



नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय

सिंहदरवार काठमाडौं
नेपाल सरकार
सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय
सिंहदरवार, काठमाडौं

फोन { ४२००५०५
४२००२९९
४२००३०६

फ्याक्स नं.: ४२००३२२
मिति: २०७७/०६/०२

पत्र संख्या:- ०७७१७८

चलानी नं.: १०१

विषय:-वैदेशिक अध्ययन/तालीम छात्रवृत्तिमा मनोनयन गर्ने सम्बन्धमा।

श्री सबै निकाय,

तपशील अनुसारको अध्ययन/तालिम कार्यक्रममा तहाँ मन्त्रालय वा मन्त्रालय अन्तर्गतबाट मनोनयन गर्ने गरी निजामती सेवा ऐन, २०४९ (संशोधन सहित) को दफा ४० ख (३) बमोजिम गठित समितिको बैठकबाट मिति २०७७/५/३० गते निर्णय भएकोले उक्त कार्यक्रममा उपयुक्त उम्मेदवार मनोनयन गरी मनोनित कर्मचारीको नाम, सम्पर्क नं. र ईमेल ठेगाना आवश्यक कार्यार्थ अर्थ मन्त्रालय, अन्तर्राष्ट्रिय आर्थिक सहायता समन्वय महाशाखामा पठाउनुहुन तथा मनोनयन गरिएको कर्मचारीको संकेत नं. समेत उल्लेख गरी सोको जानकारी यस मन्त्रालयमा समेत अनिवार्य रूपमा उपलब्ध गराउने व्यवस्था हुन आवश्यक कार्यार्थ पठाईएको व्यहोरा निर्णयानुसार अनुरोध छ ।

साथै, तालिम तथा अध्ययन कार्यक्रममा उम्मेदवार मनोनयन गर्दा कार्यक्रमसँग असम्बन्धित व्यक्तिको मनोनयन भई सम्बन्धित संस्थाबाट कन्फर्मेशन नआएमा सो निकायलाई २ पटकसम्म छात्रवृत्तिमा समावेश नगर्ने भनी निर्णय भएको व्यहोरा समेत जानकारीको लागि अनुरोध छ ।

छात्रवृत्तिको मनोनयनमा सम्बन्धित सेवा, समूह र श्रेणीभित्रका समावेशी महिला, आदिवासी/जनजाति, मधेसी, दलित, अपाङ्ग, पिछडिएको क्षेत्र तथा हालसम्म अवसर नपाएका र दुर्गममा सबभन्दा बढी समय काम गरेका आधारमा साथै योग्यता पुगेका सहायक स्तरका कर्मचारीहरूलाई समेत प्राथमिकता दिई मनोनयन गर्नुहुन अनुरोध छ ।

तपशील:

क्र.सं.	अध्ययन/तालीम/अध्ययन भ्रमण सेमिनारको विषय	सिट संख्या	कार्यक्रमको अवधि/फारम / भर्ने अन्तिम मिति	अवसर प्रदान गर्ने निकाय / कार्यक्रम संचालन हुने मुलुक	आवश्यक योग्यताअन्य प्रासंगिक / व्यहोरा	अध्ययन/तालीम वितरण गरिएको निकाय/ निर्णयको व्यहोरा
१	" Swiss Government Excellence Scholarships" PhD Schorlarhips study	not stated	Academic Year 2021-2022 / 30 November 2020	switzerland /Federal commission for scholarship for foreign Students FCS	<ul style="list-style-type: none">• Should have Master's degree or equivalent university degree achieved before 31 July, 2021 recognized by swiss university.• Applicant must have a research proposal including a timeframe.• Should have Command in English Language.	सबै निकायलाई खुल्ला गर्ने ।



नेपाल सरकार

सङ्घीय मामिला तथा सामान्य प्रशासन मन्त्रालय



फोन { ४२००५०५
४२००२९९
४२००३०६

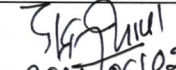
फ्याक्स नं.: ४२००३२२

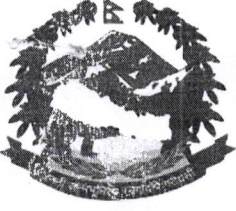
पत्र संख्या:-

चलानी नं.:-

मिति: २०७७/०६/०२

२	"Master's Degree" in Public Policy under colombo plan study	not stated	1 year starts from early February ,2021 / 5 October, 2020	Korea/KDI	<ul style="list-style-type: none">• Applicants who have previously participated in any of the korean government scholarship program for master's cannot apply.• Must have bachelor's degree holder from an accredited college or university.• Must have good health.• Competent in English.	सबै निकायलाई खुल्ला गर्ने ।
३	"Master's Degree" in Public Management under colombo plan study	not stated	1 year starts from early February ,2021 / 5 October, 2020	Korea/KDI	<ul style="list-style-type: none">• Applicants who have previously participated in any of the korean government scholarship program for master's cannot apply.• Must have bachelor's degree holder from an accredited college or university.• Must have good health.• Competent in English.	सबै निकायलाई खुल्ला गर्ने ।


.....
(राजन थापा)
शाखा अधिकृत



नेपाल सरकार

परराष्ट्र मन्त्रालय

काठमाडौं, नेपाल
(युरोप अमेरिका महाशाखा)



प.सं. २०७६/७७

च.नं. EA/EU/CHE/20/1566

मिति: २०७६/०५/२१

०६ सेप्टेम्बर २०२०

संख्या: १३६४
दिनांक: २०७६/०५/२१

श्री शिक्षा, विज्ञान तथा प्रविधि मन्त्रालय
सिंहदरबार, काठमाडौं।

श्री संघीय मामिला तथा सामान्य प्रशासन मन्त्रालय
सिंहदरबार, काठमाडौं।

विषय: स्वीस छात्रवृत्ति सम्बन्धमा।

प्रस्तुत विषयमा स्वीस सरकारले प्रदान गर्ने Excellence Scholarships for Foreign Scholars विषयक छात्रवृत्तिको शैक्षिक सत्र २०२१-२०२२ को लागि मिति २०२० अगष्ट १० देखि आवेदन खुलेको जानकारी गराउँदै स्थानीय स्वीस राजदूतावासले लेखेको मिति २ सेप्टेम्बर २०२० को नं. 115/2020 को नोट र सोसाथ प्राप्त Information Sheet(पाना ६) यसैसाथ संलग्न गरी तहाँको जानकारी तथा आवश्यक कारवाहीको लागि पठाइको व्यहोरा निर्देशानुसार अनुरोध छ।

श्री ज्ञानमूर्ति विकास शाखा

२०२२

(सृजना अधिकारी)
शाखा अधिकृत



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Embassy of Switzerland in Nepal

Note no. 115 / 2020

The Embassy of Switzerland in Nepal presents its compliments to the Ministry of Foreign Affairs of the Government of Nepal and has the honour to inform that the **Swiss Government Excellence Scholarships for Foreign Scholars for the Academic Year 2021-22** is open since **10 August 2020** and will be coordinated through the Embassy of Switzerland in Nepal for eligible Nepalese citizens.

The Embassy of Switzerland in Nepal requests the Ministry of Foreign Affairs of the Government of Nepal to provide the information on the opening of the call for Swiss Government Excellence Scholarships for Nepalese citizens to the Ministry of Education for listing on the notice of Scholarships and to other related offices of the Government of Nepal. Information sheets with details on the Swiss Government Excellence Scholarships for the Academic Year 2021-22 is herewith enclosed.

The Embassy of Switzerland in Nepal avails itself of this opportunity to convey to the Ministry of Foreign Affairs of the Government of Nepal the assurance of its highest consideration.

