renowned scholars on European and Asian Affairs to offer one lecture in a month during the semester period. This series became integral part of KUGSIS academic events.

### ▣ Graduate Program for Area Studies (GPAS)

KUGSIS has operated GPAS since 2007 under the sponsorship of Korea Institute for International Economic Policy (KIEP). Both KU and KIEP have also been very active in enhancing area studies over the last six years, and GSIS has been the main conductor of the program. Since 2012, especially, GPAS focuses on fostering young experts on the African region, by launching African studies at GSIS.

### ▣ CAMPUS Asia

KUGSIS was awarded the prestigious right to participate in the CAMPUS Asia Educational Program, which was launched in 2011 by the respective education ministries of China, Japan, and Korea as a trilateral cooperation project. CAMPUS Asia (Collective Action for Mobility Program of University Students in Asia) is modeled after the ERASMUS Mundus of the EU, and therefore European experiences can provide meaningful lessons. KUGSIS is very proud to be the first-

batch participant of this program, and intends to provide its EU-related expertise to the improvement of this program.

### **▣ Projects on International Development & Cooperation**

KUGSIS is now operating a couple of development projects since 2012. Currently, it operates two Knowledge Sharing Programs (KSPs) with Laos and Sri Lanka where KUGSIS sends Korean experts to the recipient countries in order to teach Korea's strategy for economic development.

## **2. ACCOMMODATION**

### **1) Global House**

Anam Global House is an air-conditioned, coded home for 154 men and women. Anam Global House offers single, doubles, or triple rooms and has semi-private baths. Bathroom facilities are installed in the room and are shared by the roommates. Students will be assigned to single, double, or triple rooms. The room allocation is subject to availability.

- Each person is provided with a desk, a chair, a bed.
- Two/three people share a bathroom.
- One kitchen is located in every floor. And refrigerators, shelves, electronic stoves, a sink are shared with others in the floor.

#### **< Global House >**







\* Note: For further details, visit the website at: <http://dorm.korea.ac.kr>.

## 2) Dining Services

### ▣ Meal Coupon Service at Global House

Residents may purchase a meal coupon, which is valid for breakfast, lunch and dinner at the Global House Cafeteria. Coupons can be purchased at the cafeteria on the 1st floor of Global House during the opening hours. You should purchase 120 coupons, 160 coupons or 200 coupons at once. As of October 2015, the price for 1 meal is approximately USD 3 (3,500 KRW).

## 3. OTHER INFORMATION

### 1) University Library

Korea University library contains more than 2.7 million books, making it the largest university library in Korea. There are four main university libraries; Main Library (Building #116), Graduate School Library (Building #102), Centennial Digital Library (Building #144) and Science Library (Building #216). There are also Law Library, Sudang Digital Library, ARI East Asian Library, Foreign Research Information Center, Academic information Center (Sejong), Medical Library and Health Science Library.

### ▣ Main Library

The Main Library opened in 1978 and renovated in June 2004. The Library is four-story granite building with 7 levels of stacks, having materials for Humanities & Social Sciences.

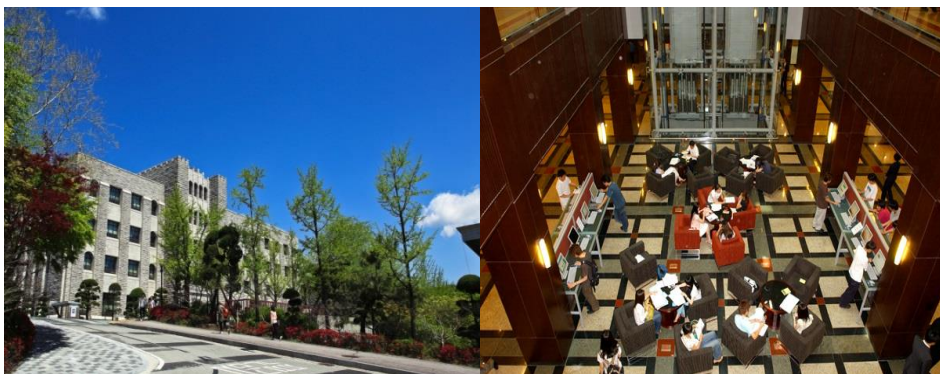
On the ground-floor, there are General Reading Rooms with 350 seats, Information Center providing the basic instruction for the library facilities and book return procedure, and E-Lounge where users can search and use scholarly information sources and take online classes. On the 2nd floor, users can browse Journals & Reference Materials for researcher's demands and on the 3rd, 4th floor; monographs are stocked in DDC order.

