

# 2024 KOICA Scholarship Program Application Guideline

For Master or Doctoral Degree Course

**01. 2024.**

**CAPACITY IMPROVEMENT & ADVANCEMENT FOR TOMORROW**

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# 1. OVERVIEW

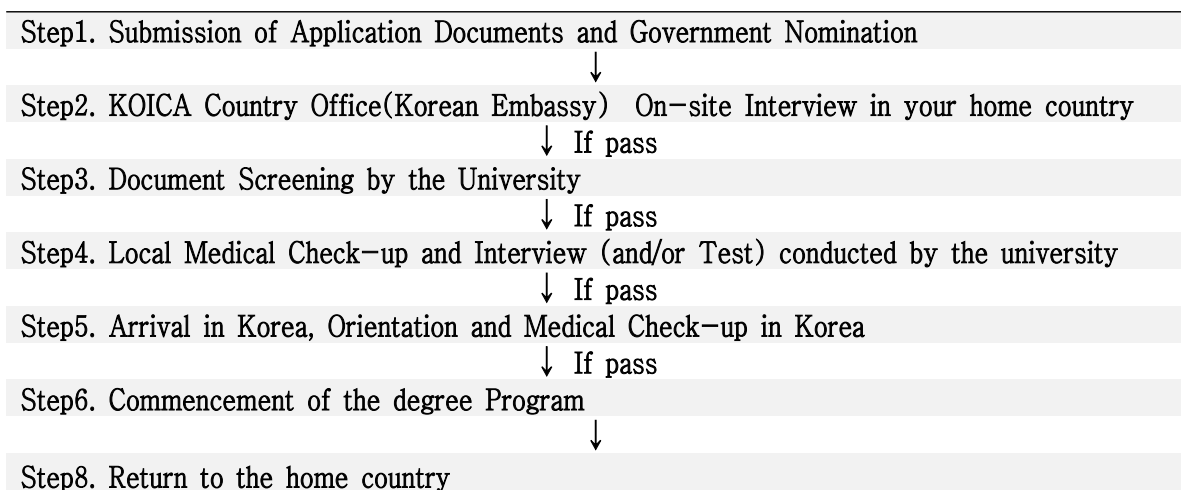
## A. About KOICA

The Korea International Cooperation Agency (KOICA), established in 1991, is a governmental agency dedicated to providing Korea's grant aid programs. KOICA aims to foster friendly, cooperative relationships, and mutual exchanges with partner countries by offering support for their socioeconomic development. KOICA is involved in a diverse range of initiatives, including the Fellowship Program, Korea Volunteer Dispatching Program, Humanitarian Assistance & Disaster Relief, Public-Private Partnership, Bilateral and Multilateral Projects, among others.

## B. KOICA Fellowship Program, CIAT

Just like its acronym that sounds like "seed" in Korean, CIAT (Capacity Improvement and Advancement for Tomorrow) aims to sow seeds of hope across KOICA's partner countries. CIAT is a cooperation program that invites policy-makers, public servants, and experts from KOICA's partner countries to Korea for technical training and knowledge sharing. It has established partnerships with numerous public organizations, research institutes, universities, and other institutions in Korea to provide high-quality training programs. In particular, CIAT Scholarship Programs offer various support to talented government officials from partner countries who wish to study and obtain a graduate degree in Korea. These efforts have resulted in a high level of satisfaction among participants. Upon returning to their home countries, CIAT participants contribute not only to their own societies but also strengthen the bilateral partnership between Korea and their respective partner countries.