Kathmandu, 02 September 2020

Europe America Division
Ministry of Foreign Affairs
Government of Nepal
Singhadurbar, Kathmandu



Europe -
TO: MOE and
MOFAA,
[Signature]



Notes concerning corona-virus pandemic

Corona-virus pandemic The uncertainty surrounding the further development of the corona pandemic remains high.

Call for Scholarships The call for scholarships of the Swiss Confederation for the academic year 2021/22 is addressed to all countries regardless of the current corona pandemic situation.

Reservations Scholarships 2021/2022 will be awarded subject to the rules in force at the start of the scholarship on 1 September 2021.

Whether or not a scholarship awarded in the future can actually be taken up depends, on the one hand, on the applicable rules of the countries of origin and the Swiss Confederation and, on the other hand, on various other conditions (such as health situation, visa procedures, opening of borders, university operation, etc.).

The situation is constantly being reassessed. It is not possible to give more precise details for the time being. Current information on the Swiss Government Excellence Scholarships can be found on: https://www.sbfi.admin.ch/scholarships_eng as well as on Twitter [@Swiss_FCS](https://twitter.com/Swiss_FCS)

Situation in Switzerland Please refer to the following webpage, which is continuously updated: <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov.html>

Berne, July 15, 2020



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER

Federal Commission for Scholarships
for Foreign Students FCS

Swiss Government Excellence Scholarships

PhD Scholarships

Academic year: 2021-2022
Country: Nepal
Opening of the call: 10 August 2020
Submission deadline: 30 November 2020

Scholarship	⇒ Swiss Government Excellence PhD Scholarships for foreign students
Offered by	⇒ The Swiss Government via the Federal Commission for Scholarships for Foreign Students FCS
Objectives	⇒ To enable selected applicants to undertake a PhD at one of the 10 Swiss cantonal universities, the two Swiss federal institutes of technology or the Graduate Institute.
Universities	⇒ <u>University of Basel / University of Bern / University of Fribourg / University of Geneva / University of Lausanne / University of Lucerne / University of Neuchâtel / University of St. Gallen / University of Zurich / Università della Svizzera italiana</u>
Federal institutes of technology	⇒ <u>Swiss Federal Institute of Technology Lausanne (EPFL)</u> <u>Swiss Federal Institute of Technology Zurich (ETHZ)</u> <u>Research Institutes of the ETH Domain (PSI; WSL; EMPA; EAWAG)</u> ⇒ <u>Graduate Institute of International and Development Studies (IHEID)</u>
Validity	⇒ The scholarship is valid only for full-time PhD studies in Switzerland. It is not valid for mixed PhD programmes (part time in Switzerland and part time in another country). ⇒ "Cotutelle de these": PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalized agreement between two universities ("cotutelle de thèse" cooperation between a Swiss and a foreign university) and under the joint direction of two supervisors are eligible for a 12 month research fellowship only.
Target group	⇒ Highly qualified postgraduate students (possessing the required degrees) from all academic fields.
Duration	⇒ 12 months (starting in September) prolongable up to 36 months based on the achieved academic results.

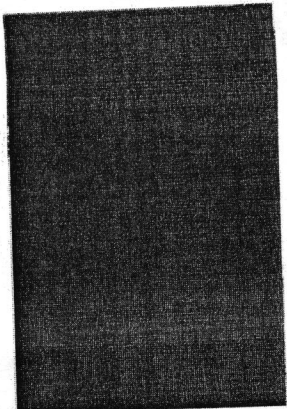
Amount and additional allowances

- ⇨ The scholarship amounts to a monthly payment of CHF 1'920.
- ⇨ For non-EU and non-EFTA grantees only: the FCS pays mandatory Swiss health insurance.
- ⇨ There are no family allowances.
- ⇨ No financial support for fieldwork or for conferences.
- ⇨ Scholarship holders from non-EU and non-EFTA countries receive a flight allowance (lump sum) for a ticket back to their country of origin (provided at the end of the scholarship).
- ⇨ Special CHF 300 housing allowance (paid once at the beginning of the scholarship).
- ⇨ One-year half-fare public transportation card.
- ⇨ Support services and various trips, dinners and sightseeing tours organised for Swiss Government Excellence Scholarship holders.

Eligibility criteria and specific conditions

- ⇨ Master's degree or equivalent university degree achieved **before 31 July 2021** (degree certificate) recognised by the Swiss university. As a proof, the degree has to be submitted to the Federal Commission for Scholarships before the start of the scholarship.
 - ⇨ Applicant's date of birth after **31 December 1985**.
 - ⇨ Applicants must provide a letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the PhD thesis. Without such specific support letter, the application will be rejected.
 - ⇨ If an assistant professor supports a candidature, a full professor who is entitled to supervise the PhD during the entire scholarship has to co-sign the support letter.
 - ⇨ Applicants must have a research proposal including a timeframe. This is the centrepiece of the application. The applicant must devote all required, attention to it.
 - ⇨ Applicants must be in command of the necessary language skills required for the PhD studies/ research.
 - ⇨ Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible. Reference document if applicable: residence permit to be added to the application documents.
 - ⇨ Applicants who have already benefited from a Swiss Government Excellence Scholarship are not eligible to apply for a second scholarship. Scholarship holders are expected to move to Switzerland during their grant period.
- PLEASE NOTE:**
- ⇨ The FCS application for a PhD scholarship and the application for admission by a Swiss University for a PhD study are two separate procedures.
 - ⇨ The admission to a PhD study at your chosen Swiss University is a *conditio sine qua non* for a potential attribution of a FCS scholarship - but no guarantee though for a positive decision by the Federal Commission for Scholarships for Foreign Students FCS. It is the applicant's responsibility to manage both procedures in parallel.

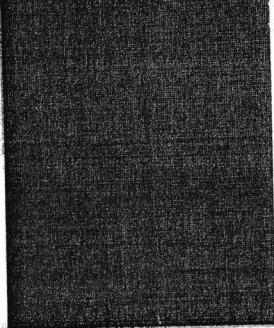
	<p>⇄ There are two different ways to achieve a doctorate degree (aka PhD). The first way consists in undertaking doctoral studies under the supervision of an academic mentor (supervisor). In this case, the admission to the PhD takes place after the scholarship start.</p> <p>⇄ The second way consists in being admitted to a doctoral school, which provides the framework for the following doctoral studies. Please inquire your admission directly at the corresponding school.</p> <p>⇄ In addition to all other application documents (including the support letter from a supervisor), the admission letter from the doctoral school is required with the application dossier. As this takes, time applicants must plan accordingly and submit their application for admission to the doctoral school sufficiently in advance of the scholarship programme deadline.</p> <p>⇄ If the chosen doctoral school does not allow you to contact a supervisor before being admitted to the school, the application for the Swiss Government Excellence Scholarship is not possible.</p>
Selection criteria	<p>⇄ The following aspects and selection criteria are primarily considered:</p> <p>⇄ The candidate: academic profile, research capacity and motivation.</p> <p>⇄ The research project: originality and methodological soundness.</p> <p>⇄ The academic context: quality and context of supervision and potential for future academic cooperation.</p>
Application timeframe	<p>⇄ Opening of the call: 10 August 2020</p> <p>⇄ Application deadline: 30 November 2020</p> <p>⇄ Beginning of the scholarship: 01 September 2021</p>
Application procedure	<p>⇄ The application package can be obtained by e-mail from the Embassy of Switzerland in Kathmandu.</p>
Application documents	<p>⇄ Please submit 2 sets (=1 original + 1 copy) of application documents in exact order given below: The 1st set contains the original, signed documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.</p> <ol style="list-style-type: none"> 1) Signed FCS application form (typed and printed) with photo. 2) A full CV with list of academic publications, awards etc. 3) A motivation letter (max. 2 pages). 4) A complete research proposal (max. 5 pages, signed), using exclusively the FCS research proposal form. 5) A copy of the letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the PhD thesis. Applicants for doctoral schools (doctoral programmes): In addition to all other application documents (including the support letter from a supervisor), the admission letter from the doctoral school is required with the application dossiers. 6) Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS reference form – originals in sealed envelopes only for the 1st set). No copies for 2nd set.



