



MEMORANDUM

TO : ALL CUSTOMS EMPLOYEES

FROM : **REY LEONARDO B. GUERRERO**
Commissioner



BOC-03-09279

MAR 11 2021

SUBJECT : **KOICA-Korea University (KU) Master's Degree Program in Finance and Tax Policy**

DATE : March 8, 2021

- 1.0 This is with regard to the invitation to qualified Bureau personnel to the Korea International Cooperation Agency (KOICA)-Korea University (KU) Master's Degree Program in Finance and Tax Policy to be held from August 19, 2021 to January 17, 2023 at the Graduate School of International Studies (GSIS), Korea University.
- 2.0 The objectives for this scholarship are the following:
 - a. To develop human resources who can contribute to the socio economic advancement of developing countries
 - b. To train key government experts in the field of 'finance and tax policy' to meet the needs of developing countries
 - c. To share Korea's economic development experience and train experts who can contribute to global economic development
 - d. To enhance the understanding on Korean industries and corporate management system in Korea
- 3.0 KOICA will borne the airfare, tuition fees, monthly allowance, accommodation, settlement allowance, scholarship completion grants, accommodation, and insurance of selected scholars.
- 4.0 Interested applicants must meet the following qualifications:
 - a. An officially nominated by the head of agency;
 - b. A government employee with a minimum of 2 years of experience in the field of study;
 - c. Must be under 40 years old as of February 1, 2021;
 - d. Must be in good health, both physically and mentally;



- e. Have completed bachelor's degree or an equivalent to college/ university level education background;
 - f. 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 Thesis in English;
 - g. Have not withdrawn from KOICA's scholarship program;
 - h. Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before; and
 - i. Have met the other qualifications set by the university.
- 5.0 As per Customs Memorandum Order No. 13-2020 "Policies and Guidelines for the Availment of Scholarship Programs of the Bureau of Customs Personnel," the following additional requirements shall be imposed upon nominees for scholarship programs:
- a. Must hold a permanent position and have rendered at least two (2) years of continuous service as permanent employees in the Bureau;
 - b. Have at least Very Satisfactory performance ratings for the last two (2) consecutive rating periods preceding the period of application for scholarship program;
 - c. Have no foreign or local scholarship grant in the past two (2) years;
 - d. Have no pending service obligation from previous local or foreign scholarship; and
 - e. Have no pending criminal and/or administrative case.
- 6.0 Interested applicants must submit the following to the ITDD **on or before March 15, 2021 (Monday)** for evaluation of who will be nominated by the Commissioner:
- a. KOICA Application Form
 - b. Completed application form (KU GSIS Application Form)
 - c. Statement of Purpose (SOP): It should be at least 3 pages, 12 point, Times New Roman, 1.5 line spaced, describing the following:
 - i. Your objectives applying for this program
 - ii. Your study plan at KU GSIS
 - iii. How your education and work experience qualify you for this program
 - iv. Your contribution to the field of Finance and Tax Policy and how KU GSIS-KOICA scholarship program will help you achieve your goals
 - v. Future career path after completing this program
 - d. Two photos (portrait shots): 3.5 x 4.5 cm
 - e. Certificate of Degree (or Certified of Expected Graduation Form) of all colleges and undergraduate schools (should be written in English)
 - f. Official transcript of records of colleges and undergraduate schools (must be sealed or apostilled)
 - g. Copy of Passport



BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA

MASTER COPY



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PROFESSIONALISM

INTEGRITY

ACCOUNTABILITY

- h. Two letters of recommendation from professors familiar with the applicant's academic work or from professional supervisors
 - i. Certificate of Employment (Optional)
 - j. Oath of Undertaking for the participant: Only successful applicants are required to submit this form
 - k. Duly signed Endorsement/Recommendation Letter with justification from the Deputy Commissioner, for personnel assigned under Groups, or from the District Collector, for personnel assigned in Collection Districts
 - l. Duly accomplished Personal Data Sheet with Work Experience Sheet (Civil Service Commission Form No. 212)
 - m. Individual Performance and Commitment Review Form for the last two (2) consecutive rating periods
 - n. Certification from the ITDD stating that the personnel has no (1) foreign or local scholarship grant in the past two (2) years; and (2) pending service obligation from previous local and foreign scholarship
 - o. Legal Clearance and notarized Affidavit of No Pending Criminal and/or Administrative Case
- 7.0 Attached in this memorandum are the guidelines and required forms for completion.
- 8.0 For more details and clarifications, you may contact Ms Nicole Headerre Alarcon, ITDD at (02) 8527-4642, 0956-809-4668, and/or ITDDCustoms@customs.gov.ph, or visit the KOICA website (<http://www.koica.go.kr/ciat/7815/subview.do>).
- 9.0 For your information.

A Modernized and Credible Customs Administration That is Among the World's Best

South Harbor, Gate 3, Port Area, Manila 1099

8527-4537, 8527-1935 | www.customs.gov.ph | boc.cares@customs.gov.ph

2021 KOICA SCHOLARSHIP PROGRAM REQUIREMENTS

1. KOICA Application Form
2. Recommendation Letter from Applicants' Government
 - a. Endorsement Letter from Head of Agency address to KOICA Country Director Mr. SONG MINHYEON
 - b. The Letter must state that the Applicant will not be allowed to resign from the organization once accepted in the Scholarship Program.
3. Document Checklist
4. University Application Form with Required Documents for the University
5. Scholarship Service Contract between the Applicant and the Government Agency (or any proof that the Applicant will return to their Government Agency upon completion of the Scholarship Program)**

REMINDERS

1. Once the documents are submitted, they are considered final and the applicant cannot submit another set of requirements for the Scholarship Program.
2. Incomplete requirements will not be entertained.
3. Documents must be properly labeled and must be submitted in PDF Format.
4. Complete scanned or soft copies of the requirements must be submitted by **29 March 2021, 5:00 PM.**
5. If the applicant passed the Online Interview with KOICA Philippine Office, they must send the original copies of the documents to our office address as soon as possible:

KOREA INTERNATIONAL COOPERATION AGENCY

7/F DelRosarioLaw Centre, 21st drive corner 20th drive, Bonifacio Global City,
Taguig
02-8403-9780

***must submit once the Applicant passed the Selection Process for the 2021 KOICA Scholarship Program*

Application Guidelines

In completing the attached application form, please be advised to:

- a. Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
- b. Application should be typed, not handwritten, except for your signature; handwriting is not acceptable. Fill in the form in English;
- c. Fill in the form in **English**;
- d. Be sure to fill in **every part** of the form;
- e. Send the completed form to the KOICA Office in your country or the Embassy of Korea (if the KOICA Office is not available) together with a **copy of your passport**; and
- f. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

Application Checklist

| Items | Page No. | Check(✓) if completed |
|---|----------|-----------------------|
| a. Filled in every item of Applicant Information | 2-4 | |
| b. Ticked agree/disagree box for Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information | 5-6 | |
| c. Thoroughly read Scholarship Program Guideline and Code of Conduct | 6-9 | |
| d. Signed the declaration for terms and conditions | 9 | |
| e. Signed and filled in every part of Medical History Questionnaire | 10 | |
| f. Had an authorized official from your government to complete and sign the Nomination form | 11 | |
| g. Have a copy of passport ready for submission | - | |

This is to certify that I have completed every part of the application form to apply for the KOICA Scholarship Program.