## C. Program Admission Procedure Summary



## 2. PROGRAMS AND UNIVERSITIES

### A. Periods

Program	Master's Degree Program	Doctoral Degree Program
Period	17 months	36 months

### B. List of Institutions and Field of study

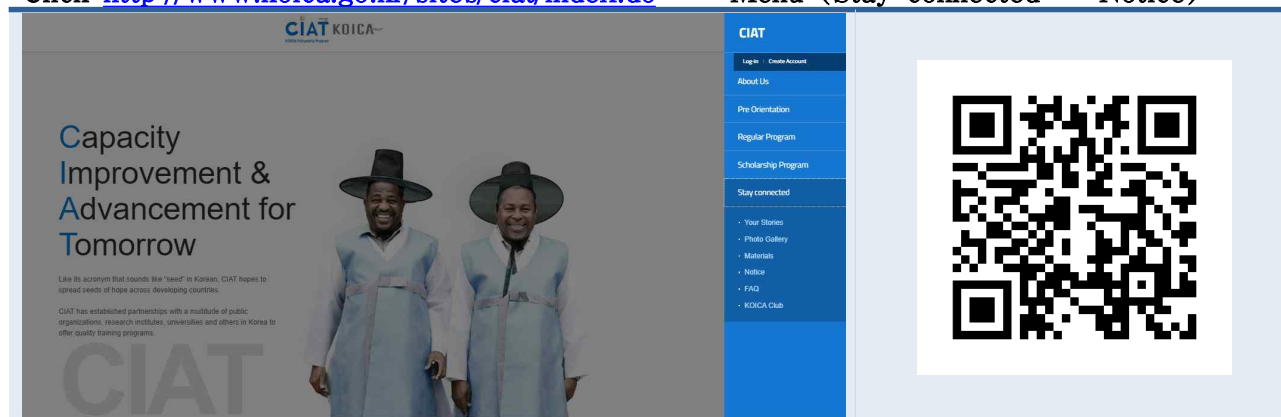
– Please refer to the CIAT website for detailed institution information

※ Applicants must apply to only one program among the course above.

### C. Where to find KOICA application forms and each Universities' Program Information

Please visit KOICA's CIAT website below.

Click <http://www.koica.go.kr/sites/ciat/index.do> → Menu (Stay connected → Notice)



## 3. ELIGIBILITY

### A. Nationality

– All applicants must be citizens of the designated countries listed below. These countries are selected by the Korean government(KOICA) from the OECD DAC List of ODA Recipients.

– The list of designated countries is subject to annual changes based on the policies of the Korean government(KOICA).

List of Designated Countries (2024)	
Africa(38)	Ghana, Nigeria, Rwanda, Morocco, Mozambique, Senegal, Algeria, Egypt, Uganda, Cameroon, Republic of Cote d'Ivoire, Kenya, Tanzania, Tunisia, DR Congo, Gabon, Gambia, Niger, Lesotho, Libya, Madagascar, Malawi, Mauritius, Burkina Faso, Benin, Burundi, Sierra Leone, Angola, Zambia, Central African Republic, Zimbabwe, Togo, South Sudan, Liberia, Mali, Mauritania, Sao Tome and Principe, Comoros
Latin America(18)	Guatemala, Dominican Republic, Bolivia, Ecuador, El Salvador, Colombia, Paraguay, Peru, Suriname, Honduras, Jamaica, Costa Rica, Guyana, Grenada, Dominica, Belize, Saint Lucia, Saint Vincent and the Grenadines
Middle East(2)	Jordan, Iraq
Asia(13)	Nepal, Timor-Leste, Laos, Mongolia, Bangladesh, Vietnam, Sri Lanka, India, Indonesia, Cambodia, Thailand, Pakistan, Philippines
Pacific(11)	Fiji, Nauru, Niue, Marshall Islands, Vanuatu, Samoa, Solomon Islands, Kiribati, Tonga, Tuvalu, Papua New Guinea
CIS(8)	Azerbaijan, Uzbekistan, Kyrgyzstan, Tajikistan, Ukraine, Georgia, Kazakhstan, Turkmenistan

## B. Employee Status and Government Nomination

- All applicants must be government officials and receive official nomination from their respective governments for the KOICA Scholarship program.

## C. AGE

- (Preferably) Under the age of 40

## D. Health

- All applicants must be in good health, both mentally and physically, to study in Korea for the full duration of the program.
- Applicants with disabilities, but in good mental and physical health, are eligible to apply.
- Applicants with severe illness are NOT ELIGIBLE to apply.