- 7) Photocopies of certificates and grade sheets from previously attended universities/colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations in English. Do not submit the original certificates.
- 8) **Signed** medical certificate (use only the FCS health certificate form).
- 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during the application procedure add a copy of the residence permit for Switzerland.

⇒ **Please do not put the documents into plastic folders or binders.**

**Contact institution
for the application**



⇒ Questions and application documents, should be submitted to the following address – if not mentioned otherwise*:

⇒ Embassy of Switzerland
P.O. Box no 113
Kathmandu
Nepal

E-mail: kat.Scholarships@eda.admin.ch
Tel: 00977 1 554 9225
Web: <https://www.eda.admin.ch/kathmandu>

*



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER

Federal Commission for Scholarships
for Foreign Students FCS

Duration

months: 12 months
start: 1 September 2021
end: 31 August 2022

Swiss Government Excellence Scholarships

Postdoctoral Scholarships

Academic year: 2021-2022
Country: Nepal

Opening of the call: 10 August 2020
Submission deadline: 30 November 2020

Scholarship	⇒ Swiss Government Excellence Postdoctoral Scholarships for foreign researchers
Offered by	⇒ The Swiss Government via the Federal Commission for Scholarships for Foreign Students FCS
Objectives	⇒ To enable selected applicants to undertake a postdoctoral research at one of the 10 Swiss cantonal universities, the two Swiss federal institutes of technology, the public teaching and research institutes or the universities of applied sciences.
Universities	⇒ <u>University of Basel / University of Bern / University of Fribourg / University of Geneva / University of Lausanne / University of Lucerne / University of Neuchâtel / University of St. Gallen / University of Zurich / Università della Svizzera italiana</u>
Federal Institutes of Technology	⇒ <u>Swiss Federal Institute of Technology Lausanne (EPFL)</u> <u>Swiss Federal Institute of Technology Zurich (ETHZ)</u> <u>Research Institutes of the ETH Domain (PSI, WSL, EMPA, EAWAG)</u>
Universities of applied Sciences	⇒ <u>Graduate Institute of International and Development Studies (IHEID)</u> <u>University of Applied Sciences Western Switzerland / Bern University of Applied Sciences / University of Applied Sciences Northwest Switzerland / University of applied Sciences Eastern Switzerland / Lucerne University of Applied Sciences and Arts / University of Applied Sciences and Arts of Southern Switzerland / The Zürcher Fachhochschule</u>
Teaching and Research Institutes	⇒ <u>Universities of teacher education</u>
Validity	⇒ The Scholarship is valid only for full-time postdoctoral research in Switzerland. It is not valid for mixed research (part time in Switzerland and part time in another country). This scholarship is not compatible with fieldtrips outside Switzerland . Therefore no possibility and no funding for fieldwork.

Target group	<ul style="list-style-type: none"> ⇒ Highly qualified postdoctoral researchers at the beginning of their academic career from all academic fields. No funding for sabbaticals.
Duration	<ul style="list-style-type: none"> ⇒ 12 months (starting in September); no prolongation possible. Grant applications for stays lasting less than 9 months will not be treated as a priority. Grant applications for stays lasting less than 6 months will be rejected.
Amount and additional allowances	<ul style="list-style-type: none"> ⇒ The scholarship amounts to a monthly payment of CHF 3'500. ⇒ For non-EU and non-EFTA grantees only: the FCS pays mandatory Swiss health insurance. ⇒ There are no family allowances. ⇒ No financial support for conferences. ⇒ Scholarship holders from non-EU and non-EFTA countries receive a flight allowance (lump sum) for a ticket back to their country of origin (provided at the end of the scholarship). ⇒ Special CHF 300 housing allowance (paid once at the beginning of the scholarship). ⇒ One-year half-fare public transportation card. ⇒ Support services and various trips, dinners and sightseeing tours organised for Swiss Government Excellence Scholarship holders.
Eligibility criteria and specific conditions	<ul style="list-style-type: none"> ⇒ PhD degree achieved after 31 December 2017 and before 31 July 2021 (PhD degree certificate) recognised by the Swiss university. As a proof, the degree has to be submitted to the Federal Commission for Scholarships before the start of the scholarship. ⇒ Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible. Reference document if applicable: residence permit to be added to the application documents. ⇒ Applicants must provide a letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the postdoctoral research. Without such specific support letter, the application will be rejected. ⇒ Not accepted as academic supervisors for postdoctoral scholarship applicants are their former PhD mentors and their co-directors for the cotutelle PhD if the academic supervisor is at a Swiss university. ⇒ Applicants must have a research proposal including a timeframe. This is the centrepiece of the application. The applicant must devote all required attention to it. ⇒ Applicants must be in command of the necessary language skills required for the postdoctoral research. ⇒ Applicants who have already benefited from a Swiss Government Excellence Scholarship are not eligible to apply for a second scholarship. ⇒ Scholarship holders are expected to move to Switzerland during their grant period.
Selection criteria	<ul style="list-style-type: none"> ⇒ The following aspects and selection criteria are primarily considered: ⇒ The candidate: academic profile, research capacity and motivation. ⇒ The research project: originality and methodological soundness. ⇒ The academic context: quality and context of supervision and potential for future academic cooperation.

**Application
timeframe**

- ⇒ Opening of the call: 10 August 2020
- ⇒ Application deadline: 30 November 2020
- ⇒ Beginning of the scholarship: **01 September 2021**

**Application
procedure**

- ⇒ The application package can be obtained by email from the Embassy of Switzerland in Kathmandu (see below).

**Application
documents**

- ⇒ Please submit 2 sets (=1 original + 1 copy) of application documents in exact order given below: The 1st set contains the original, **signed** documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.
- 1) **Signed FCS application form** (typed and printed) with photo.
- 2) A full CV with list of academic publications, awards etc.
- 3) A motivation letter (max. 2 pages).
- 4) A complete research proposal (max. 5 pages, **signed**), using exclusively the FCS research proposal form.
- 5) A copy of the letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the postdoctoral research.
- 6) Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS reference form – originals in sealed envelopes only for the 1st set). No copies for 2nd set.
- 7) Photocopies of certificates and grade sheets from previously attended universities/colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations in English. Do not submit the original certificates.
- 8) **Signed medical certificate** (use only the FCS health certificate form).
- 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during the application procedure add a copy of the residence permit for Switzerland.
- ⇒ **Please do not put the documents into plastic folders or binders.**

**Contact institution
for the application**

- ⇒ Questions and application documents, should be submitted to the following address – if not mentioned otherwise below*:
- ⇒ Embassy of Switzerland
P.O. Box no 113
Kathmandu
Nepal
- E-mail: kat.Scholarships@eda.admin.ch
- Tel: 00977 1 554 9225
- Web: <https://www.eda.admin.ch/kathmandu>
- * -



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra
Swiss Confederation

Federal Department of Economic Affairs,
Education and Research EAER
Federal Commission for Scholarships
for Foreign Students FCS