Date: _____ Applicant's Name: _____ Signature: _____

| | |
|--|--|
| | if applicable. |
| | |
| | Describe any themes, topics and places of interest you would like to see in the Program related to your tasks mentioned aforesaid. |
| | |
| | Elaborate on organizational setback or challenges that you wish to address through the Program. |
| | |
| | Elaborate on your plans to apply the lessons learned from the Program to your organization. |
| | |

VI. CAREER RECORD

Career Background (Past 5 Years)

| Organization | Department | Position / Responsibilities | Period (MM-YYYY) | |
|--------------|------------|-----------------------------|------------------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |

Educational Background (Higher Education)

| Institution | City / Country | Field of Study and Degree | Period (MM-YYYY) | |
|-------------|----------------|---------------------------|------------------|----|
| | | | From | To |
| | | | | |
| | | | | |
| | | | | |

Previous Attendance to Training Program in Foreign Countries

| Have you previously attended any courses sponsored under programs of Korea (KOICA) or of other countries? | | | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|----------------|--------------|------------------|---------------------------------|-----------------------------|
| | | | | If yes, please specify as below | |
| Training Institute | City / Country | Course Title | Period (MM-YYYY) | | |
| | | | From | To | |
| | | | | | |
| | | | | | |
| | | | | | |

V. LANGUAGE PROFICIENCY

Native Language : _____

English

| | Excellent | Good | Fair | Basic | Remarks |
|-----------|-----------|------|------|-------|---------|
| Listening | | | | | |
| Speaking | | | | | |
| Writing | | | | | |
| Reading | | | | | |

Other Languages (please specify) : _____

| | Excellent | Good | Fair | Basic | Remarks |
|-----------|-----------|------|------|-------|---------|
| Listening | | | | | |
| Speaking | | | | | |
| Writing | | | | | |
| Reading | | | | | |

1. Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.
2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.
3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.
4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses.

IV. OTHERS

| | | | | |
|---|---|--|--|--|
| Restriction on Food/Behavior/ Medication | Any restrictions on food, behavior, or medication due to health or religious reasons? | | | |
| | <input type="checkbox"/> NO | <input type="checkbox"/> YES >> <input type="checkbox"/> No Beef <input type="checkbox"/> No Pork <input type="checkbox"/> No Fish <input type="checkbox"/> Others() | | |

PART 2. TERMS & CONDITIONS

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant's government and employer.

I. PRIVACY AND COPYRIGHT POLICY ON THE USE OF PERSONAL DATA

- a. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA's policy and regulations.
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA's policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea.
- c. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program including their duplication, translation, distribution, and posting on websites KOICA's website or other websites related to Korean ODA.
- d. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA's privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI).
- e. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program, if you do not agree with the above conditions.

Agreement on Collection and Use of Personal Data

- ① KOICA collects and uses the participants' Personal Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.
 - **Personal Information Collected** : name, date of birth, sex, nationality, contact information, employment status, career and educational record
 - **Purpose**: implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, on/offline alumni database management, supporting KOICA's activities, and strengthening the partnership between Korea and Partner Countries
 - **Retention Period** : 1 year for hard copy / 20 years for soft copy
 - **Third Parties**: Ministry of Foreign Affairs, Ministry of Education, Ministry of Culture and Sports and Tourism, Ministry of Science and ICT and their affiliated organizations.

- ② If you do not approve our collection and use of your personal information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, KOICA Club activities, insurance and medical service.

Agree **Disagree**

Agreement on Collection and Use of Sensitive Information

① KOICA collects and uses the participants' Sensitive Information; and is able to provide such information for a third party in accordance with KOICA's policy and regulations.

- **Sensitive Information Collected** : religion, medical information
- **Purpose**: implementation and organization of the KOICA Fellowship Program in consideration of participants' religious characteristics, screening of participants' health condition to participate in KOICA Fellowship Program, insurance and medical service
- **Retention Period** : 1 year for hard copy / 20 years for soft copy
- **Third Parties**: Ministry of Foreign Affairs, Ministry of Education, Ministry of Culture and Sports and Tourism, Ministry of Science and ICT and their affiliated organizations.

② If you do not approve our collection and use of your sensitive information, you may also refuse to agree. However, you may have limited support from KOICA regarding your religious activities and requirements, insurance and medical service.

Agree **Disagree**

Agreement on Collection and Use of Unique Identifying Information

① KOICA collects and uses the participants' Unique Identifying Information; and is able to provide such information for a third party in accordance with KOICA policy and regulations.

- **Unique Identifying Information Collected** : passport number, alien registration number
- **Purpose**: visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service
- **Retention Period** : 5 days after the accomplishment of the purpose specified above
- **Third Parties**: Ministry of Foreign Affairs, Ministry of Education, Ministry of Culture and Sports and Tourism, Ministry of Science and ICT and their affiliated organizations.

② If you do not approve our collection and use of your unique identifying information, you may also refuse to agree. However, you may have limited support from KOICA regarding visa issuance, immigration management, flight and accommodation arrangement, insurance and medical service.

Agree **Disagree**

II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE

1. Purpose

This guideline aims to provide necessary guidance to help to create a sound environment for the study of participants under the KOICA scholarship program.

2. Definition of Terms

The terms used in this guideline are defined as follows.

- 2-1. "KOICA," a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to universities and providing funding.
- 2-2. "Scholarship program (SP)," one of the Fellowship programs provided by KOICA, refers to a masters degree program, aiming to nurture key leaders who can contribute to economic and social development of partner countries.

2-3. "University" refers to the university that is entrusted by KOICA to operate and be responsible for the SP.

2-4. "Participants" refer to individuals participating in the SP under the nomination of the governments of partner countries. Upon enrollment, the participants are entitled to be provided with adequate support as students of the university, and bear the corresponding responsibilities.

3. Entering and staying in Korea

3-1. In principle, participants are not allowed to accompany their family members. However, participants may invite their family members within the duration of one month.

3-2. It should be noted that only the person whose name appears in the invitation letter sent by KOICA is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea

3-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 3-1 and 3-2

4. Leaving the Korea

4-1. Participants shall leave Korea on the designated day for leaving the country

4-2. If a participant loses one's status as a KOICA participant pursuant to the guideline 5. "Dismissal of Participant Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.

4-3. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home country, due to inevitable circumstances, a written approval from the home government should be submitted to the KOICA head office through the Korean embassy in the home country.

4-4. Even in the case for the guideline 4-3, the relevant expenses shall be borne by the participant.

5. Dismissal of Participant Status

5-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.

① Falsifying statements on any of their application documents or providing false information in their application documents.

② Receiving serious disciplinary actions, such as suspension or expulsion from the university

③ Violating the Korean law

④ Temporarily leaving Korea for more than once without permission

⑤ Involved in any political activities

⑥ Violation of the agreement with KOICA

⑦ Failure to follow the decisions made by KOICA regarding the program intentionally

⑧ Behaving disgracefully as a participant of a SP

⑨ Withdrawal from the program before completion

⑩ Failing to leave Korea within the given time frame as stated in this guideline 4 of this guideline Leaving the Korea

5-2. If a participant loses his or her status as a KOICA SP participant, KOICA will notify the head of the Korean diplomatic establishment abroad and the government of the participant's home country of the fact.

6. Leaving Korea During the Program

6-1. If a participant intends to return to one's home country during the course of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she must acquire prior approval from the university with the following documents.

① A copy of the medical certificate (for sickness leave)

② Letter of explanation

③ Any other documents required by the university

6-2. If a participant has to return to his or her home country due to his or her own fault, and not for any of the reasons

listed in 6-1 of this guideline, KOICA will notify the participant's original place of employment and the home government of the fact. The participant may not re-apply for any KOICA training programs in the future.

7. Temporary Leave

7-1. If a participant intends to leave Korea temporarily during the vacation, he or she must obtain approval from the university with the following documents by the date set by the university.