Moreover, our library is equipped with Carrels supporting intensive research/study and special facilities for disabled people.

\* Administrations Office: 82-2-3290-1501, 1509

\* Homepage: <http://library.korea.ac.kr>

#### <Main Library and Lobby>



### ▣ Library Hours

- Weekdays 09:00 - 22:00
- Saturdays 09:00 - 15:00
- Closed on Sundays & Holidays
- Reading rooms open every day 06:00 - 23:00

Libraries	Sections	Mon.-Fri.	Sat.
Main Library	Journal & References Inter Library Loan Foreign Research Information Center Information Center Books (000-599) Books (600-999)	09:00 - 22:00	09:00 - 15:00
	ARI East Asian Library	09:00 - 17:30	Closed
Graduate School Library	Loan Office Special Collections	09:00 - 17:30	Closed
CDL	Information Commons Multimedia Room UN Depository Library / European Documentation Centre Course Reserve Room	09:00 - 22:00	09:00 - 15:00
	MPL	09:00 - 17:30	Closed
Science Library	Circulation Room Serials Room Reference Room	09:00 - 22:00	09:00 - 15:00
	Multimedia Room Browsing Room	09:00 - 17:30	Closed
Medical Library	Serials Room Electronic Information Room Monographs Room	08:30 - 17:30 08:30 - 19:30	Closed
General Reading Rooms	06:00 - 23:00		
24-Hour Reading Rooms	00:00 - 24:00		

### **GSIS Library**

It's located on the 1st Floor of the International Studies Hall Building. The GSIS library opens from 9:00AM to 5:30PM on weekdays during semester and from 9:00AM to 4:30PM during vacation. The GSIS reading room opens from 6:00AM to 11:00PM every day.

☎ 82-2-3290-1399 (Room 121)

<b>GSIS Library</b>	<b>Sections</b>	<b>Mon-Fri</b>	<b>Sat</b>
GSIS Library	Loan Office Thesis and Dissertations Room	09:00 - 17:30	Closed
GSIS Reading Room	Available only for GSIS Students	06:00 - 23:00	06:00 - 23:00

**2) KU Lyceum**

<b>Facility</b>	<b>Services</b>	<b>Contacts</b>
Electronic Goods Shop	Sells/repairs calculators, watches, home appliances, camera; cassette tapes, CDs & DVD players, batteries, etc.	02-3290-2643
Travel Agency	Available: airline tickets (international and domestic), train tickets; arranging overseas group travel; pick-up services for passports and visa DHL services etc.	02-3290-1864
Copy Center	Services include: photocopying, bookbinding books, fast-steel binding, roll-spring binding, and printing including internet search, etc.	02-3290-2642 (KU Lyceum, 1st floor) 02-3290-2650 (Central Library, 1st floor)
Optician's Shop	Available: eyeglasses, sunglasses, contact lenses, and various accessories and supplies for glasses; offers free eye examinations, etc.	02-922-2285
Photo Shop	Services include taking photographs, developing films, printing, enlargement, and camera repairs; sells film and disposable cameras.	02-3290-2646
Computer Shop	Sells/repairs computers, printers, copy machines, facsimiles, scanners, hardware, all-in-one/multi-functional machines, and computer-related supplies.	02-3290-2648

### 3) Central Square

Facility	Services	Contact
Fast-food Restaurant (It's Fillet)	Available: hamburger, sandwich, chicken, soft drinks and etc.	02-3290-2652
Convenience Store (Mini-stop)	Available: soft drinks, snacks, instant food and etc.	02-921-1694
Internet Room (Magic Station)	Services Available: Internet browsing, word processing and games.	02-3290-2655
Uni-Store (Stationary and Bookstore)	Available: textbooks, study guides, books, souvenirs, wooden and brass plaques, memorial plaques, sporting goods, stationery, and etc.	02-3290-2640
Caffe TIAMO DUDART MARRONE (Coffee Houses)	Available: various kinds of coffee and soft drinks.	
International Student Agency	Consultation services: overseas language and special studies programs.	02-921-0500
Meals and Saecham (Restaurant)	Available : Kimbab, Ramen, snacks, etc.	02-3290-2653
Health Care Center	Services include: emergency aid, health consultations, facilities for temporary rest and recovery, and information related to health centers, services, etc.	02-3290-1571 (Main Campus) 02-3290-1572 (Science Campus)
Student Medical Mutual Aid Service	A certain percentage of medical fee paid by the student, will be reimbursed to him/her under the plan.	02-3290-1573 (Main Campus) 02-3290-1570 (Science Campus)
Copy Store	Services include: Photocopying, binding, thesis binding, etc.	02-929-8606
Mobile Phone Shop	Here students can register for or switch to different mobile phone companies and pay their monthly cell-phone or PDA bills.	02-925-9010