Swiss Government Excellence Scholarships

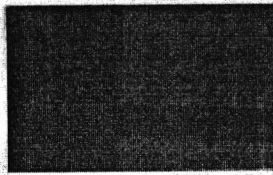
Research Fellowship

Academic year: 2021-2022
Country: Nepal

Opening of the call: 10 August 2020
Submission deadline: 30 November 2020

Scholarship	⇒ Swiss Government Excellence Research Scholarships for foreign students
Offered by	⇒ The Swiss Government via the Federal Commission for Scholarships for Foreign Students FCS
Objectives	⇒ To enable selected applicants to undertake research in the realm of their PhD or medical specialisation at one of the 10 Swiss cantonal universities, the two Swiss federal institutes of technology, the public teaching and research institutes or the universities of applied sciences.
Universities	⇒ <u>University of Basel / University of Bern / University of Fribourg / University of Geneva / University of Lausanne / University of Lucerne / University of Neuchâtel / University of St. Gallen / University of Zurich / Università della Svizzera italiana</u>
Federal institutes of technology	⇒ <u>Swiss Federal Institute of Technology Lausanne (EPFL)</u> <u>Swiss Federal Institute of Technology Zurich (ETHZ)</u> <u>Research Institutes of the ETH Domain (PSI, WSL, EMPA, EAWAG)</u>
Teaching and research institutes	⇒ <u>Graduate Institute of International and Development Studies (IHEID)</u>
Universities of applied sciences	⇒ <u>University of Applied Sciences Western Switzerland / Bern University of Applied Sciences / University of Applied Sciences Northwest Switzerland / University of applied Sciences Eastern Switzerland / Lucerne University of Applied Sciences and Arts / University of Applied Sciences and Arts of Southern Switzerland / The Zürcher Fachhochschule</u>
Universities of teacher education	⇒ <u>Universities of teacher education</u>
Validity	⇒ The Scholarship is valid only for full-time research in Switzerland. It is not valid for mixed research (part time in Switzerland and part time in another country). This scholarship is not compatible with fieldtrips outside Switzerland . Therefore no possibility and no funding for fieldwork. Furthermore, this scholarship type is not available for scholars holding a PhD degree.

Selection
Criteria



⇒ PhD students with an ongoing or planned doctoral project that is carried out within the framework of a formalised agreement between two universities ("cotutelle de thèse" cooperation between a Swiss and a foreign university) and under the joint direction of two supervisors are eligible for a 12 month research fellowship only.

Target group

⇒ Highly qualified postgraduate researchers from all academic fields as well as young medical doctors.

Duration

⇒ 12 months maximum (starting in September); no prolongation possible. The research fellowship cannot be upgraded into a prolongable PhD scholarship.
⇒ Grant applications for stays lasting less than 9 months will not be treated as a priority. Grant applications for stays lasting less than 6 months will be rejected.

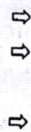
Amount and additional allowances

⇒ The scholarship amounts to a monthly payment of CHF 1,920.
⇒ For non-EU and non-EFTA grantees only: the FCS pays mandatory Swiss health insurance.
⇒ There are no family allowances.
⇒ Scholarship holders from non-EU and non-EFTA countries receive a flight allowance (lump sum) for a ticket back to their country of origin (provided at the end of the scholarship).
⇒ Special CHF 300 housing allowance (paid once at the beginning of the scholarship).
⇒ One-year half-fare public transportation card.
⇒ Support services and various trips, dinners and sightseeing tours organised for Swiss Government Excellence Scholarship holders.

Eligibility criteria and specific conditions

⇒ Master's degree or equivalent university degree achieved **before 31 July 2021** (degree certificate) recognised by the Swiss university. As a proof, the degree has to be submitted to the Federal Commission for Scholarships before the start of the scholarship.
⇒ Applicants must be born after **31 December 1985**.
⇒ Applicants who have been in Switzerland since more than one year at the beginning of the scholarship in September are not eligible. Reference document if applicable: residence permit to be added to the application documents.
⇒ Applicants must provide a letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the research. Without such specific support letter, the application will be rejected.
⇒ Applicants must have a research proposal including a timeframe. This is the centrepiece of the application. The applicant must devote all required attention to it.
⇒ Applicants must be in command of the necessary language skills required for the research/studies.
⇒ Applicants who have already benefited from a Swiss Government Excellence Scholarship are not eligible to apply for a second scholarship.
⇒ Scholarship holders are expected to move to Switzerland during their grant period.

Selection criteria



The following aspects and selection criteria are primarily considered:
The candidate: academic profile, research capacity and motivation.
The research project: originality and methodological soundness.
The academic context: quality and context of supervision and potential for future academic cooperation.

Application timeframe



Opening of the call: 10 August 2020
Application deadline: 30 November 2020
Beginning of the scholarship: 01 September 2021

Application procedure



The application package can be obtained by email from the Embassy of Switzerland in Kathmandu (see below).

Application documents



Please submit 2 sets (=1 original + 1 copy) of application documents in exact order given below: The 1st set contains the original, **signed** documents plus the confidential letters of recommendation and, if applicable the attested translations in English. The other set is the copy of the 1st set except for the confidential letters of recommendation (only 1st set). No copies for 2nd set.

- 1) **Signed FCS application form** (typed and printed) with photo.
 - 2) A full CV with list of academic publications, awards, etc.
 - 3) A motivation letter (max. 2 pages).
 - 4) A complete research proposal (max. 5 pages, **signed**), using exclusively the FCS research proposal form.
 - 5) A copy of the letter from an academic host professor (including her/his short CV) at the chosen Swiss university confirming why she/he is willing to supervise and support the research.
- ⇒ For research fellowships in addition:
- 6) A short CV of the academic mentor at the home institution.
 - 6) Two confidential letters of recommendation from two different professors in the applicant's field (use exclusively the FCS reference form – originals in sealed envelopes only for the 1st set). No copies for 2nd set.
 - 7) Photocopies of certificates and grade sheets from previously attended universities/colleges and diplomas with grades, starting with the most recent. If not in English, French, Italian or German with attested certified translations in English. Do not submit the original certificates.
 - 8) **Signed medical certificate** (use only the FCS health certificate form).
 - 9) Two copies of the applicant's passport (main page with personal data). Dual nationals add copies of both passports. Applicants already in Switzerland during the application procedure add a copy of the residence permit for Switzerland.



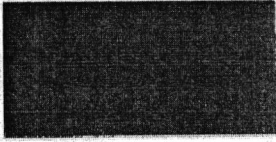
Please do not put the documents into plastic folders or binders.

