

Application Guidelines

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

- a. Carefully read your <u>Application Guideline(AG)</u> and <u>Program Information(PI)</u> 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 (a) Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information, (b) Consent to Provide Personal, Sensitive and Personally Identifiable Information to a Third Party and (c) Agreement on Use of Personal Information for Sending Promotional Materials	5-9	
C.	Thoroughly read Scholarship Program Guideline and Code of Conduct	9-13	
d.	Signed the declaration for terms and conditions	13	
e.	Signed and filled in every part of Medical History Questionnaire	14	
f.	Had an authorized official from your government to complete and sign the Nomination form	15	
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:
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Application Form for the KOICA Scholarship Program

This form is to be used to apply for the Scholarship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country's KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.

(Pho	oto)

PART 1. APPLICANT INFORMATION (to be completed by the applicant) I. PROGRAM OF APPLICATION (as in the Program Information) **Program Title** Name of Degree (DD-MM-YYYY) to Duration from II. PERSONAL DATA First Name Middle Name Name (as in the passport) **Family Name** Year Month Date of Birth Day Airport of Departure □ Male □ Female Sex Religion Nationality Home Address Fax Telephone Contact Information E-mail (Including Country Code) Mobile Relation Name **Emergency Contact** E-mail Telephone Relation Name Emergency E-mail Contact (2) Telephone III. CURRENT EMPLOYMENT Organization Department to present (MM-YYYY) Employment Duration from **Present Position** □ Local □ Central Government Type of □ International □ NGO □ Private □ Public Institution Organization (Please specify) Others Describe your main duties. Specify any technical equipment or facilities you work on with Job Description



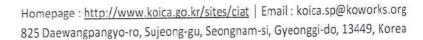
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	if applicable.			
	Describe any themes	s, topics and places of interest you wo mentioned aforesaid.	ould like to see in	the Program
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Previous Attenda	ince to Training Prog	ram in Foreign Countries		



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of Korea (KOICA)		ourses sponsored		If yes, plea	ase specify as below
of Rolea (ROLCA)	or or other country				d (MM-YYYY)
raining Institute	City / Country		Course Title	From	То
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Native Language	:	·			
English	Excellent	Good	Fair	Basic	Remarks
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Speaking					
Writing					
Reading Other Languages	6 (please specify):				
	6 (please specify):	Good	Fair	Basic	Remarks
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Cistening Speaking Writing Reading 1. Excellent: Refined fl types, including narrativ 2. Good: Conversation sentences. Extended e 3. Fair: Broader range sentences & expanded	Excellent uency skills and topic-core, comparison, cause-eral accuracy & fluency in ssay formation. er of language related in paragraph formation. resation level, such as see	Good ontrolled discussions, of fect & argumentative en a wide range of situate expressing opinions eff-introduction, brief que	Fair debates & presentations assays. ations: discussions, shoot, giving advice, making the stion & answer using the stion of the stion	rt presentations & interv	to deal with various estriews. Compound com





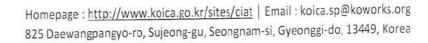
PART 2. TERMS & CONDITIONS

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 & COPYRIGHT POLICY

- 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 policy and regulations.
 - Personal Information Collected: name, date of birth, sex, nationality, home address, contact information, emergency information, employment information including organization/department/type of organization/employment status, career background, language proficiency
 - Purpose: implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries
 - Retention Period: 3 years for hard copy / permanent preservation for soft copy
- b. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA 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 (e.g. country report, action plan, thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA (Official Development Assistance).
- 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.

		Agree	Disagree of
Name:	Signature:		
	Name:	Name: Signature:	





Consent to Provide Personal Information to a Third Party

According to Article 17 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of personal information to a third party.

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs, records and performance	name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, email, SNS/messenger ID	For 5 years from termination of work
	management, management of participants including immigration and sojourn support, on/offline KOICA Club activities, database management, responding to audit, follow-up	address, academic background, photos, bank account info/bankbook copy	destroyed upon termination of work
Training institute (university) ¹	operation of training programs, records management, on/offline KOICA Club activities, database management, follow-up, sojourn support	name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, academic background, photos, email	for 5 years from termination of work
		address, family information (parent info, etc.)	destroyed upon termination of work
Insurance Company ² (Samsung Fire & Marine Insurance Co., Ltd., DB Insurance Co.,Ltd.	(registration) insurance purchase and roster management (compensation) document screening and claims management	name, gender, date of birth, bank account info/bankbook copy, nationality, contact info(emergency contact info included), alien registration number	(registration) 3 years (compensation) 5 years
Travel Agency ³ (Hana Tour Travel Agency / HanaTour-Business Travel Agency / Hyundai Dream	flight reservations and ticketing, performance management, etc.	name, date of birth, gender, nationality, passport info	destroyed upon termination of work

¹ Cooperative partners of KOICA, on consignment for the Capacity Enhancement Training Programs (government agencies, public institutions, research institutes, universities, etc.)

