**Required Documents for KOICA Applicants**

**KDI School of Public Policy and Management**

| **No.** | **Documents** | **Submission** |
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| **1** | **KOICA’s Application Form** | Required |
| **2** | **KDI School’s Application Form** | Required |
| **3** | **Statement of Purpose** Candidates should use this portion of the application to explain their motivation and qualifications for pursuing their education at the KDI School. (*Download the official form from the KDI School’s website)* | Required |
| **4** | **Certified Copies of Academic Transcript\***  - Academic transcripts must provide a record of all the courses you have taken throughout the years of studying.  - Copies must be certified with an official seal and signature by the issuing institution*. (We do not accept photocopies.)* | Required |
| **5** | **Certified Copies of Degree Diploma or Certificate of Expected Graduation\***  - Certificate of Expected Graduation must indicate anticipated graduation date and degree type  - Copies must be certified with an official seal and signature by the issuing institution*. (We do not accept photocopies)* | Required |
| **6** | **One Recommendation Letter** Recommendation letter should provide information about your performance in academic or professional settings.  *(The official form can be downloaded from the KDI School’s website however it is not required to use the official form.)* | Required |
| **7** | **Two Photos (Size: 3cm x 4cm)** | Required |
| **8** | **Copy of Passport** | Required |
| **9** | **TOEFL, TOEIC, IELTS, TEPS Score Report** - Score report must be original copies.  - Certificate of Medium of Instruction can be submitted instead. | strongly recommended |
| **10** | **Employment Verification** | if applicable |