- ① Letter of confirmation from the advisor
- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- ④ Any other documents required by the university

7-2. Temporary leave during the semester (including during summer and winter schools and orientation programs) is not allowed. Exceptions will be made only for inevitable reasons, such as death of family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from the university and KOICA.

7-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of departure and re-entry). And there will be no exception for deduction.

7-4. In case of death of an immediate family member (only for participants' own parents, spouse, and children), KOICA will support round-trip air-ticket for temporary leave.

8. Scholarship Payment and Receipt

8-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.

8-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable nature of the matter of the withdrawal from the SP, the participant may receive support for his or her return.

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 4-3 of this guideline
- ② Dismissal of a KOICA participant status as stated in 5. Dismissal of Participant Status.
- ③ Withdrawal and leaving Korea during the program for reasons other than stated in 6-1

9. Notification of Re-entry

If a participant re-enters Korea within the allowed period for a temporary leave, the participant shall report his or her re-entry to the person in charge at the university.

10. Notification of Changes in Contact Information

If there are any change to the contact information of a participant, the change must be reported immediately to the university

11. Internship

11-1. Participants must follow the regulations regarding internship, in order to guarantee full commitment to SP and create a "study-first" environment.

- ① Participants must give first priority to their studies over any other activity.
- ② Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the university.

11-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from one's daily allowance.

12. Applicable Provisions

For any other matters not stipulated in this guideline, the academic regulation of the participant's registered university shall be applied.

III. CODE OF CONDUCT

1. Purpose

The Code of Conduct for participants of the KOICA Scholarship Program (hereafter "Code of Conduct") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hereafter "SP").

2. Application and Compliance

This Code of Conduct applies to all participants of the KOICA SP.

3. Academic Performances

- 3-1. Participants follow the instructions and guidance provided by the professors and faculty of the university that they have enrolled in (hereafter "university") to facilitate their studies.
- 3-2. Participants faithfully attend their university classes and become fully involved in their studies in accordance with the regulation and guidelines of the universities.
- 3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the summer and winter vacations, a participant must gain approval from the university.
- 3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs approved by the University.

4. Program Outcome

Participants shall return to their organization of origin upon the completion of SP and try to apply knowledge and skills they acquired from SP to contribute to the development and advancement of their home country.

5. Health Management

Participants are recommended to make efforts to stay healthy by working out regularly and seeking medical care if necessary. If and when Participants experience a deterioration in health that may require care from medical professionals, they must report such medical issue to the university to get necessary help.

6. Safety Measures

- 6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in question shall bear full responsibility.
- 6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report the matter to the University to seek necessary help. However, if it is found and determined that SP participants are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.

7. Policy on Misconduct

- 7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and actions represent the University and KOICA as well as the country of their origin.
- 7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.

8. Discriminatory Actions and Sexual harassment

- 8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment provided by KOICA and the university and shall act accordingly.
- 8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.
- 8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos, unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- 8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of claims and feelings of victims, not the intent of the behavior.
- 8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but also be subject to legal actions under the Korean law.
- 8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.

9. Prohibition of Political Activity

Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.

10. Compliance with the Regulations of the University and KOICA

- 10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.
- 10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary measures, as stipulated in such regulation, can be enforced.

IV. DECLARATION

I, _____, of _____
(name of applicant) (name of country)

certify that the statements I made in this form are **true and correct** to the best of my knowledge.

If accepted for the program, I agree to **respect SP Participant Guideline and Code of Conduct** set forth above.

If I fail to comply the terms and conditions of KOICA Scholarship Program,
I will **accept any penalties and consequences** including dismissal from the Program
and report to my government and/or employer.

Date: _____ Applicant's Name: _____ Signature: _____

PART 3. MEDICAL HISTORY QUESTIONNAIRE

MEDICAL HISTORY QUESTIONNAIRE (to be completed by the applicant)

1. Present Status

a. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)

| | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of Medication (_____), Quantity (_____) |
|-----------------------------|--|

b. Are you pregnant? (female only)

| | |
|-----------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes >> (_____ months) |
|-----------------------------|--|

c. Please indicate any needs arising from disabilities that may require additional support or facilities.

| |
|-----------|
| (_____) |
|-----------|

Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.

2. Medical History

a. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)

| | | |
|-----------------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____) |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Present condition (_____) |

b. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?

| | | |
|-----------------|-----------------------------|--|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Name of illness (_____), Place & dates (_____) |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> Present condition (_____) |

c. High blood pressure

| | | |
|-----------------|-----------------------------|---|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> • Present condition (_____) mm/Hg to (_____) mm/Hg • Are you taking any medicine? <input type="checkbox"/> No <input type="checkbox"/> Yes |

d. Diabetes (sugar in the urine)

| | | |
|-----------------|-----------------------------|---|
| Past: | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| Present: | <input type="checkbox"/> No | <input type="checkbox"/> Yes >> • Present condition (_____) • Are you taking any medicine or insulin? <input type="checkbox"/> No <input type="checkbox"/> Yes |

e. What illness(es) have you had previously?

| | | | |
|--|--|--|---|
| <input type="checkbox"/> Thyroid Problem | <input type="checkbox"/> Liver Disease | <input type="checkbox"/> Heart Disease | <input type="checkbox"/> Kidney Disease |
| <input type="checkbox"/> Tuberculosis | <input type="checkbox"/> Asthma | <input type="checkbox"/> Stomach and Intestinal Disorder | |
| <input type="checkbox"/> Infectious Disease >> Specify the name of illness (_____) | | | |
| <input type="checkbox"/> Others >> Specify (_____) | | | |

f. Has the above illness(es) been cured?

| | |
|---|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| - Specify the name of illness (_____) | |
| - Present condition (_____) | |

I certify that I have answered all questions truthfully and completely to the best of my knowledge.

Date: _____ Applicant's Name: _____ Signature: _____

PART 4. NOMINATION

I. OFFICIAL NOMINATION (to be completed by nominating government / organization)

The Government of _____ officially nominates _____
(Name of Country) (Full Name of Nominee)

to participate in _____ as organized by the Korean Government(KOICA)
(Title of Program)

and I, _____, on behalf of the Government of _____, certify that
(Name of Authorized Official) (Name of Country)

- (a) All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.
- (b) The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Scholarship Program.
- (c) On behalf of the organization I agree to the terms and conditions of KOICA.
- (d) My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Scholarship Program.
- (e) **Nominee's unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization's nomination to the KOICA Fellowship Program.**

Name(Authorized Official) : _____

Position/Title: _____ Organization: _____

Telephone: _____ Email: _____

Date: _____ Signature: _____

(Official Stamp Included)

II. ORGANIZATION CHART with an appropriate marking of the nominee's position

(This area is left blank for the organization chart.)