**4) Snack Bars and Convenient Stores**

The menu includes Kimbab (Korean style sushi roll), sandwiches, hot/cold cup noodle, soft drinks and etc.

Location	Contact
Communications Building	02-925-5894
College of Education	02-925-5897
Central Library (Basement, 1st floor)	02-928-0876
Central Square (Basement, 1st floor)	02-3290-2654
Student Union Building (1st floor)	02-3290-1811
New building, College of Business Administration (Basement, 1st floor)	02-3290-2564
College of Law (New Building, 5th floor)	02-3290-1817
Aegineung Cafeteria	02-929-2872
Aegineung Student Union Building	02-923-4294
College of Life Science & Biotechnology (Basement, 1st floor)	02-3290-4375
University Dormitory (Basement, 1st floor)	02-923-3897
College of Medicine (1st floor)	02-920-6179

**5) Cafeteria**

Location	Contact
International Studies Hall cafeteria	02-3290-1815
Korean Studies Hall set menu (University Staff)	02-3290-1813
Student Union Building Cafeteria	02-3290-1811
Student Union Building Snack Bar (various snacks available)	
Living Plaza Cafeteria for University Staff	02-3290-4351
Living Plaza Cafeteria for Students	
Lining Plaza Snack bar for Students	
Alumni Hall Student Cafeteria	02-921-7218
Techno-complex Research Center Cafeteria	02-3290-4348
College of Medicine	02-920-6165
College of Business	02-3290-1812

## 6) Computer Labs

Location	Opening Hours
Ground Floor, College of Arts Bldg.	Mon-Fri 09:00-17:00, Sat 09:00-13:00
2nd Floor, Science Library	Mon-Fri 09:00-17:00, Sat 09:00-13:00
Each College	Mon-Fri 09:00-17:00, Sat 09:00-13:00
Multimedia Room, 2nd Floor, Centennial Memorial Samsung Hall	Mon-Fri 09:00-21:00, Sat 09:00-13:00

### ❑ GSIS Computer Room

KU GSIS runs the computer room located on the 4th floor of the International Studies Hall. Only GSIS students are allowed to use this room. It opens from 9:00 to 17:30 on weekdays during semester and from 10:00 to 16:30 during vacation.

☎ 82-2-3290-2514 (Room 427)

## 7) Lounge/Fitness

Facility	Location	Contact
Student Lounge at Each College	Each college has a student lounge: each lounge is furnished with sofa, tables, a vending machine for soft drinks, and drinking water available.	
Female Student Lounge	Faculty and Women Student's Hall, Science Library (2nd floor), Cafeteria (3rd floor, Science Campus), and Communications Building Annex (3rd floor)	
KU Tiger Dome (Hwa Jeong Gym)	This gymnasium has a main stadium, sub arena, fitness center, squash court, aerobic studio, 250meter track and an indoor rock-climbing facility.	02-3290-4096
Hana Fitness Center	The club is located in Hana Square and equipped with different equipment and shower facilities for both men and women. Fees charged.	02-3290-4027
KU Fitness Club	The club is located in the 4.18 Memorial Hall (Basement, 2nd floor) and equipped with different kinds of health equipment and shower facilities for both men and women. Fees charged.	02-3290-1762

Facility	Location	Contact
Table Tennis	There are five tables in the 4.18 Memorial Hall (Basement, 2nd floor). No fees charged.	
Ice Link	University Green Campus	02-3290-4243~5

**8) Other Facilities**

Facility	Location	Contact
KU Cinema Trap	Media Hall 4 Floor #412	02-924-6579
Museum	Korea University Museum	02-3290-1512~3
Post Office	The annex to Communication Building (3rd floor)	02-3290-1820
Music Hall	Communication Hall, 1st floor	02-922-5204
Auditorium	Inchon Memorial Hall	02-3290-1771
	The 2nd Student Union Hall (Basement, 2nd floor)	02-3290-1772
	The Alumni Hall (Basement, 1st floor)	02-3290-1771
	College of Business Administration	
Help for the disabled	www.kujang.net	02-3290-1221