Contact institution for the application



Questions and application documents, should be submitted to the following address – if not mentioned otherwise below*:

Embassy of Switzerland
P.O. Box no 113
Kathmandu
Nepal



E-mail: kat.Scholarships@eda.admin.ch
Tel: 00977 1 554 9225
Web: <https://www.eda.admin.ch/kathmandu>

*

-

नेपाल सरकार



राष्ट्रिय योजना आयोग

(आर्थिक व्यवस्थापन महाशाखा)

पो.ब.नं.: १२८४

फोन नं.: ४२११०६१

फ्याक्स : ४२११७००

URL: www.npc.gov.np

e-mail: npcs@npcnepal.gov.np

सिंहदरवार, काठमाण्डौ, नेपाल ।



पत्र संख्या २०७७/०७८

च.नं. EMD/२५/१९८८

श्री संघीय मामिला तथा सामान्य प्रशासन मन्त्रालय,
सिंहदरवार, काठमाण्डौ ।

मिति: २०७७/०५/२५

दतां नं.: १९६९

मिति: २०७७/५/२८

विषय: One Year Master's Scholarship Program with KDI School of Public Policy and Management in the Republic of Korea- Spring 2021

उपर्युक्त विषयमा Colombo Plan अन्तर्गत गणतन्त्र कोरियाको KDI School of Public Policy and Management बाट प्रदान गरिने छात्रवृत्ति कार्यक्रम अन्तर्गत आगामी Spring 2021 मा Master's Degree अध्ययनको लागि आवेदन गर्ने सम्बन्धी Colombo Plan को Ref: CP/CBP/KDI/2020-02 को पत्र प्राप्त भएकोले मनोनयन सम्बन्धी आवश्यक कार्यको लागि तहाँ मन्त्रालयमा पठाइएको व्यहोरा निर्देशानुसार अनुरोध छ । उक्त कार्यक्रममा आवेदन गर्ने अन्तिम म्याद ०५ अक्टोबर २०२० रहेको छ । सो सम्बन्धी Colombo Plan बाट प्राप्त पत्र र Application Guidelines यसै साथ संलग्न छ ।

श्री जयवर्द्धनी विद्यालय
काठमाण्डौ

(कार्तिका यादव)

योजना अधिकृत



THE COLOMBO PLAN

For Co-operative Economic and Social Development in Asia and the Pacific

THE COLOMBO PLAN

Ref: CP/CBP/KDI/2020-02

10th September 2020

Mr. Khomraj Koirala
Chief of Economic Management Division
Government of Nepal
National Planning Commission Secretariat
Singhdurbar, Kathmandu,
Nepal

Dear Mr. Koirala,

One year Master's Scholarship Program of KDI School of Public Policy and Management in the Republic of Korea - Spring 2021

Greetings from the Colombo Plan Secretariat!

The Colombo Plan Secretariat is pleased to announce that the KDI School of Public Policy and Management in the Republic of Korea has invited applications for one year Master's Programs on Public policy and Management for the Spring 2021 intake.

In this connection, the Colombo Plan member countries are kindly requested to encourage suitable candidates from the government service to apply for these degree programs through the online registration portal of the KDI School (<https://apply.kdischool.ac.kr/> / <http://admissions.kdischool.ac.kr/>). Attached is a copy of the application guidelines that outlines the application process. Please advise interested candidates to pursue the details carefully and fully understand the nature of the scholarship and the procedures of submitting the applications.

The member countries are further requested to notify the recommended candidates to the Colombo Plan Secretariat in writing along with a copy of their applications on or before **Monday, 5th October 2020**. Please note that no consideration will be given to late and incomplete application submissions. The final selection and the announcement of the results will be done by the KDI School directly.

This scholarship program is jointly organized by the Colombo Plan Secretariat and the KDI School of Public Policy and Management in Korea. Therefore, the Colombo Plan Secretariat will bear the cost of return economy class air tickets while KDI School will provide the admission fees, tuition, accommodation and living stipends.

Your kind co-operation in disseminating the above information among the relevant government institutions and reverting to the Secretariat with the list of applicants in keeping with the timeline would be much appreciated.

Thank you,

Yours sincerely,

Ambassador Phan Kieu Thu, PhD
Secretary General

No. 52, Ananda Coomaraswamy Mawatha, Colombo 03, P.O.Box 596, Sri Lanka
Tel.: +94-11-257 6322 Fax: +94-11-257 6311
Email: info@colomboplan.org Website: www.colombo-plan.org

P.O. Kartika. Ji
Pls. Communicate to
MOFA, A,
K. A. S.
5/25

2021 Spring Admission Application Guideline

For International Students



KDI SCHOOL
KDI School of Public Policy and Management

Contents

I. Admissions Overview & Schedule	3
II. Master's Program	5
III. Ph.D Program	8
IV. Scholarship	9
V. Requirements *Application Documents	12
VI. Document Authentication	16
VII. Video Essay (Optional)	19



I . Admissions Overview & Schedule

Overview

Category	Spring 2021 Admission	
Program	Full-time	Master's Programs <ul style="list-style-type: none"> · Master of Public Policy · Master of Development Policy · Master of Public Management · Master in Intellectual Property and Development Policy Ph.D Programs <ul style="list-style-type: none"> · Ph.D in Public Policy · Ph.D in Development Policy
	Part-time	Master's Programs <ul style="list-style-type: none"> · Master of Public Policy · Master of Development Policy · Master of Public Management
Application Period	September 7 – October 5, 2020	
Final Result	December 3, 2020	
Program Entrance	Early February, 2021	

Academic Schedule

Spring 2021 Admission Schedule			
No.	Category	Period	Contents
1	Online Application	September 7 – October 5, 2020 (23:59 KST)	<ul style="list-style-type: none"> · The online application is available at http://admissions.kdischool.ac.kr/ · The online application system will close by midnight on the deadline · Applicants may apply for one program only. Submitting multiple applications to more than one program will invalidate candidacy · Once you submit the online application, you cannot change what you have uploaded online nor change your program in any case · You can check your application status in our online application website by logging in http://admissions.kdischool.ac.kr/
2	Document Review	October 23–28, 2020	<ul style="list-style-type: none"> · If all required documents and online application are submitted on time, they will be reviewed by the admissions committee



3	Document Review Result	November 6, 2020	<ul style="list-style-type: none"> The result of the document review will be announced by email and posted on "Notice" on our homepage Those who passed this stage MUST submit ALL of the original/certified documents that the applicant has uploaded online by the Original Document Submission deadline
4	Original Document Submission	November 6–20, 2020	<ul style="list-style-type: none"> All required documents must be original/certified and post-mailed in 1 envelope to the admissions office no later than the deadline Late submission will not be accepted and will be eliminated from all reviewing processes Submit the documents in order(stapler, clips are not allowed) * The submitted application documents will NOT be returned
5	Interview	November 16–20, 2020	<ul style="list-style-type: none"> Those who pass the document review will receive a pre-interview call prior to the actual phone or Skype interview
6	Final Result	December 3, 2020	<ul style="list-style-type: none"> The final result will be announced via email and posted on "Notice" on our homepage https://www.kdischool.ac.kr/#/admissions/cc/international/notice
7	Registration	December, 2020 - January, 2021	<ul style="list-style-type: none"> The admissions package will be sent to each admitted student by email It is important to write a correct e-mail address for the admission process
8	Program Entrance	Early February, 2021	<ul style="list-style-type: none"> The Spring semester is scheduled to begin in first week of February, 2021 and academic calendar will be provided upon admission

※ The schedule is subject to change.



II. Master's Program

Academic Program

Master's Program (Full-time)		
	Full-time	Part-time(*Residents in Korea only)
Programs	Master of Public Policy (MPP) Master of Development Policy (MDP) Master of Public Management (MPM) Master in Intellectual Property and Development Policy (MIPD)	
Study Areas	<ul style="list-style-type: none"> · Master of Public Policy (MPP) <ul style="list-style-type: none"> - Finance and Macroeconomic Policy - Trade and Industrial Policy - Public Finance and Social Policy - Regional Development and Environment Policy · Master of Development Policy (MDP) <ul style="list-style-type: none"> - Sustainable Development - International Development · Master of Public Management (MPM) <ul style="list-style-type: none"> - Public Administration and Leadership - Strategic Management - Global Governance and Political Economy 	
	<ul style="list-style-type: none"> · Master in Intellectual Property and Development Policy (MIPD) - Intellectual Property & Innovation Policy 	
Duration	4 semesters** (About 1.5 year) · Coursework: At least 3 semesters (1 year) at KDI School · Research Project Writing: in home country	6 semesters (About 2 years)
Class Schedule	Daytime (08:30 – 18:00)	Weekday Evenings (19:00 – 22:30) Saturday (09:00 – 17:30)
Requirements	Minimum 39 credits (Including research project)	

** Early graduation is eligible up to one term early in case overall GPA is at least 3.9

** Residence requirement is only for 3 semesters and students are required to write their Research Project in their home country (May vary with each scholarship's conditions).



