

# 2019 KOICA Scholarship Program

## Application Guideline

### For Master's Degrees

## 1. Purpose

The KOICA Scholarship Program (SP) for master's degrees is designed to nurture key leaders in developing countries who can contribute to the socio-economic development of their home countries.

## 2. Target Countries

- Countries selected by KOICA among the DAC List of ODA Recipients
- The list of target countries is subject to change annually to the policies of the Korean government or KOICA

Region	Asia	Africa	Latin America	Middle East	CIS
Countries	16 countries	24 countries	15 countries	5 countries	9 countries
<b>Name of countries</b>	Bangladesh Cambodia Fiji Indonesia Lao PDR Mongolia Myanmar Nepal Pakistan Afghanistan Papua New Guinea Solomon Islands Sri Lanka The Philippines Timor-Leste Vietnam	Algeria Angola Cameroon Côte d'Ivoire DR Congo Egypt Ethiopia Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Senegal Sudan Eritrea Tanzania Tunisia Uganda Zambia Zimbabwe	Bolivia Colombia Costa Rica Ecuador El Salvador Guatemala Haiti Honduras Jamaica Nicaragua Dominican Republic Panama Paraguay Peru Venezuela	Iran Iraq Jordan Lebanon Palestine	Azerbaijan Ukraine Belarus Kazakhstan Kyrgyzstan Serbia Tajikistan Turkmenistan Uzbekistan

### 3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

Sector	Course Title	University
Governance	Social Economy(MBA)	KAIST
Technology, Environment & Energy	Response to Climate Change	Hallym Univ.

\* All applicants can take only one course for application of KOICA SP program.

\* **For more details on the available** courses, refer to the Program Information of each course that is available to access in the KOICA website ([https://www.koica.go.kr/koica\\_en/index.do](https://www.koica.go.kr/koica_en/index.do))

**English webpage → Menu (Get involved → CIAT→ Scholarship Program → Application)**

### 4. Qualifications

Prospective applicants must meet all of the following conditions.

- (1) **Citizenship:** Be a citizen of the Scholarship Program target country.
- (2) **Government Nomination:** Be officially nominated by their governments.
  - Be a government employee. With a minimum of 2 years of experience in the field of study
  - \* Exception - Applicants with an 'international development NGO' background may apply for the program with two letter of recommendations:
    - Your government office; and
    - Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Organization within your region.
- (3) **AGE:** (Preferable) be under age 40 as of February 1, 2019.
- (4) **Health:** Be in good health, both physically and mentally.
  - Those with disabilities, but in good mental and physical health, are eligible to apply.
  - Those with severe illness are NOT ELIGIBLE to apply.
- (5) **Level of Education:** Have a completed Bachelor Degree or an equivalent to college / university level Educational background.
  - \* Some program have specific qualifications in terms of level of education, and refer to Program Information of each program.
- (6) **English Proficiency:** Have a good command of both spoken and written English in order to take classes conducted entirely in English and to be able to write academic reports and theses in English.
- (7) 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 apply.
- (8) Have not participated in KOICA's scholarship program or any of the Korean Government's Scholarship Program before (Master's degree program).

(9) and other qualifications from university you are going to apply (refer to the Program Information)

## 5. Support Service (Scholarship Benefits)

Supports	Amounts	Note
<b>Air Fare</b>	Actual amount paid	<ul style="list-style-type: none"> <li>- Cannot be borne by KOICA in special circumstances like when a participant violates academic regulations</li> <li>- Not borne by KOICA when a participant Temporarily leave to his/her home country during the training period</li> <li>- Except for above, borne by KOICA</li> </ul>
<b>Tuition Fees</b>	Full amount required by a university	<ul style="list-style-type: none"> <li>- Borne by a training institute</li> </ul>
<b>Extracurricular Activities</b>	Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	<ul style="list-style-type: none"> <li>- Amount borne by a school varies</li> <li>- Part of the expenses can be borne by participants, and the amount varies among training institutes</li> </ul>
<b>Monthly Allowance</b>	KRW 999,000 per month	<ul style="list-style-type: none"> <li>- It includes expenses for meals, books and study supplies if needed</li> <li>- Same amount will be provided per month</li> <li>- If a participant cannot participate in the course for specific reasons like temporary leave to his/her home country, the allowance for that month shall be prorated for the corresponding number of days studies in Korea (KRW 33,300/day).</li> <li>* The amount deducted (33,300/day) is the same regardless of how many days are in the month.</li> </ul>
<b>Accommodation</b>	Actual amount paid	<ul style="list-style-type: none"> <li>- Electricity and other utility fees shall not be covered.</li> <li>- Cost for cleaning, laundry or exchange of bedding shall not be covered.</li> <li>- Except for above, borne by a training institute</li> </ul>
<b>Settlement Allowance</b>	KRW 600,000	<ul style="list-style-type: none"> <li>- Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others</li> <li>- Borne by a training institute</li> </ul>
<b>Scholarship Completion Grants</b>	KRW 300,000	<ul style="list-style-type: none"> <li>- EMS and other expenses needed for returning home (e.g. cost for sending materials)</li> <li>- Borne by a training institutes before departure</li> </ul>
<b>Insurance</b>	Actual cost paid	<ul style="list-style-type: none"> <li>- Expenses for insurance contracts during stay in Korea</li> <li>- Borne by KOICA</li> </ul>

\* Notes

- KOICA arranges and pays for the participant to travel to and from Korea. KOICA will cover economy class, round-trip airfare.
- 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.