**4. HEALTH CARE**

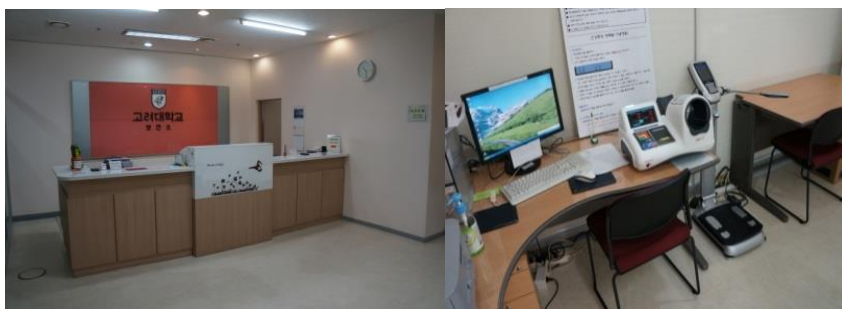
The Korea University Medical Center is closely associated with the Korea University Medical School. While it is hoped that students would never need the Center's services, they may be comforted to know that the care provided by the Center's two general hospitals and two teaching hospitals is the finest in Korea. Diagnostic and treatment equipment, from Magnetic Resonance Imaging (MRI) systems to radiation fluoroscopes, represent the latest technologies available for the detection and treatment of disease. The three hospitals in Anam, Guro and Ansan have a combined capacity of about 2,000 beds.



**<Korea University Anam Hospital>**



**<Korea University Healthcare Center>**



- \* Korea University Medical Center
- Homepage: <http://www.kumc.or.kr>
- Emergency Room: 82-2-3290-5373
- Student Health Care Center: 82-2-3290-1571

<b>Part VI</b>	<b>SUPPORT SERVICES</b>
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## **1. TRAVEL TO KOREA**

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

B. 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.

- A. Tuition fee
- B. Accommodation sharing a room basis (mainly the dormitory of a training institute)
- C. Living & Meal allowance KRW 999,000 per month (this includes meal, books and study supplies if needed.)
- D. Overseas travel insurance, etc.

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

### 3. INSURANCE

- Participants who have entered Korea have been covered by “New group Casualty insurance” policy in case of illness or accident.
- ✕ The insurance coverage period is from the time of arrival in Korea to the time of departure.
- ✕ We encourage you to read about the coverage of insurance and deductibles carefully.
- According to Korea's insurance system, 20% of medical expenses must be paid by participants as mandatory deductibles by law.
  - KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%.
- Medical expenses may be expensive due to the obligation to pay these deductibles.
- Medical expenses for previous illness, pregnancy, mental illness, etc. will not be reimbursed.

During the program, participants will be covered by the “New group accident insurance.” 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.

According to Korea's insurance system, 20% of medical expenses are mandatory deductibles by law; which must be covered by the participants themselves. Therefore, we would like to recommend for those who are under medical treatment due to illness, those who need regular medical examinations, and those who are receiving outpatient treatment for tooth problems such as cavities to consult with their doctors and apply to the Master's Degree Program after they are completely cured.

- Limit of Coverage & Deductibles

. Limit of Coverage

Collateral	Limits of coverage	Note
Death	100,000,000	-
Permanent disability by accident	100,000,000	-
Hospitalization	50,000,000	Deductibles
Outpatient medical expenses	250,000/ day	Deductibles
Prescription fee	50,000/ day	Deductibles
Liability	10,000,000	KRW 200,000 Deductibles
Acute myocardial infarction treatment fee	10,000,000	Once
Stroke treatment fee	10,000,000	Once
Special terms for persons killed or wounded for a righteous cause	100,000,000	

※ Limited to cases of injury and illness

※ 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 (Refer below to the category not covered by the insurance).