2021 KOICA Scholarship Program

Application Guideline

For Master's Degrees

1. Purpose

The KOICA Scholarship Program (SP) is designed to nurture key leaders in Partner 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 | Oceania | CIS |
|------------------------|---|---|--|-----------------------------|---|---|
| Countries | 13 countries | 24 countries | 11 countries | 3 countries | 3 countries | 9 countries |
| Name of countries (63) | Afghanistan Bangladesh Cambodia India Indonesia Lao PDR Mongolia Nepal Pakistan Sri Lanka Philippines Timor-Leste Vietnam | Algeria Angola Burundi Cameroon Côte d'Ivoire DR Congo Egypt Ethiopia Gabon Ghana Kenya Libya Madagascar Morocco Mozambique Nigeria Rwanda Senegal Sudan Tanzania Tunisia Uganda Zambia Zimbabwe | Colombia Dominican-Republic Ecuador El Salvador Guatemala Haiti Honduras Jamaica Paraguay Peru Venezuela | Iraq Jordan Palestine | Fiji Papua New-Guinea Solomon Islands | Azerbaijan Belarus Georgia Kazakhstan Kyrgyzstan Tajikistan Turkmenistan Ukraine Uzbekistan |

*Note. The courses written 'for 13 Asia countries' are only eligible for applicants from the 13 Asia countries above

3. Available Universities and Fields of Study

Master's degree programs offered at the universities below.

| Field of Study | University |
|--|---|
| Response to Climate Change | Hallym University |
| Social Economy | KAIST(Korea Advanced Institute of Science and Technology) |
| ICT Techno Policy | Soongsil University |
| Public Management and Public Sector Reforms | Seoul National University |
| Agricultural Economics | Kangwon National University |
| Agricultural Production | Kyungpook National University |
| Urban and Regional Development | University of Seoul |
| Health Policy and Financing Capacity Building | Yonsei University |
| High Value-added Agriculture (for 13 Asia countries) | Kyungpook National University |
| Smart City (for 13 Asia countries) | SungKyunkwan University |
| E-Government and Public Management (for 13 Asia countries) | Yonsei University |
| Energy Science and Policy | Ajou University |
| Gender and Rural Community Development (for Women) | Yonsei University |
| Finance and Tax Policy | Korea University |
| Gender and Development | Seoul National University |
| Public Administration (Local Government) | SungKyunkwan University |
| Trade and Industrial Policy for Sustainable and Inclusive Growth | KDI(Korea Development Institute) School |
| Aviation Management | Korea Aerospace University |

* 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 CIAT website (<http://www.koica.go.kr/ciat/index.do>)

English webpage → **Menu** (Stay connected → Notice)

* Application guideline for 7 more courses will be provided during **February** as below.

| Field of Study | University |
|---|---|
| Education | To be determined (in the middle of bidding process for selecting universities) |
| Fisheries Development | |
| Economic Development | |
| ICT based entrepreneurship | |
| SDGs implementation (for 13 Asia countries) | |
| Civil society leadership (for 13 Asia countries) | |
| Gender Leadership (for 13 Asia countries) | |

* Course title will be changed after the bidding process.

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 letters of recommendations:
 - 1) Your government office; and
 - 2) Korean Embassy, world widely known NGO, an UN-associated organizations, or the KOICA Overseas Office within your region.
- (3) **AGE:** (Preferably) Be under age 40 as of February 1, 2021.
- (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.
- (8) Have not participated in KOICA scholarship program or any of the Korean Government's Scholarship Program before.
- (9) and other qualifications from the university you are going to apply (refer to the Program Information)

5. Support Service (Scholarship Benefits)

| Supports | Amounts | Note |
|----------|--------------------|--|
| Air Fare | Actual amount paid | <ul style="list-style-type: none"> - Cannot be borne by KOICA in special circumstances like when a participant violates academic regulations - Not borne by KOICA when a participant temporarily leave to his/her home country during the training period. - Except for above, borne by KOICA |

| | | |
|--------------------------------------|---|---|
| Tuition Fees | Full amount required by a university | - Borne by the university |
| Extracurricular Activities | Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes | - Amount borne by a school varies - Part of the expenses can be borne by participants, and the amount varies among Universities |
| Monthly Allowance | KRW 999,000 per month | - It includes expenses for meals, books and study supplies if needed - Same amount will be provided per month - If a participant does not stay in Korea 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). * The amount deducted (33,300/day) is the same regardless of how many days are in the month. |
| Accommodation | Actual amount paid | - Electricity and other utility fees shall not be covered. - Cost for cleaning, laundry or exchange of bedding shall not be covered. - Except for the above, borne by the university |
| Settlement Allowance | KRW 600,000 (once) | - Expenses needed to enter Korea, such as visa fee, alien registration card issuing fee and others - Borne by the university |
| Scholarship Completion Grants | KRW 300,000 (once) | - EMS and other expenses needed for returning home (e.g. cost for sending materials) - Borne by the university before departure |
| Insurance | Actual cost paid | - Refer to separate documents for detailed insurance coverage - Borne by KOICA |

* Notes

- KOICA only provides the expenses above.
- Visa expenses, COVID19 diagnosis for departure, stopover expenses, local transportation and other sundry expenses will not be covered.
- 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-2-3]) necessary for this Scholarship Program.

6. Selection Procedures

| Period | Procedures | Details |
|-------------------|--|--|
| ~ March, 2021 | Application | <p>[Application package submission]</p> <ul style="list-style-type: none"> - Application deadline (to the KOICA overseas office and the Korean Embassy) : March 29, 2021 - 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 the KOICA overseas office or the Korean Embassy by the submission date. - Original copies should be sent to the university before the phone interviews. |
| March 27 -April 7 | On-site Interview (KOICA) | <ul style="list-style-type: none"> - Participate in an on-site interview by the KOICA overseas office or the Korean Embassy. If an applicant lives in a country where the KOICA overseas office / Embassy does not exist or lives far from the capital city, he / she can be interviewed by phone after consulting with the KOICA overseas office / Embassy. - The KOICA Overseas office or the Korean Embassy send the result of interview and related documents to KOICA HQ : April 7 |
| April 8 -April 21 | Document Screening (University) | <p>[1st round : Document Screening]</p> <ul style="list-style-type: none"> -Applicants nominated by the KOICA overseas office or the 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, |
| April 26 | Result of Document Screening | <ul style="list-style-type: none"> -The result for the 1st round selection will be announced to the applicants. <p>[Preparation for the 2nd round]</p> <ul style="list-style-type: none"> - Details of the interview including the interviewee list will be sent to the KOICA overseas office and interview arrangements will be made respectively. |
| April 28 -May 12 | Interview (University) | <p>[2nd round : Phone(online) Interview]</p> <ul style="list-style-type: none"> - University conducts the second round (interview) according to the interview schedule. - Schedule for interview will be notified individually by the KOICA overseas office or the Korean embassy with 2-3 day notice in advance. * Some universities would be mandatory to essay test for 2nd round. - KOICA HQs announces the result of interview to the KOICA overseas office or the Korean Embassy : May 14 |
| May 17 -June 18 | Medical Checkup (Local) | <p>[3rd round : Medical Check-up]</p> <ul style="list-style-type: none"> - Applicants who successfully pass the 2nd round must take the Medical Check-up at the designated institution. |

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| | | |
|---------|--|---|
| | | <ul style="list-style-type: none"> -The detailed guideline of the medical check-up and list of the designated medical institution will be notified after passing the interview successfully. - Examination cost, transportation and accommodation fees will NOT be reimbursed. - KOICA will not pay for the treatment necessary after the examination. |
| June 23 | Admission Notification (result of Medical Checkup) | <ul style="list-style-type: none"> - Admissions results(Medical Checkup result) will be notified to the KOICA overseas office or the Korean embassy. - KOICA informs the participants of their scheduled entry to Korea after notification. |
| August | Entry to Korea (Medical check-up in Korea. Etc.) | |

*** The timeline for Selection process and date of 'Entry to Korea' above would be changed due to the COVID19 pandemic.**

**** If you are disqualified for long-term stay by the medical check-up in Korea, you may be deported even if you have successfully passed the local check-up in your country.**

7. Required Documents

All documents should be sent to the KOICA overseas 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 on KOICA CIAT Website.

*** 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 Overseas 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)
 - KOICA CIAT Website (<http://www.koica.go.kr/ciat/index.do>)

MASTER COPY

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Program Information

2021

KOICA-Korea University Master's Degree Program in Finance and Tax Policy

August 19, 2021 – January 17, 2023

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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I . PROGRAM OVERVIEW

▣ **Program Title: KOICA-Korea University Master's Degree Program in Finance and Tax Policy**

▣ **Duration**

- Stay duration: August 19, 2021 – January 17, 2023 (17 months of study in Korea)
During the 17 months at Korea University, students are strongly advised to complete their thesis.
- Academic duration: September 2021 - February 2023 (18 months)
In accordance with university regulations, the diploma will be issued in February 2023.