## E. Minimum Level of Education and Field experience

Program	Minimum Level of Education	Minimum experience in the field of study
Master's	Bachelor's Degree	(Preferably) 2 years
Doctoral	Master's Degree	(Preferably) 3 years <b>after graduation from KOICA Master's degree program</b>

- Applicants must have obtained the required degree (minimum level of education as indicated above) by 31 01 2024.
- Some programs may have specific educational qualifications, which can be found in the Program Information provided by each university.

## F. English Proficiency

- Applicants must have a strong command of English, both in speaking and writing.
- Proficiency in English is required to attend classes conducted entirely in English and to be able to write academic reports and theses in English.

## G. Restrictions

- Individuals who have previously received a scholarship for a degree program from the Korean government are NOT eligible to apply.
- Individuals who have previously enrolled in a degree program through a Korean government-sponsored scholarship program, other than the KOICA-administered scholarship program, are NOT eligible to apply for a Doctoral course.
- However, individuals who have received a bachelor's degree scholarship from the Korean government are eligible to apply for a master's course.
- Individuals who were previously KOICA scholars and had their scholarship cancelled\* after enrollment are NOT eligible to apply.
  - \*Cancellation of Scholarship means that a KOICA scholarship participant either withdrew from the program or had their scholarship forfeited due to cumulative warnings, etc., during their scholarship period.
- Applicants who apply to the KOICA Doctoral degree Program must be scholars who have successfully completed the KOICA Master's Degree Program.

- ◆ An applicant who has successfully completed a master's program funded by KOICA or any other Korean government scholarship is NOT eligible to apply for the KOICA Master's Program.
- ◆ An applicant who has cancelled their KOICA master's program is NOT eligible to apply for the KOICA Master's Program or the doctoral program.
- ◆ An applicant who has successfully completed the KOICA master's program is eligible to apply for the KOICA doctoral degree program.
- ◆ An applicant who has successfully completed a master's program funded by the Korean government, other than KOICA, is NOT eligible to apply for the KOICA Doctoral Degree Program.

## H. Preferable

- Employed by their government during and after the program, engaging in the specialized area of their study as an official servant of their government.

## I. University eligibility

- Applicants must meet the criteria set by the university they are applying to and must submit all the required documents as listed in the Program Information provided by the university.
- It is essential for all applicants to carefully read and understand the application guidelines and Program Information in its entirety.

# 4. SELECTION PROCEDURE AND SCHEDULE

	Period	Procedures	Details
KOICA Round	01.Feb.24 – 29.Feb.24	Application	<p><b>[Application package submission]</b>            The Application deadline (to KOICA country offices or Korean Embassy): DD MM , YYYY            * The Application procedures may differ for each KOICA overseas office and Korean embassy, please verify the details through the respective office            Prepare all the necessary documents for your admission package and complete the 'Document Checklist.'            Submit the KOICA application package to the KOICA overseas office or Korean Embassy by the specified submission date. Submit KOICA application package via email to the relevant KOICA overseas office and Korean Embassy. The submission email address varies for each KOICA overseas office and Korean Embassy, so please follow the instructions provided by each office.            Contact the KOICA overseas office or the Korean Embassy for more information.</p>
		On-site Interview conducted by KOICA overseas office or Korean embassy	Applicants are required to participate in an on-site interview conducted by the KOICA country office or Korean Embassy. However, if an applicant resides in a country where the KOICA country office or Embassy is not present, or lives far from the capital city, they may arrange for a phone interview after consulting with the KOICA Country office or Embassy.
		On-site Interview result	<p>The KOICA Country office or the Korean Embassy will send the results of the interview and related documents to KOICA HQ by 08/03/2024 .            *Passing the KOICA overseas office /Korea embassy interview does not guarantee final acceptance</p>
University Round (Only for who passed the KOICA Round)	04.Mar.24 – 29.Mar.24	Document Screening (University)	<p><b>[1st round: Document Screening]</b>  <b>Applicants who pass the interview with KOICA overseas office /Korea embassy interview will be required to submit</b> the necessary documents for admissions through the admission websites or via email of university. The University will provide individual guidance to the respective applicants. (The method for submitting documents varies for each university)            The university will conduct the document screening process.</p>
		Submission of original documents	The original documents required for admission of university must be sent to the Korean university through the designated DHL service. The submission date for original documents varies for each university, so it should be done in accordance with the university schedule. Use the designated DHL service during this process, and KOICA provides support for the associated costs only once. The instruction for using DHL is written in the PI. The University will provide individual guidance to the respective applicants.