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

※ 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)

. Deductibles

\* Outpatients and prescription fee

Classification	A	B	Deductibles
Clinic	10,000	20%	The larger amount between A and B
Hospital	15,000	20%	The larger amount between A and B
University hospital, level 3 hospital	20,000	20%	The larger amount between A and B
Prescription fee	8,000	20%	The larger amount between A and B

\* Hospitalization fee

Classification	Deductibles
Hospitalization	20%

- Procedures, Services and Diseases Not Covered by the Insurance

- \* Diseases that participants already had before arrival in Korea
- \* Medical check-up, vaccination, nutritional supplements, and tonic medicines
- \* Dental care and Oriental (Chinese) medicine: Uninsured items and prosthetic dentistry  
Hospital treatment
- \* Fees for issue of certificates
- \* Costs that are not related to treatments and medical check-up costs that are not related to a doctor's diagnosis.
- \* Orthopedics
- \* Equipment and consumables (e.g., wristbands and cast shoes)
- \* Mental disease and behavior disorder
- \* Congenital cerebropathy
- \* Herbal remedies
- \* Obesity
- \* Urinary diseases: Hematuria and urinary incontinence

- \* Diseases of the rectum and anus
- \* Tiredness and fatigue
- \* Freckles, hirsutism, atrichia, canities, mole, wart, pimple, and skin ailments such as hair loss due to aging
- \* Medical expenses caused by treatments for enhancing appearance (e.g., double-eyelid surgery)
- ※ Detailed information will be provided upon arrival

- National Health Insurance

According to Korea's insurance system, 20% of medical expenses must be paid by participants as mandatory deductibles by law. KOICA is encouraging the participants to get National Health Insurance, which can reduce the deductibles by up to 80%. If you have an illness that you have suffered in the past, or still ill (previous illness), you are recommended to join the National Health Insurance. If you are not covered by national health insurance, high medical costs may arise.

□ Dentistry

- Korean medical expenses of dental system diseases are very expensive
- Medical expenses for dental diseases are not refundable.

Korean medical expenses of dental system diseases are very expensive. However, dental treatment costs are usually not covered by insurance and often exceed the cost of living. Therefore, it is recommended that you check your tooth condition beforehand and finish both tooth check-up and medical treatment before entering Korea.

※ For dental care, no costs are covered by KOICA or "New group accident insurance."

**Part VII****REGULATIONS****1. ACADEMIC REGULATION****1) Dormitory Regulation****a. Must reside in a dormitory**

- Students must reside in the KU Global house, a dormitory of Korea University for int'l students.

**b. Must reside abide by dormitory regulations**

- Korea 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.

**c. Light meals can be cooked in the shared kitchen**

- Electronic stove, fridge, microwave, sink and other basic facilities are installed.
- The kitchen needs to be in order and be cleaned by individuals who use the common area. Those who fail to maintain the kitchen tidy and neat will be given warnings. Three warnings will lead to a restriction in using the kitchen.
- Cooking inside the dormitory room is prohibited at all times.

**2) Regular Exams**

- Regular Exams: Mid-term (8th week), Final (End of semester)

**3) General Exam****a. Qualification for General Exam**

- Applicants for the General Exam must be enrolled in their third semester at the time of application with an average GPA of at least 3.0 or higher.

**b. Exemption from the General Exam**

- When an average GPA until the third semester is 3.75 or higher.

**2. SCHOLASTIC PERFORMANCE EVALUATION METHOD**

- Scholastic performance will be based on GPA 4.5 [a 100-point scale] for each course registered. Grades will be based on classroom performance (assignments, presentations, attendance) and test performance (mid-term and final exams).
- Grades will be marked on a curve scale as follows;

GPA	4.5	4.0	3.5	3.0	2.5	2.0	0.0
Grade	A+	A	B+	B	C+	C	F
Score	100-95	94-90	89-85	84-80	79-75	74-70	69-0

**3. 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 the extension of their stay.

#### **4. WITHDRAWALS**

- 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.
- A participant who has withdrawn is not allowed to re-apply for KOICA's scholarship program for the next two years after the withdrawal.
- 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.

## **5. TEMPORARY LEAVE**

- Participants can take a temporary leave **during the school vacation** (to the participants' home country or for a trip abroad) on 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 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.

## **6. ACCOMPANYING OR INVITING FAMILY**

- As KOICA's Scholarship Program is a very intensive program, which requires full commitment 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 GMPA Office.