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

▣ **Objectives**

- 1) To develop human resources who can contribute to the socio-economic advancement of developing countries
- 2) To train key government experts in the field of 'finance and tax policy' to meet the needs of developing countries
- 3) To share Korea's economic development experience and train experts who can contribute to global economic development
- 4) To enhance the understanding on Korean industries and corporate management system in Korea

▣ **Training Institute: Graduate School of International Studies, Korea University (KU GSIS)**

▣ **Number of Participants: 20 government officials**

▣ **Language: English fluency that requires no translation**

▣ Accommodations:

- Anam Global House Dormitory

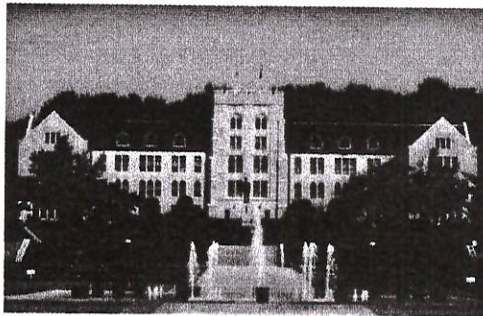
- This dormitory has single and double rooms, but its allocation is subject to availability.
- Each person is provided with a desk, a chair, and a bed.
- Two people share a bathroom.
- One communal kitchen is located on the first floor, with 5 refrigerators, shelves, 6 electronic stoves, 6 sinks, and 1 water purifier that can be shared with others.
- One laundry room, with 6 washing machines and 6 dryers.

- Anam 2 Dormitory

- Double rooms
- Each person is provided with a desk, a chair, and a bed.
- Every floor has shared bathrooms and a kitchen.

※ In the first semester, students will be randomly assigned to single or double rooms, but all of you will be assigned to single rooms in the second semester.

<Korea University Main Hall>



II. PROGRAM DETAILS

1. ACADEMIC SCHEDULE

| Session | Date (YYYY.MM.DD) | Contents / Remarks |
|--------------------------------|-------------------------|--|
| Preparatory Session | 2021.08.19 ~ 23 | Arrival in Korea, KOICA Orientation |
| | 2021.08.24 | Arrival at KU, KU GSIS' Orientation |
| Pre - Course | 2021.08.25 ~ 08.31 | Korean Language ※ Students are required to bring their own electronic devices(laptop, multi adapter, etc.) when coming to Korea |
| Fall Semester (1st semester) | 2021.09.01 ~ 12.21 | |
| Winter Session | 2021.12.22 ~ 2021.12.31 | Practical Special Lecture Series |
| Winter Break | 2022.01.01 ~ 03.01 | |
| Spring Semester (2nd semester) | 2022.03.02 ~ 06.21 | |
| Field Trip | 2022.07.05 ~ 07.06 | |
| Summer Break | 2022.07.07 ~ 08.31 | |
| Fall Semester (3rd semester) | 2022.09.01 ~ 2022.12.21 | * Thesis Writing Guidance will be offered |
| Wrap-up Session | 2022.11.25 | Final Oral Defense Presentation |
| Wrap-up Session | 2022.12.16 | Completion and Farewell Ceremony |
| | 2023.01.13~17 | Departure |
| | | |

*The above schedule is subject to change.

**A further detailed Program Schedule will be provided upon arrival.

***Due to the COVID-19 situation, the overall schedule including anticipated date of entry may be

2. CURRICULUM

1) Curriculum & Credits

- The total number of credits required to complete the Master's program: 39 credits

* Curriculum is subject to change.

< Number of Credits Required by Semester >

| Category | Credits | Course Title |
|--|---------|--|
| Fall Semester 2021 | | |
| Major Elective | 6 | International Finance/Public Finance/ Economic Development (* you can choose two courses) |
| Core Elective | 3 | International Economics |
| General Elective | 3 | NGOs and Global Civil Society |
| Regional Course | 3 | Administration in Korea and Its Achievement |
| Spring Semester 2022 | | |
| Core Compulsory | 3 | Research Methods |
| Core Elective | 3 | Introduction to International Development Cooperation/ World Politics/ International Business (* you can choose one course) |
| Major Elective | 9 | Budget Systems and Policy/ Tax Policy and Economic Development/ Macroeconomics/ Policy Evaluation/ Public Financial Management (* you can choose three courses) |
| Fall Semester 2022 | | |
| Core Compulsory | 3 | Thesis Research |
| Core Elective | 3 | World Politics/ International Business (* you can choose one course) |
| Regional Course | 3 | Tax Law in Korea/ Foreign Trade and Investment of Korea etc. (* you can choose one course) |
| ※ Optional Courses: Qualitative Research Methods | | |

* The above curriculum is subject to change.

2) Graduation Requirements.

- In order to graduate, students must take 39 credits and submit a thesis. The participants receive a Master of Arts in International Studies degree upon successful completion of coursework and acceptance of Thesis.

< Number of Credits Required in Each Category >

| Category | Credits |
|--|------------|
| Core Compulsory Courses (Research Methods, Thesis Research) | 6 Credits |
| Core Elective Courses (International Business, Introduction to International Development Cooperation, International Economics)/ General Elective | 12 Credits |
| Major Electives/Regional Courses(21courses related to Finance and Tax Policy) | 21 Credits |
| Total | 39 Credits |

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

- 1) **Field trip** - Korea Development Institute, etc. (Venues subject to change.)
 - 2) **Industrial visit** – Once during this program: KIA Motors Sohari Plant, the Independence Hall of Korea, the Ministry of Economy and Finance, and the Korea Institute of Public Finance (Venues subject to change.)
 - 3) **Fellowship event** –Buddy Program: 1 Korean student and 3 or 4 KOICA students make a team. These teams will engage in various leisure activities such as going out for dinner, visiting Korean historical sites; amusement park, etc. at least once a month.
 - 4) **Round Tables** –KOICA students present and discuss their own tax policy and trends.
 - 5) **Other extracurricular activities** – Special practical lecture series: these lectures are specially designed to promote knowledge and skills that can be applied to the students' jobs when they return to their home countries.
- ※ The extracurricular activities, especially field trip and industrial visit will be affected by the Korean government or Korea University policy and guidelines till the coronavirus pandemic subsides.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) Korea University

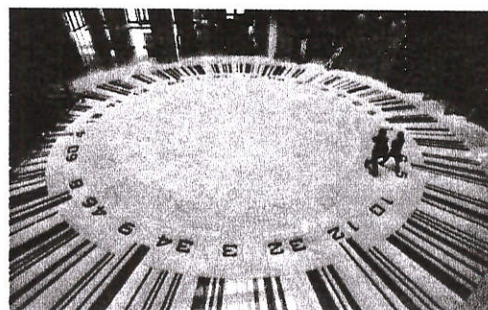
Korea University(hereafter, KU), originally founded as Bosung College, was founded in 1905 by the Treasurer of the Royal household, Lee, Yong-ik, who believed that educating the young generation was the only way to secure Korea's independent status as a nation. Korea University is the country's first 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>



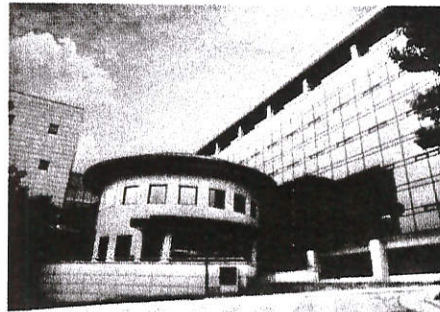
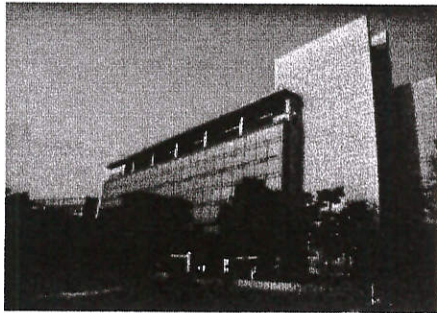
2) Graduate School of International Studies (GSIS)

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, KU GSIS 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.