	April - May	Document Screening Result	<b>[Preparation for the 2nd round]</b> The result of the 1 <sup>st</sup> round selection will be announced to the applicants by the University
		Local Medical Check up	<b>[Medical Check-up]</b> The applicants who passed the 1 <sup>st</sup> round, must take a medical check-up. The medical examination result will be checked for the reference. Some of university may require extra examination. The medical check-up costs are the responsibility of the applicants. The University will provide individual guidance to the respective applicants.
		Interview conducted by the University	<b>[2nd round: Phone Interview]</b> The university will provide the applicant with details of the interview, including the interview method and the schedule and make the necessary arrangements for the interviews. Applicants must follow the instruction by the university. If a individual fails to follow the instruction may result in withdrawal from the process. The University will provide individual guidance to the respective applicants. * Essay tests are mandatory for some universities.
		Interview Result	KOICA HQ will collect the result from each university and finalize the successful applicants.
Final Acceptance round	Jul. - Aug.	Admission Notification	KOICA office or Korean embassy will announce the result of Interview. (It will be also officially reported to the partner country's government) KOICA office or Korean embassy will inform the visa* procedure and requited documents. * The participant is responsible for the issuance of an appropriate visa (which must be the 'Study Abroad Visa [D-2]).
		Prepare visas and Vaccination	Successful applicants are required to prepare their visa. And also must receive additional vaccinations as directed by the university. Some of university may require extra vaccination.
	August		Arrival to Korea, Orientation and Medical check-up in Korea. Applicants who pass the Medical check-up in Korea, can start the degree course.

\* The written schedule is subject to change based on circumstances etc.

## 5. DOCUMENTS TO SUBMIT

### A. List of KOICA Application Documents

#### 1) KOICA Application Forms (Part1~Part4)

- ※ Applicant's English name MUST match the name on their passport
- ※ Any discrepancy in the applicant's name (family, given, middle name) will cause a delay in visa processin.
- ※ All documents required for KOICA round should be submitted via email at KOICA overseas office and Korean embassy. As the procedures may differ for each KOICA overseas office and Korean embassy, please verify the details through the respective office.



- 2) The letter of Recommendation from the applicant's government(in charge of ODA or Abroad scholarship program)
- 3) A scanned copy of an applicant's valid passport
  - ※ Please DO NOT send a original passport
  - The passport should be valid until at least 6 months after the expected date of return.
  - Applicants with a passport that will not be valid until the end of the Program are recommended to renew it before departing their home country.
  - Indonesian applicants who are finally nominated as scholarship program participants need to obtain an official passport following the guidelines of the Indonesian government. Indonesian applicants are kindly advised to resubmit a copy of the newly issued passport to the KOICA office and the University once it is issued.

## **B. List of University Application Documents**

- ※ University Application document submission is required only for those who have been selected as the successful applicants for KOICA overseas office and Korean Embassy.
  - ※ The original documents required for admission of university must be sent to the Korean university through the designated DHL service.
  - ※ The instruction for using DHL is provided in the PI.
  - ※ Detailed information will be provided to each individual by the university, so please refer to the university's guidance for specific details
- 1) University Application form
  - 2) Others *\* Please Refer to Program Information on KOICA CIAT Website.*

## <IMPORTANT NOTE>

- ◆ Required certificates such as degree certificates or diploma
  - Documents written in English : must be apostilled or consular confirmed.
  - Documents written in other languages: ①documents written in a language other than English or Korean must be submitted together with a certified translation. ②obtain an apostille or consular confirmation on the original document and certified translation.
  - If your document is unable to be re-issued, please keep the original and obtain an apostille (or consular confirmation) on a notarized copy.
  - Please note that applicants who successfully pass the admission process will need to submit an apostilled or consular confirmed diploma and academic transcript in order to obtain a visa and alien registration card. Therefore, applicants are advised to prepare additional documents for the subsequent procedures.
  