## **7. 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 break 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**

**1) Korea International Cooperation Agency (KOICA)**

- **Program Manager: Ms. Jinmin LEE**
- Phone: +82-31-740-0586
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- **Program Coordinator: Ms. Min-Kyoung KIM**
- Phone: +82-31-8017-2683
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**2) Graduate School of International Studies (GSIS), Korea University**

- **Program Advisor: Prof. Kyuwon KANG**
- Phone: +82-2-3290-2588 (Office)
- Fax: +82-2-929-0402
- E-mail: qkang1@korea.ac.kr
- **Academic Affairs Dept. Coordinator: Ms. Hana JIN**
- Phone: +82-2-3290-1397 (Administration Office)
- Fax: +82-2-929-0402
- E-mail: hosini01@korea.ac.kr

**Appendix 1.**

## **Brand Name of the KOICA Fellowship Program**

KOICA has launched a brand-new name for the KOICA Fellowship Program in order to more effectively raise awareness about the program among the public and its partner countries.

In English, CIAT stands for Capacity Improvement and Advancement for Tomorrow and in Korean it means “seed (씨앗)” with hopes to contributing in the capacity development of individual fellows as well as the organizations and countries to which they belong.



**Appendix 2.**

## **HOW TO JOIN THE KOICA COMMUNITY**

### **1) 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 door to the KOICA Alumni Community is open to everyone.

The KOICA Alumni Community is an online extension of the relationship and friendship formed between former and present participants. 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 center. The Community allows alumni to update their personal information and search for other alumni in an online directory.

### **2) The KOICA FACEBOOK (<http://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.



**Appendix 3.****HOW TO GET TO THE ICC**

- Route: Incheon International Airport import question port, Logis & Terminal (CALT) national Airport import questions and writ
- **Arrival at Incheon International Airport (<http://www.airport.kr>)**

**Flow:**

- ▶ Fill out Arrival Card (or Immigration Card), Customs Declaration Form, Quarantine Questionnaire (on board)
- ▶ Quarantine including animals and plants (on 2nd Floor)
- ▶ Present your Arrival Card, Passport and other necessary document to Passport Control
- ▶ Claim baggage on 1st Floor
- ▶ Customs Clearance
- ▶ Pass an Arrival Gate

• **KOICA Counter at Incheon airport**



Location : Next to Exit 1 on the 1st floor  
(No.9- 10)

Tel. : 82-32-743-5904

Mobile : 82-(0)10-9925-5901

Contact: **Ms. Jin-Young YOON**

- After passing through Customs Declaration, please go to the KOICA Counter (located between exit 1~2) at Incheon Airport. At the KOICA Counter, you can get detailed information about how to get to International Cooperation Center (ICC) and purchase limousine bus ticket for City Airport, Logistics& Travel (CALT).

- All the KOICA staff at the Incheon Airport wears nametags or has signs for indication. If you cannot meet the KOICA staff at the counter, please purchase a limousine bus ticket from the bus ticket counter (located on the 1<sup>st</sup> Floor), and go to CALT Bus Stop No. 4A (or 10B). Please find the bus number 6103 and present your ticket to the bus driver. From Incheon Airport to CALT, the approximate time for travel will be between 70 to 90 minutes. When you arrive at CALT, you will find another KOICA staff who will help you to reach the ICC. KOICA will reimburse the limousine bus fare when you arrive at ICC. Also, please be aware that there may be illegal taxis at the airport. Even if they approach you first, please do not take illegal taxis and check to see if they are KOICA staff.



• **KOICA Counter at CALT airport**



Location : Lounge on the 1st floor of  
CALT airport

Mobile : 82-(0)10-9925-5901

- If the limousine bus is not available due to your early or late arrival from 22:00 to 05:30.
- Please contact the ICC reception desk  
(Tel. 031-777-2600 / English announcement service is available 24 hours daily)
- The staff at the ICC reception desk will let you know how to use a taxi. The taxi fare from the airport to ICC is normally 90,000 Won.

※ KOICA will not reimburse the taxi fare if you use a taxi during the hours of 05: 30 ~ 22:00.

• **From Incheon International Airport to the ICC through CALT**

- Take a City Air limousine bus at bus stop No.4A on the 1<sup>st</sup> Floor. Buses run every 10~15 minutes between the hours of 5:30 and 22:00.
- Meet the KOICA staff at the lounge on the 1<sup>st</sup> Floor of CALT upon arrival.
- Take a car arranged by the KOICA staff to the ICC (Expected time: 20 minutes)

**"Please remember to read the Fellows' Guidebook.**

It is available from the Korean Embassy or KOICA Overseas Office in your country and provides valuable information regarding KOICA programs, allowances, expenses, regulations, preparations for departure and etc."

***\* The schedule in PI (Program Information) can be changeable according to the KOICA and Korea University Schedule.***