## 6. Selection Procedures

Period	Procedures	Details
April 23, 2019	<b>Application</b>	<b>[Application package submission]</b> - <b>Application deadline (to KOICA regional offices and Korean Embassy) : March 23, 2019</b> - Prepare all required documents for your admission package and fill out the 'Document Checklist'. - Submit the application package (including both university and KOICA application forms and other required documents) to KOICA regional office or Korean Embassy by the submission date. - Original copies should be sent to university before the phone interviews.
April 24-29	<b>On-site Interview(KOICA)</b>	- 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.
May 1 -May 8	<b>Document Screening</b>	<b>[1<sup>st</sup> round : Document Screening]</b> -Applicants nominated by the KOICA regional office or Korean Embassy as a result of the on-site interview and have submitted their application packages are considered for document screening. -University conducts document screening,
May 10	<b>Result of Document Screening</b>	-The result for the 1 <sup>st</sup> round selection will be announced to the applicants. <b>[Preparation for the 2<sup>nd</sup> round]</b> - Details of the interview including the interviewee list will be sent to the KOICA regional offices and interview arrangements will be made respectively.
May 13 -May 24	<b>Interview</b>	<b>[2<sup>nd</sup> round : Phone Interview]</b> - University conducts the second round (interview) according to the interview schedule. - Schedule for phone interview will be notified individually by the KOICA regional offices or Korean embassy with 2-3 day notice in advance. - KOICA HQs announces the result of interview to the KOICA regional office or Korean Embassy : May 28
May 29 -June 21	<b>Medical Checkup (Local)</b>	<b>[3<sup>rd</sup> round : Medical Check-up]</b>

		<ul style="list-style-type: none"> <li>- Applicants who successfully pass the 2<sup>nd</sup> round must take the Medical Check-up at the designated institution.</li> <li>-The detailed guideline of the medical check-up and list of the designated medical institution will be notified after passing the interview successfully.</li> <li>- Examination cost, Transportation and accommodation fees will NOT be reimbursed.</li> <li>- KOICA will not pay for the treatment necessary after the examination.</li> <li>- KOICA announces the result of Medical Checkup.</li> </ul>
June 26	<b>Admission Notification</b>	<ul style="list-style-type: none"> <li>- Admissions results will be notified to the regional KOICA offices or Korean embassy.</li> <li>- KOICA informs the participants of their scheduled entry to Korea.</li> </ul>
August	<b>Entry to Korea</b>	
	<b>Medical Checkup (In Korea)</b>	<p><b>[4<sup>th</sup> round : Medical Check-up]</b></p> <ul style="list-style-type: none"> <li>- Applicants who successfully entering to Korea must take the Medical Check-up again at the designated medical institution.in Korea</li> <li>- Examination cost will be provided by KOICA.</li> <li>- <b>If the participants are disqualified for long-term stay by the medical checkup in Korea, the participants may have to return to their home country.</b></li> <li>- KOICA announces the result of Medical Checkup and will share it with participants to support their own health care.</li> <li>- KOICA will not pay for the treatment necessary after the examination.</li> </ul>

## 7. Required Documents

All documents should be sent to the regional KOICA office or the relevant government office.

- ① KOICA Application Form
- ② Recommendation letter from applicants' governments
- ③ Document Checklist
- ④ University Application form with required documents for the university

\* Refer to Program Information attached

### \* Important Notes for All Applicants:

- All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
- Original documents should be submitted. (If it is unavailable, the originating institution must authorize copies before they are submitted.)
- If any of the submitted materials contain false information, admission will be rescinded.
- Applicants whose forms and supporting documents are incomplete or unsatisfactory will be

disqualified from the admission process.

- Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

## **8. Contacts**

### **1) Application & Document Submission**

- KOICA regional Office or Korean Embassy

### **2) Major and University Admissions**

- Universities (Refer to the Program Information)

### **3) Other inquiries**

- KOICA HQs (Email : [koica.sp@koica.go.kr](mailto:koica.sp@koica.go.kr))
- KOICA Website ([https://www.koica.go.kr/koica\\_en/index.do](https://www.koica.go.kr/koica_en/index.do))