Program Information

Master of Public Policy (MPP)

The Master of Public Policy (MPP) program is designed to provide global perspective and professional expertise in public policy areas. The program is highly regarded both in and outside of Korea, particularly among developing nations and government officials.

The faculty with outstanding research backgrounds and empirical knowledge offers a leading curriculum that integrates theory and practice. Students are required to take one of the economic policy study areas, and may select additional study areas to cover 39 credits towards their graduation. The highly diverse student composition provides a unique educational environment.

Both domestic and international students from all walks of life, including the government, the media, and NGOs are able to share ideas, knowledge and experiences, and build a dynamic global network.

Academic Goals

- Expand policy makers' capability in policy planning, analysis and implementation
- Foster professionals in the field of economic and social policies

Study Area	<ul style="list-style-type: none">· Finance and Macroeconomic Policy· Trade and Industry Policy· Public Finance and Social Policy· Regional Development and Environment Policy
------------	---

Master of Development Policy (MDP)

Based on the KDI's hands-on experience in development policy of over 40 years, the Master of Development Policy (MDP) program offers a curriculum where students can examine various issues of socio-economic development in both theoretical and practical frameworks.

The program is specifically targeted for international professionals, including government officials, development consultants, and regional specialists who wish to contribute to development policy-making. The program is also focused on fostering professionals in the field of Official Development Assistance (ODA).

Students must take the required core courses as well as a certain number of courses from Sustainable Development or International Development areas.

Academic Goals

- Build capacity in designing and implementing economic and social policies of developing countries
- Train professionals in the field of Official Development Assistance (ODA) and international development

Study Area	<ul style="list-style-type: none">· Sustainable Development· International Development
------------	---



Master of Public Management (MPM)

The MPM seeks to fulfill policy management needs in today's global environment through an integrative education program that covers various facets of management and leadership in both public and private sectors.

The aim of the program is to nurture professionals who can successfully navigate and manage the complexities of global and private policy environments, make preemptive decisions to deal with the challenges, and have the capacity to put them into action.

Academic Goals

- Improve comprehensive problem solving skills in public administration and management, with the help of reinforced understanding of global and private policy environment
- Foster high-quality public workforce capable of policy design and execution

Study Area	<ul style="list-style-type: none">· Public Administration and Leadership· Strategic Management· Global Governance and Political Economy
------------	---

Master in Intellectual Property and Development Policy (MIPD)

The MIPD is a unique program focuses on the links between IP and development. The collaboration between WIPO, the Government of Korea through KIPO and KDI School ensures students will acquire development studies.

The program will provide students with the in-depth knowledge, expertise and practical know-how to operate as IP policy makers for development and thought leaders in the public and private sector.

Academic Goals

- Acquire broader and deeper knowledge of the principles and sources of international intellectual property law and understanding of how these are changing as a result of globalization.
- Understand the framework for analyzing policy making for economic growth and sustainable development
- Appreciate the role of IP as a tool for development
- Develop the capacity to evaluate and examine various implications of IP laws and policy for socio-economic development
- Obtain a global perspective and professional expertise in IP and Policy Development
- Demonstrate the capacity to write a research paper on IP and development issues satisfying the requirements of objectivity, structure, analytical reasoning and independence

Study Area	<ul style="list-style-type: none">· Intellectual Property and Development
------------	---



III. Ph.D Program

Academic Program

Ph.D Program (Full-time)	
Programs	<ul style="list-style-type: none">· Ph.D in Public Policy· Ph.D in Development Policy
Study Areas	<ul style="list-style-type: none">· Ph.D in Public Policy<ul style="list-style-type: none">- Social Policy and Public Finance- Finance and Macroeconomic Policy- Trade and Industrial Policy· Ph.D in Development Policy<ul style="list-style-type: none">- Development Policy- International Development Cooperation- Development Economics
Duration	At least 3 years
Class Schedule	Daytime (08:30 – 18:00)
Requirements	<ul style="list-style-type: none">· 36 Credits· Qualifying Examination (QE)· Dissertation

Program Information

Ph.D in Public Policy (PP) / Ph.D in Development Policy (DP)

The KDI School offers **Ph.D. in Public Policy degree** and **Ph.D. in Development Policy degree**.

The goal of the Ph.D. program is to prepare qualified candidates to produce cutting-edge research in their chosen field and to equip them with the skills they need to ascend to leadership positions in the public or private sector.

Curriculum Tailored to Your Research Topic

The KDI School encourages Ph.D. students to take the initiative in shaping their own course of study, once they complete the required courses during the first 1~2 years.

Faculty Involvement

The KDI School also encourages Ph.D. students to collaborate with the faculty on research projects. Along with an emphasis on supervised research courses, the KDI School provides an environment where students work closely with professors.

Expected Target Students

The KDI School selects individuals with demonstrated potential for research. Applicants are also expected to have a research topic firmly in hand.



IV. Scholarship

Master' s

Scholarship Title	Benefit
GAS (Global Ambassador Scholarship)	<p>All overseas students who meet the Degree Qualification ※ Choose 'International General' when creating an online application</p> <ul style="list-style-type: none"> · Tuition waiver · Monthly stipend of 1,000,000 KRW <p>* All scholarship benefits are primarily intended for countries named on the DAC List of ODA recipient nations, as published by the OECD. http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-of-ODA-Recipients-for-reporting-2020-flows.pdf</p> <p>* If a country is not named on the DAC List, applicants from these countries may be conferred a partial, rather than a full scholarship.)</p>
Seoul G20	<p>Public officials who meet the Degree Qualification and one of the following requirements:</p> <ul style="list-style-type: none"> *From Non-G20 Countries: <ul style="list-style-type: none"> ▶ Division head level (or) ▶ Over 6 years of working experience in the public sector *From G20 Countries: <ul style="list-style-type: none"> ▶ Having working experience(internship, fellowship, employment, etc.) or study/research in fields related to Korea and Korea studies will have more preference for selection <p>※ Employment Verification MUST be original and signed in 2020 ※ Choose 'Seoul G20' when creating an online application</p> <ul style="list-style-type: none"> · Tuition waiver · Monthly stipend of 1,200,000 KRW · Round trip airfare
MIPD (Master in Intellectual Property and Development Policy)	<p>All overseas students who meet the Degree Qualification ※ Choose 'MIPD Scholarship' when creating an online application</p> <ul style="list-style-type: none"> · Tuition waiver · Monthly stipend · Round trip airfare
Colombo Plan	<p>Only for Colombo Plan Member Nations' applicants who have been recommended by the Colombo Plan ※ Choose 'Colombo Plan' when creating an online application</p> <ul style="list-style-type: none"> · Tuition waiver · Monthly stipend · Round trip airfare
FSS-KFB-KDIS (Financial Supervisory Service - Korean Federation of Banks)	<p>Only for government officials recommended by Financial Supervisory Service of Korea ※ Choose 'FSS-KFB-KDIS' when creating an online application</p>



- KDI School)	<ul style="list-style-type: none"> · Tuition waiver · Monthly stipend · Round trip airfare
IBK (Industrial Bank of Korea)	<p>Only for government officials recommended by IBK(Industrial Bank of Korea) <i>※ Choose 'IBK' when creating an online application</i></p> <ul style="list-style-type: none"> · Tuition waiver · Monthly stipend · Round trip airfare
Hyundai Motor Chung Mong Koo Foundation Scholarship	<p>Only for government officials from the eight ASEAN member states (Vietnam, Malaysia, Indonesia, Philippines, Thailand, Myanmar, Cambodia, and Laos) <i>※ Choose 'Hyundai Motor Chung Mong Koo Foundation Scholarship' when creating an online application</i></p> <ul style="list-style-type: none"> · Tuition waiver · Monthly stipend · Round trip airfare · Settlement & Departure support

*The scholarship may be changed due to recommendations from other institutes.