<KU GSIS International Studies Hall>



3) Homepage:

- Korea University website is at:
<http://www.korea.ac.kr/mbshome/mbs/university/index.do>
- Graduate School of International Studies(GSIS) website is at:

2. ACCOMMODATION

1) Anam Global House

Anam Global House is an air-conditioned, coded home for 406 men and women. Anam Global House offers single, double 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 or double rooms. The room allocation is subject to availability.

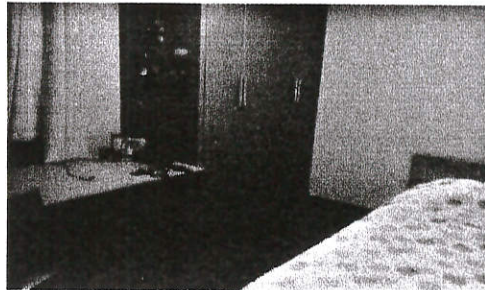
- Each person is provided with a desk, a chair, a bed
- Two people share a bathroom
- One communal kitchen is located in every floor. And refrigerators, shelves, electronic stoves, a sink are shared with others in the floor.

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

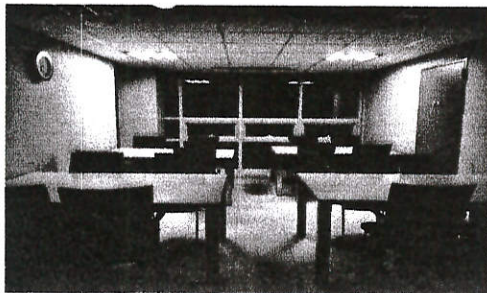
<Anam Global House>



<Anam Global House Room>



<Anam Global House Study Room>



<Anam Global House Laundry Room>



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 2020, the price for 1 meal is approximately USD 3-4 (3,400-4,500 KRW).

3. OTHER INFORMATION

1) GSIS Lecture Rooms

There are 15 lecture rooms in total from first floor to fourth floor in the International Studies Hall for GSIS students. The representative ones are as below:

▣ KOICA Exclusive Room

This room is for exclusive use for KOICA students. This lecture room 219 is used whenever there are special practical lectures and regular meetings.



▣ Global Meeting Hall

This hall 214 is not only for big lectures but also for big events such as orientations of students, graduation ceremony and conferences.

2) GSIS Seminar Room

▣ Circular Seminar Room

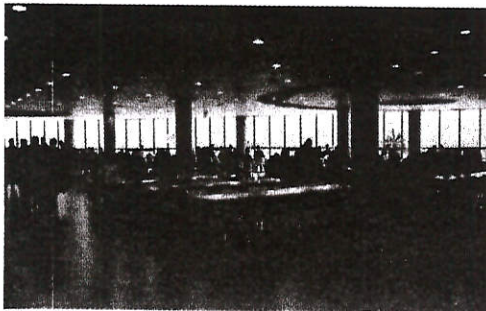
Located on the first floor of International Studies Hall, this is used for seminars, conferences, and lectures.



3) Dining on Campus

There are several dining places and cafeterias all over the campus. There are also convenience stores and snack bars on the campus.

| | Location | Contact |
|---------------------------------|--|-----------------|
| Dining Places & Cafeterias | International Studies Hall cafeteria (KU Bakery) | +82-2-3290-1815 |
| | Student Union Building Cafeteria (Basement) | +82-2-3290-1811 |
| | Student Union Building Cafeteria (first floor) | |
| | Living Plaza Cafeteria for Students | |
| | Lining Plaza Snack bar for Students | |
| | Alumni Hall Student Cafeteria | +82-2-921-7218 |
| | Techno-complex Research Center Cafeteria | +82-2-3290-4348 |
| | Meals and Saecham (Restaurant) | +82-2-3290-2653 |
| Convenience Stores & Snack Bars | Communications Building | +82-2-925-5894 |
| | Tiger Plaza | |
| | College of Education | +82-2-925-5897 |
| | Central Library (Basement, 1st floor) | +82-2-928-0876 |
| | Central Square (Basement, 1st floor) | +82-2-3290-2654 |
| | New building, College of Business Administration (Basement, 1st floor) | +82-2-3290-2564 |
| | College of Law (New Building, 5th floor) | +82-2-3290-1817 |
| | College of Life Science & Biotechnology (Basement, 1st floor) | +82-2-3290-4375 |
| | University Dormitory (Basement, 1st floor) | +82-2-923-3897 |
| College of Medicine (1st floor) | +82-2-920-6179 | |



4) University Library

The Korea University library houses 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.

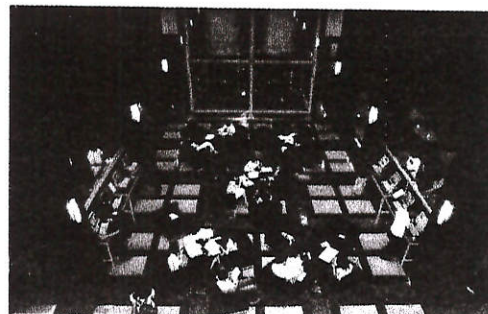
On the ground-floor, there are General Reading Rooms with 350 seats, Information Center providing the basic instruction for the library facilities and book return procedure, and E-Lounge where users can search and use scholarly information sources and take online classes. On the 2nd floor, users can 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 and 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)

| GSIS Library | Sections | Mon-Fri | Sat |
|-------------------|--|---------------|---------------|
| 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 |

5) 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 (HwaJeong Gym) | This gymnasium has a main stadium, Sub arena, Fitness center, Squash court, Aerobic studio, 250meter track and an Indoor rock-climbing facility | +82-2-3290-4096 |
| 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. | +82-2-3290-4027 |
| 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. | +82-2-3290-1762 |
| Table Tennis | There are five tables in the 4.18 Memorial Hall (Basement, 2nd floor). No fees charged. | |
| Ice Link | University Green Campus | +82-2-3290-4243~5 |

6) Other Facilities

| Facility | Location | Contact |
|-----------------------|--|-------------------|
| KU Cinema Trap | Media Hall 4 Floor #412 | +82-2-924-6579 |
| Museum | Korea University Museum | +82-2-3290-1512~3 |
| Post Office | The annex to Communication Building (3rd floor) | +82-2-3290-1820 |
| Music Hall | Communication Hall, 1st floor | +82-2-922-5204 |
| Auditorium | Inchon Memorial Hall | +82-2-3290-1771 |
| | The 2nd Student Union Hall (Basement, 2nd floor) | +82-2-3290-1772 |
| | The Alumni Hall (Basement, 1st floor) | +82-2-3290-1771 |
| | College of Business Administration | |
| Help for the disabled | www.kujang.net | +82-2-3290-1221 |

4. HEALTH CARE

▣ Medical Facilities on Campus/ In the City

There is a health care center and student medical mutual aid service in the central square where primary treatment can be provided.