- ◆ Documents to complete such as the Application form
  - All forms must be typed in English with the applicant's original handwritten signature.
    - ※ DO NOT WRITE IN CURSIVE.
    - ※ No need to be apostilled or consular confirmed.
  
- ◆ Applicants must check the completeness and authenticity of all application documents
  - ※ If your country belongs to one of the member countries for the apostille Convention, submit your required certificates" with apostille.
    - ☞ To find your country on the list, visit the website below  
<https://www.gscca.org/notary-and-apstilles/hague-apostille-country-list>
  
- ◆ For applicants who submit false documents, the Institution where the applicant belongs will be restricted from recommending new applicants for three years as penalties.
- ◆ Detailed information will be provided to each individual by the university, so please refer to the university's guidance for specific details

## 6. SUBMISSION INSTRUCTION & CONTACTS

A. General inquiries : koica.sp@koworks.org

### B. Online System or Email Submission of UNIVERSITY Application Documents

- The application procedures(Online system or Email) vary for each university, so please refer to the CIAT website and Email of University for details.

### C. Submission of University Application & Documents :

- Applicants will receive detailed information regarding the submission via email by university.
- University document should be sealed in a designated DHL envelope.
- Application documents must be submitted in the order of the “Application Checklist of university” which itself should be the front cover of a set of application documents. Please number and label each document on the top right corner.

#### <IMPORTANT NOTE>

##### ◆ HOW TO SUBMIT (ORIGINAL COPY)

- Use envelope and write the information you are applying for in English on each envelope.
- Use the specific DHL service during this process, and KOICA provides support for the associated costs.
- The instruction for using DHL is detailed in the PI

## 7. SCHOLARSHIP BENEFITS

Categories	Benefits	Note
Air Fare	Economy class flight ticket (Based on actual expense)  *At the time of initial entry/final departure	During the program, expense caused of Participant's fault will not be covered.  If a participant wants to change the flight itineraries, they should pay the additional airfare.
Settlement Allowance	(Master) KRW 600,000 (Doctoral) KRW 1,200,000 /ONCE	KOICA→University→Participant
Monthly Allowance	KRW 999,000 Per month	KOICA→University→Participant
Tuition	Full amount	KOICA→University
Extracurricular Activities*	*Part of the expenses needed for study visits, workshops, Korean language classes and others, except for regular classes	KOICA→University
Accommodation	Universities Dormitory	KOICA→University Condition varies depending on Universities
Scholarship Completion Grants	(Master) KRW 300,000 (Doctoral) KRW 600,000 /ONCE	KOICA→University→Participant Before Departure
National Health Insurance	Approx. KRW 79,210 Per month	KOICA→University→Participant
Private Medical Insurance	Unexpected accidents or illnesses (benefit may differ to each case)	KOICA→Issurance company (Claim paid) Issurance company→Participant

- ◆ KOICA only provides the expenses above. Visa expenses, stopover expenses, local transportation, and other miscellaneous expenses will not be covered.
- ◆ Scholarship benefits may change under KOICA Scholarship rules and regulations without notice.
- ◆ For more Information, please refer to the fellows' guidebook on the CIAT Website.

## 8. APPLICATION PROCESS COST

KOICA does not provide compensation for all the costs incurred by selection process (such as document's authentication, local medical check-up, express mail service, university's application fee and visa fee etc) regardless of the outcome (Pass or fail)

## 9. VOLUNTARY WITHDRAWAL

Applicants who wish to voluntary withdrawal during or after the admission process are

kindly requested to inform the KOICA office(Korean embassy) in their respective country. Please note that the decision is irreversible.

## **10. IMPORTANT NOTICE**

Due to the nature of the admissions process, adjustments related to personal circumstances, such as changes in the examination schedule, deferral of entry, or taking a leave of absence, are not permitted. Therefore, we kindly request that you carefully consider your personal schedule and circumstances before submitting your application.

/END/