Ph.D

Scholarship Title	Benefit
Global Ambassador Scholarship(GAS)	<ul style="list-style-type: none"> · Tuition waiver and monthly stipend for the first academic year * The scholarship(tuition waiver & monthly stipend) will be reinstated every year only if students meet all scholarship terms and conditions.
KOICA Scholarship (Trade and Industrial Policy)	<ul style="list-style-type: none"> · Applicants for KOICA scholarship can apply via KOICA only. · Detailed admission information for Ph.D degree program will be announced on KDIS website(www.kdischool.ac.kr) in August, 2020



Qualification

Scholarship Eligibility

- ※ Applicants for Master's program who have previously participated in any of the Korean Government's Scholarship Program for Master's cannot apply.
- ※ Applicants for Ph.D. program who have previously participated in any of the Korean Government's Scholarship Program for Ph.D cannot apply.

Degree Qualification (1)+(2) or (1)+(3)

(1) International Applicants must meet one of the following (① or ②)

* *Dual citizens(nationality) with Korean nationality are not eligible.*

① A foreign national whose parents are both foreign nationalities.

* *If you are an applicant of Korean origin and want to qualify as an international applicant, you must provide (1) a certified copy of birth certificate proving your relationship with both your parents and (2) a copy of both parents' passports demonstrating their foreign nationalities.)*

② An applicant who has completed at least 16 years of education (elementary, middle, high school, and university) in a foreign country.

* *If you are an applicant of Korean origin and want to qualify as an international applicant, you must provide certified copies of academic transcripts or graduation certificates of your entire 16 years of education.*

(2) Applicants for Master's degree program must meet one of the following (① or ②)

① A bachelor's degree holder from an accredited college or university. (min. 3 years)

* *Certificate of expected degree can be submitted instead of degree diploma if one is expected to earn a bachelor's degree by February 2021.*

② Educational attainment equivalent to bachelor's degree (min. 3 years) approved by law.

(3) Applicants for Ph.D. program must meet one of the following (① or ②)

① Both bachelor's (min. 3 years) and master's degree holder from an accredited college or university

* *Certificate of expected graduation must be submitted if one is expected to earn a master's degree by February, 2021.*

② Educational attainment equivalent to both bachelor's (min. 3 years) and master's degree approved by law

PHD

V. Requirements – Application Documents

No.	Application Documents (must be all in English)	Master's	Ph.D		
Document Check List					
0	<ul style="list-style-type: none"> Download the official form from 'Admission Documents' at: https://www.kdischool.ac.kr/#/admissions/international Attach it when you send your documents to KDI School via post 				
Online Application					
1	<ul style="list-style-type: none"> Online application must be submitted at the following link: https://apply.kdischool.ac.kr/ http://admissions.kdischool.ac.kr/ 				
Statement of Purpose					
2	<ul style="list-style-type: none"> Applicants must use our online application system to submit the SoP Please use this portion of the application to explain your motivation and qualifications for pursuing your education at KDI School <i>* Your SoP will ONLY be reviewed when ALL of the REQUIRED questions are answered</i> <i>* The questions for Master's program and Ph.D program is different. Please answer the correct questions according to the degree you are applying for</i> 	Required			
Original/Authenticated Academic Transcripts					
3	<ul style="list-style-type: none"> Academic transcripts must provide a record of ALL the courses you have taken throughout the years of studying Non-English based documents(original/certified) MUST be accompanied with authenticated English translations <u>Applicants for Master's program</u> must submit transcripts from undergraduate institutions <u>Applicants for Ph.D. program</u> must submit transcripts from both undergraduate and graduate institutions <u>MUST submit an official document issued by the applicant's alma mater describing the university's grade system</u> Must submit an official transcript containing the final CGPA Documents must be original or certified <ul style="list-style-type: none"> * Please read '<u>Document Authentication</u>' section 	Required (Must be certified)			
Grading System					
<ul style="list-style-type: none"> The grading system must include the following information of below table: 					
4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100% Scale	US Grade
					A+
					A
					A-
					B+
					B
					B-
					C+
					C
					C-
					D+
					D
					D-
					F
GPA on a scale of 4.0	GPA on a scale of 4.3	GPA on a scale of 4.5	GPA on a scale of 5.0	Percentage scale	Required (Must be certified)



	<ul style="list-style-type: none"> Failure to submit the grading system along with official transcripts is considered as 'incomplete submission' and therefore will not be evaluated in the Document Review stage. 	
	Original/Authenticated Certificate of Graduation	
4	<ul style="list-style-type: none"> Certificate of Expected Graduation must indicate anticipated graduation date and degree type <ul style="list-style-type: none"> * <i>The official degree certificate (or Certificate of Graduation) and final(completed) academic transcript must be submitted by February 2021 (late submission will lead to cancellation of admission)</i> Non-English based documents(original/certified) must be accompanied with authenticated English translations <u>Applicants for Master's program</u> must submit certificates from undergraduate institutions Applicants for Ph.D. program must submit certificates from both undergraduate and graduate institutions The certificate must indicate 'Bachelor/Master's Degree' or 'Equivalent to a Bachelor/Master's Degree' Documents must be original or certified <ul style="list-style-type: none"> * Please read '<u>Document Authentication</u>' section 	Required (Must be certified)
	Recommendation Letters	
5	<ul style="list-style-type: none"> Applicants must request the Recommendation Letters to the recommender by using our online application system Request for Recommendation Letter(s) will be sent to the recommender by pressing the "Recommendation Letter Request" button You must personally contact the recommender to check the mail box and encourage the recommender to submit the letter It is for the applicant's responsibility contact the recommender and to get the letter uploaded on time Recommendation letters should provide information about your performance in either an academic or a professional settings 	One letter is required Two letters are required
	TOEFL(IBT, CBT), TOEIC, IELTS, TEPS, NEW TEPS, OPIC, TOEIC Speaking Score Report OR Certificate of Medium of Instruction	
6	<ul style="list-style-type: none"> The tests must have been taken within 2 years of the proposed date of admission (The semester starts in February 2021 and the test must have been taken as of February 2019) <ul style="list-style-type: none"> * Certificate(s) must be ORIGINAL Applicants could submit an official document issued by the university proving that all the courses are fully instructed in English instead (Medium of Instruction; MOI) <ul style="list-style-type: none"> * MOI must be original or certified * <i>You need to check if you are required to submit an English Score Report to the Embassy of the Republic of Korea in your country to apply for a visa to stay in Korea (ex: Pakistan, etc.)</i> 	Not required but strongly recommended *If submitted, you must send the original certificate OR original /certified MOI Required