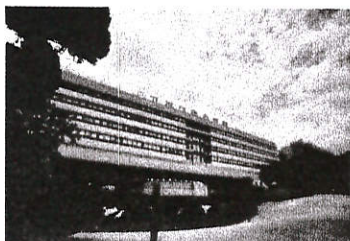
| Facility Name | Location | Contact | Services Offered |
|------------------------------------|-------------------|-----------------|--|
| Health Care Center | KU Main Campus | +82-2-3290-1571 | Services include: emergency aid, health consultations, facilities for temporary rest and recovery, and information related to health centers, services, etc. |
| | KU Science Campus | +82-2-3290-1572 | |
| Student Medical Mutual Aid Service | KU Main Campus | +82-2-3290-1573 | The medical fee paid by the student will be later reimbursed to him/her according to the insurance plan. |
| | KU Science Campus | +82-2-3290-1570 | |

“Anam Hospital, Korea University Medical Center” is an affiliated hospital of Korea University. 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. This is a general hospital where most health problems can be treated.

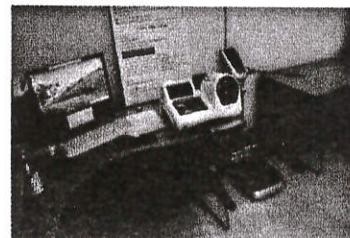
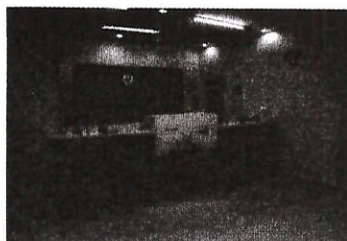
H and B Clinic is a smaller version of Anam Hospital but only the size of the hospital is different. Most health problems can also be treated at this hospital. Both hospitals are 5 to 10 minutes away from the university.

| Hospital Name | Location | Business Hours | Contact |
|----------------|---|-------------------|----------------|
| Anam Hospital | Inchon-ro 73, Anam-dong, Seongbuk-gu, Seoul | 8:30 - 5:30 daily | 1577-0083 |
| H and B Clinic | 101-53 Anam-dong 5-ga, Seongbuk-gu, Seoul | 8:30 - 6:00 daily | +82-2-923-5905 |

<KU Medical Center>



<Korea University Healthcare Center>



IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

In the event a student is absent for any of the reasons below, the student must notify the appropriate KU GSIS department, faculty and KOICA, and get approval in advance and submit documents that they will request.

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Severe illness or emergency situations

2. MUST RESIDE IN DORMITORY

- Students must reside in dormitory to which you are randomly assigned.
- Living off-campus is not allowed.

3. MUST ABIDE BY RESIDENCY REGULATIONS

- A student who violates residency regulations will be evicted from the dormitory and he or she must return to his or her country immediately.

4. 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 cleaned by individuals who use the common area.
- Those who fail to maintain the kitchen tidy and neat will be given a warning. Three warnings will lead to a restriction in using the kitchen.
- Cooking inside the dormitory room is prohibited at all times.

5. EXAMINATIONS AND GRADE EVALUATIONS

1) Regular Exams and Make-up Exams

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

2) 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.

3) Exemption from the General Exam

- Students with an average accumulated GPA of 3.3 or higher at the start of the third semester.

4) 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 |

V. REQUIRED DOCUMENTS

- ※ All documents should be sent to the KOICA Overseas Office or relevant government office.
- ※ Please do not send documents directly to Korea University.

- 1) Completed application forms (KU GSIS 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 at least 3 pages, 12 point, Times New Roman, 1.5 line spaced, describing the following:
 - Your objectives applying for this program
 - Your study plan at KU GSIS
 - How your education and work experience qualify you for this program
 - Your contribution to the field of Finance and Tax Policy and how KU GSIS-KOICA scholarship program will help you achieve your goals
 - Future career path after completing this program
- 3) Two photos (portrait shots):** 3.5 X 4.5 cm
- 4) Certificate of Degree** (or Certificated of Expected Graduation Form) of all colleges and undergraduate schools (should be written in English)
- 5) Official transcripts of all colleges and undergraduate schools**
 - Must be APOSTILLED or CONSUL VERIFIED
 - Must be written in English
- 6) A copy of your passport**
- 7) Two letters of recommendation from professors familiar with the applicant's academic work or from professional supervisors**
- 8) Certificate of Employment (Optional)
- 9) Oath of Undertaking for the Participant: Only successful applicants are required to submit this form.

Important Notes for All Applicants:

1. All KOICA and KU GSIS forms should be **typed in English, NOT handwritten**. All documents should be in English. If it is 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 revoked.
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 a property of KU GSIS and will not be returned to the applicants.
6. A detailed account of the individual admissions decision for each applicant cannot be disclosed.
7. Please be aware that, in principle, any modification or cancellation will not be accepted after the application is submitted.
8. Applicants should take full responsibility for any disadvantages due to mistakes or omissions in the application.
9. Applicants who transfer from their prior course of studies must submit their full complete academic records from all the applicable institutions including Transcripts and Certificate of Graduation / Attendance.

VI. CONTACTS

1. CONTACT INFORMATION

1) Korea International Cooperation Agency (KOICA)

- **Program Manager: Mr. Hyunseok KANG**
- Address: 825 Daewangpangyo-ro, Sujeong-gu, Seongnam-Si, 461-833 Gyeonggi-do Republic of Korea
- Tel: +82-31-740-0681
- E-mail: hyunseok@koica.go.kr
- Homepage: <http://www.koica.go.kr>

- **Program Coordinator: Ms. Yunjung LEE**
- Tel: +82-02-6916-9689
- E-mail: yjlee@koworks.org

2) Graduate School of International Studies (GSIS), Korea University

- **Program Advisor: Prof. Junhyup KIM**
- Tel: +82-2-3290-2588(Office)
- Fax: +82-2-929-0402
- E-mail: jjx4898@korea.ac.kr

- **Administration Office: Ms. Hana JIN**
- Tel: +82-2-3290-1397 (Administration Office)
- Fax: +82-2-929-0402
- E-mail: hosini01@korea.ac.kr

* The schedules in this PI (Program Information) are subject to any changes made to KOICA and Korea University's schedules.



**GRADUATE SCHOOL OF INTERNATIONAL STUDIES
KOREA UNIVERSITY
APPLICATION FOR ADMISSION**

INFORMATION OF APPLICANT

Title: Ms. / Mr.
 Family Name: _____
 First Name: _____
 Citizenship: _____
 Date of Birth: (MM / DD / YYYY)
 E-mail: _____

* Distinguish the capital and small letter when putting the e-mail address.

APPLICATION CHECK LIST

I have included with this application form:

| Required/ Optional | Items | Check (V) |
|-----------------------|--|-----------|
| Required | KU GSIS Application Form ** The from should be TYPED in English(No handwriting). | |
| Required | KOICA Application Form | |
| Required | A Statement of Purpose (SOP): SOP is the 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 - Study plan at KU GSIS - How your education and work experience qualify you for admission to this program - Your contribution to the field of Int'l Development & Cooperation and How KU GSIS-KOICA program will help you achieve your goals - Future Career path after completing this program | |
| Required | Two photos, 3.5 X 4.5 cm | |
| Required | Certificate of Degree or Certificated Expected Graduation Form of all colleges/graduate schools (should be written in English) | |
| Required | Official transcripts of all colleges/graduate schools (should be SEALED by the issuing institution and written in English) | |
| Required | A copy of passport | |
| Required | Two letters of recommendation from professors familiar with the applicant's academic work or from professional supervisors | |
| Optional | Certificate of Employment | |

This is to certify that I have submitted all above required documents to apply for **2021** KU GSIS-KOICA Scholarship Program.

Signature: _____ Date: _____



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**GRADUATE SCHOOL OF INTERNATIONAL STUDIES
KOREA UNIVERSITY
APPLICATION FOR ADMISSION**

| | | | |
|---|--------|---------------|-------------------------|
| GPA | out of | | |
| Dates Attended (MM/YYYY) | From | / | To |
| Office of Registrar or Office of Student Records | | | |
| Mailing Address | | | |
| Tel | | Fax | Email |
| School Name | | | |
| School Location | City: | Country: | |
| Major(Department) | | Degree | College degree/ BA / MA |
| 3 GPA | out of | | |
| Dates Attended (MM/YYYY) | From | / | To |
| Office of Registrar or Office of Student Records | | | |
| Mailing Address | | | |
| Tel | | Fax | Email |

* Academic transcripts are required for all the institutions you list.

4 ACADEMIC CAREERS & OTHER EMPLOYMENT

Academic career and other employment related to your proposed field of study:

* Please put the recent one firstly.

| Company(Organization) | Position | Nature of Work | Period of Service (MM/YYYY~MM/YYYY) |
|-----------------------|----------|----------------|-------------------------------------|
| | | | ~ |
| | | | ~ |

5 PROFICIENCY IN KOREAN

Level of Korean Proficiency: Excellent Good Moderate Poor Never studied

6 LETTERS OF RECOMMENDATION

List the names and positions of individuals whom you ask to write letters of recommendations:

| Name | Institution | Position |
|------|-------------|----------|
| | | |
| | | |

7 DECLARATIONS

I declare that the information submitted in this application is true and correct. I authorize the University to obtain information from any educational institution previously or currently attended by me in order to verify my credentials and qualifications. If any information supplied by me is considered to be untrue, incomplete, or misleading in any respect, I understand the University may reserves the right to vary or reverse any decision made on the basis of untrue, incomplete or misleading information. Also, I understand documents submitted along with this application become the property of KU GSIS and will not be returned to me.

SIGNATURE

DATE



MASTER COPY

GRADUATE SCHOOL OF INTERNATIONAL STUDIES
KOREA UNIVERSITY

RECOMMENDATION FORM

Graduate School of International Studies Korea University
145, Anam-ro, Seongbuk-gu, Seoul, 136-701, KOREA
Tel: (82-2) 3290-1391~2
Fax: (82-2) 929-0402
Email: gsis@korea.ac.kr

Please type or print.

1. Applicant: After completing this section, put this form in an envelope and give it to the person to write your recommendation. When the person returns this form to you, enclosed in a sealed envelope, include it with the other application material. Photocopies of this form may be used.

Applicant's Name: Mr. / Ms.

Applicant's Organization and Position:

Organization Position

Address of Organization (Institution):

Applicant's Signature: Date:

2. Recommender: The Graduate School of International Studies would appreciate it if you would complete to the best of your knowledge about the applicant, describing his/her weaknesses as well as merits. This recommendation will remain confidential during the admission process, and will be used by the GSIS only in its decision-making procedures related to admission and financial aid. After completing this form, please place it in a sealed envelope and return it to the applicant.

1) How long, and in what capacity have you known the applicant?



**GRADUATE SCHOOL OF INTERNATIONAL STUDIES
KOREA UNIVERSITY**

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MASTER COPY

2) Please comment on the applicant's strengths and weaknesses.

3) Please describe some activities or programs in which the applicant was involved, which illustrate his/her abilities.

4) Please rate the applicant in the areas indicated below.

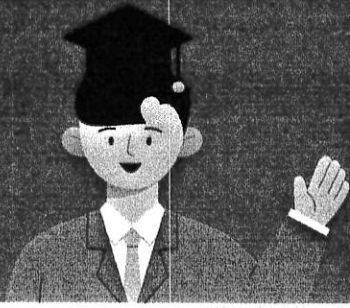
| Criteria | Unable to comment | Marginal (below 50%) | Average (top 30%) | Good (top 20%) | Excellent (top 10%) | Superb (top 3%) |
|------------------------|-------------------|----------------------|-------------------|----------------|---------------------|-----------------|
| Academic | | | | | | |
| Intellectual potential | | | | | | |
| Motivation and energy | | | | | | |
| Ability to cooperate | | | | | | |
| Leadership skills | | | | | | |
| Professional integrity | | | | | | |

Overall, I rate the applicant; _____

5) Please comment on anything which concerns the applicant's ability to complete the program at the Graduate School of International Studies and fulfill his/her career objectives.

Recommender's Name: _____ Date: _____

Organization: _____ Position: _____



APPLY NOW FOR 2021 KOICA SCHOLARSHIP PROGRAM

The KOICA Scholarship Program(SP) is designed to train key leaders in partner countries who can contribute to the socio-economic development of their home countries.



KOICA is offering 25 master's degree programs and 2 doctorate programs in 2021. This announcement is for 18 programs only. An additional announcement for 7 programs will be provided soon.

Programs KOICA Scholarship Program (Master's Degrees)

Target Countries Countries selected by KOICA among the DAC List of ODA Recipients (63 Countries)

Benefits Full tuition fees, monthly allowance, air fare, accommodation, settlement allowance, scholarship completion grants, insurance, extracurricular activities

Who Can Apply Refer to the "Application Guideline" for more information



2021 KOICA Introduction Video



- ◆ KOICA Master's Degrees
 - Citizen of a partner country, officially recommended by the country's government
 - Holder of a bachelor's degree from a recognized institution
 - Public official or publicly-affiliated worker
 - Those meeting the university's selection criteria

How to Apply Applications will be collected by your government employer (or NGO employer) and then sent to the KOICA Overseas Office or the Korean embassy.

Application Period *by March 29, 2021*

Available Universities and Fields of Study

For the information on application guidelines and available course list, please refer to the Program Information of each course that is available to access in the KOICA CIAT website

<http://www.koica.go.kr/ciat/index.do>

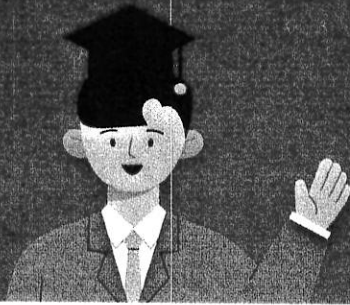


Inquiries



Email: koica.sp@koica.go.kr





APPLY NOW FOR 2021 KOICA SCHOLARSHIP PROGRAM

Click for the university that interests you!

PR Videos



Ajou University

- Energy Science and Policy



Hallym University

- Response to Climate Change



KAIST (Korea Advanced Institute of Science and Technology)

- Social Economy



Kangwon National University

- Agricultural Economics



KDI (Korea Development Institute) School

- Trade and Industrial Policy for Sustainable and Inclusive Growth



Korea Aerospace University

- Aviation Management



Korea University

- Finance and Tax Policy



Kyungpook National University

- Agricultural Production
- High Value-added Agriculture



Seoul National University (GSIS)

- Gender and Development



Seoul National University (GSPA)

- Public Management and Public Sector Reforms



Soongsil University

- ICT Techno Policy



SungKyunKwan University (Suwon)

- Smart City



SungKyunKwan University (Seoul)

- Public Administration (Local Government)



Yonsei University (Seoul)

- e-Government and Public Management
- Health Policy and Financing Capacity Building



Yonsei University (Wonju)

- Gender and Rural Community Development (for Women)



University of Seoul

- Urban and Regional Development

* An additional announcement for 7 more programs will be provided soon.

Inquiries



Email : koica.sp@koica.go.kr

<http://www.koica.go.kr/ciat/index.do>