7	<p>Employment Verification</p> <ul style="list-style-type: none"> · The employment period and name of position must be specified · The verification should indicate the employment category (e.g. public, private, NGO, etc.) · HR officer or supervisor of the applicant should write this document · The document must be <u>stamped and signed</u> by the HR officer or supervisor and the stamp and signature must be original. · The official form can be downloaded from 'Admission Documents' at: https://www.kdischool.ac.kr/#/admissions/international * However, it is <u>not</u> required to use the official form · Please double check your eligibility if you wish to receive Seoul G20 Scholarship (requirements in pg. 9) 	<p>*Required for government and public sector officials (Must be certified)</p> <p>*Not required but strongly recommended for G20 countries' applicants</p>	<p>If applicable</p>
8	<p>Dissertation Research Proposal</p> <ul style="list-style-type: none"> · Dissertation Research Proposal should clearly reflect an applicant's research interest. · You must use an official application form and answer questions provided by KDIS. Download the official form from 'Admission Documents' at: https://www.kdischool.ac.kr/#/admissions/international 	<p>Not required</p>	<p>Required</p>
9	<p>Writing Sample in English</p> <ul style="list-style-type: none"> · Writing Sample must be written in English and it should present an applicant's English ability. · There is no separate form for this document. 	<p>Not required</p>	<p>Optional</p>
10	<p>GRE Score Report</p> <ul style="list-style-type: none"> · If you have GRE Score Report, please submit this report. 	<p>Not required</p>	<p>Optional</p>
11	<p>Copy of Passport</p> <ul style="list-style-type: none"> · The copy must show your photo, name, and expiration date · The copy must clearly show your photo, name, and expiration date. · Please submit the full page of your passport including your full information and signature * Your passport must be valid for at least more than 6 months as of February 1, 2021 * Please check visa regulations and required documents to stay in Korea in advance 		<p>Required</p>
12	<p>Photo File Upload</p> <ul style="list-style-type: none"> · Please upload your photo on your online application · File type: JPG only · File size: Must be less than 0.19MB(=190.0KB) 		
13	<p>Video Essay</p> <ul style="list-style-type: none"> · Create a YouTube video and provide us with a link when you submit your online application · Please refer to "VII. Video Essay" section for more information. 		<p>Not required</p>
14	<p>Certified Copy of Birth Certificate & Copy of Both Parents' Passports or Certified Copy of Academic Transcripts or Graduate Certificates of 16 Years of Education in a Foreign Country</p>		<p>Applicants of Korean origin only</p>

- Only applicable to applicants of Korean origin
- Birth certificate should prove your relationship with both your parents
- Copy of both parents' passports should prove their nationality

※ If following issues below are found after the admission has been offered, the application will not be submitted for evaluation and the offered admission will be revoked:

1. Information in the application documents is unclear
2. Any parts of the application documents are missing
3. Any required documents are found to be false or counterfeit

※ Please check the Visa Requirements carefully and prepare the documents beforehand
ex) English Test Score in Pakistan Embassy

※ **Scanned or photocopied documents are not accepted. If you must retain the original document, please submit a notarized/apostilled document of the original. The notarized/apostilled documents must have an English explanation of the documents being authenticated.**

VI. Document Authentication

DOCUMENT AUTHENTICATION (MUST BE IN ENGLISH)

Document Authentication Process

Applicants from Apostille member nations must authenticate their academic documents as below.

(*please see the following page for a list of Apostille member nations)

Apostilled by Designated Government Authority (typically by Ministry of Foreign Affairs of the country where one earned his/her degree from)

OR

Authenticated by Korean embassy or consulate with official seal or signature

OR

Authenticated by embassy of the country where one earned his/her degree from

OR

Authenticated by Ministry of Education of the People's Republic of China (degree earned from China only)

OR

Authenticated by notary public

All other applicants must authenticate their academic documents as below :

Authenticated by the issuing institution with official seal or signature

OR

Authenticated by designated government authorities in the country where one earned his/her degree from

OR

Authenticated by embassy of the country where one earned his/her degree from

OR

Authenticated by Korean embassy or consulate with official seal or signature

OR

Authenticated by notary public

*Authenticated documents MUST have either a stamp or a seal *in English with a signature*.



Apostille member countries

Region	Name of countries (2019.5)
Asia, Oceania (18)	Australia, Brunei, Cook islands, Fiji, Hongkong, India, Japan, Macao, Marshall Island, Mauritius, Mongolia, New Zealand, Niue, Philippines, Samoa, Tajikistan, Tonga, Vanuatu
Europe (52)	Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Kazakhstan, Kosovo, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russia, San Marino, Serbia, Slovenia, Slovakia, Spain, Sweden, Switzerland, Turkey, Ukraine, United Kingdom, Uzbekistan
North America (1)	USA (Guam, Saipan, Puerto Rico)
Central and South America (30)	Argentina, Bahamas, Barbuda, Barbados, Belize, Bolivarian Republic of Venezuela, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Republic, Commonwealth of Dominica, Ecuador, El Salvador, Granada, Guatemala, Guyana, Honduras, Republic of Suriname, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Lucia, St. Vincent, Trinidad and Tobago, Uruguay
Africa (12)	Botswana, Burundi, Cape Verde, Liberia, Lesotho, Malawi, Namibia, Republic of South Africa, Sao Tome and Principe, Seychelles, Swaziland, Tunisia
Middle East (4)	Bahrain, Israel, Morocco, Oman

*Please check the updated Apostille country list & information

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

OR refer to the Ministry of Foreign Affairs



Overall Process for Document Authentication

No.	Process
1	Photocopy your original academic documents. (e.g. graduate certificate, academic transcript)
↓	
2	Take your documents to one of designated offices. (See the list of designated offices in the previous page.)
↓	
3	Have them authenticate the photocopies with official seal or signature written in English
↓	
4	Submit them along with the rest of the required documents.



VII. Video Essay (Optional)

Overall Process

- . If you decide to submit a video essay, please prepare a one-minute-long video by answering the following question:
"What do you do? And how do you think KDI School education will change what you do?"
- . It is the applicant's responsibility to correctly configure the security and access settings for the video. We suggest using YouTube channel with the "Unlisted Video" setting so that only individuals who have the URL can view it.
- . The applicant is also responsible for adhering to the terms and conditions of the website used to share the video essay.
- . We are unable to watch videos that come in any form other than a URL link. We will not accept videos sent by email or on DVD through the mail.
- . Please limit your video to **maximum 1 minute**. Those exceeding 1 minute may not be evaluated.



[KDI School] Spring 2021 Admission - Applicant # & Full Name



Important Notice

Students must apply for **National Health Insurance as local member from March 2021** just like other foreigners according to the National Health Insurance Act and the Enforcement Rules of the same Act.

Contact Information

Tel : +82-44-550-1281 for general applicants
+82-44-550-1263 for Colombo Plan, FSS-KFB-KDIS, IBK, KEB-Hana, Hyundai applicants
+82-44-550-1211 for KOICA applicants

E-mail : internationaladmissions@kdis.ac.kr for general applicants
internationaladmissions2@kdis.ac.kr for Colombo Plan, FSS-KFB-KDIS, IBK, KEB-Hana, Hyundai applicants
koica.admissions@kdis.ac.kr for KOICA applicants
Please provide your **application number** when communicating with KDI School.

Address (Document Submission)

: The Office of Admissions, KDI School of Public Policy and Management 263 Namsejong-ro, Sejong, Republic of Korea, 30149

Website :

- ▷ KDIS Website : www.kdischool.ac.kr
- ▷ Admissions Website: <https://www.kdischool.ac.kr/#/admissions/international>
- ▷ Facebook : www.facebook.com/KDISofficial
- ▷ Instagram : https://www.instagram.com/kdischool_official
- ▷ Youtube : <https://www.youtube.com/channel/UCgeKbQi5ZwthQMQRZht4uw>

Office Hour: 09:00~18:00 (Monday ~ Friday, KST)