² Insurance company is subject to change upon the contract termination

Travel Agency is subject to change upon the contract termination



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Tour Agency)		the child and a	destroyed upon
Self-quarantine facility⁴	self-quarantine support	name, date of birth, gender, email, contact info (emergency contact included), nationality, passport info	termination of work
Soonchunhyang University Hospital	conducting medical check-ups for participants	name, date of birth, gender, nationality,	10 years

You have the right to disagree to the provision of the above personal information. However, should you disagree, be informed that there may be restrictions to KOICA's support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA's training programs.

Agree

Disagree

Consent to Provide Sensitive Information to a Third Party

According to Article 23 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of sensitive information to a third party.

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	checking personal information and qualifications for recruitment and selection, operation of training programs and performance management, management of participants including immigration and sojourn support	religion, health information (medical history), treatment records (detailed statement of treatment, doctor's note)	destroyed upon termination of work
Training Institute (university)	operation of training and sojourn support	religion, health information (medical history), treatment records (detailed statement of treatment, doctor's note)	destroyed upon termination of work
Insurance company (Samsung Fire & Marine Insurance Co., Ltd., DB Insurance	(registration) insurance purchase and roster management (compensation) document screening and claim payment management	treatment records (detailed statement of treatment, doctor's note, etc.)	(registration) 3 years (compensation) 5 years

⁴ An accommodation facility where you will stay during the mandatory self-quarantine when you get into Republic of Korea



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Co.,Ltd.)			
Soonchunhyang	conducting medical check-ups for participants	health information (medical history, etc.)	10 years

You have the right to disagree to the provision of the above sensitive information. However, should you disagree, be informed that there may be restrictions to KOICA's support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA's training programs.

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Disagree =

Consent to Provide Personally Identifiable Information to a Third Party

According to Article 24 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of personally identifiable information to a third party.

The recipient of personal information	Purpose of use	Provided particulars of personal information	Term of retention and use
Koworks	Immigration and sojourn support such as flight arrangements and insurance claims	Passport number, alien registration number	destroyed upon termination of work
Training Institute (university)	Immigration and sojourn support, Data management and certificate issuance	Passport number, alien registration number	For 5 years from termination of work
Insurance company (Samsung Fire & Marine Insurance Co., Ltd., DB Insurance Co., Ltd.)	(registration) insurance purchase and roster management (compensation) document screening and claim payment management	Passport number, alien registration number	(registration) 3 years (compensation) 5 years
Hana Tour Travel Agency / HanaTour-Business Travel Agency / Hyundai Dream Tour Agency	flight reservations and ticketing, performance management, etc.	Passport number	destroyed upon termination of work

You have the right to disagree to the provision of the above personally identifiable information. However, should you disagree, be informed that there may be restrictions to KOICA's support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA's training programs.

Agree =

Disagree





Agreement on Use of Personal Information for Sending Promotional Materials

According to Article 15 of the Personal Information Protection Act, KOICA would like to obtain your consent on using your personal information as below for sending promotional materials relating to KOICA's services and activities.

Personal Information Used	Purpose of use	Term of retention and use
name, nationality,	Sending COVID-19 Information	3 years
email address	Hub Weekly Briefing	

You have the right to disagree to the use of the above personal information if you do not wish to receive KOICA's promotional information.

Release promoterial memory		
Agree	Disagree □	
Date:	Name:	Signature:

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.

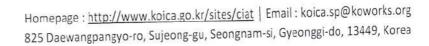
- 2-1. "KOICA," a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to universities and providing funding.
- 2-2. "Scholarship program (SP)," one of the Fellowship programs provided by KOICA, refers to a masters degree program, aiming to nurture key leaders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

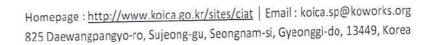
- 5-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the situations described below.
- ① Falsifying statements on any of their application documents or providing false information in their application documents.
- ②Receiving serious disciplinary actions, such as suspension or expulsion from the university
- ③ Violating the Korean law
- Temporarily leaving Korea for more than once without permission
- ⑤ Involved in any political activities
- Violation of the agreement with KOICA
- ② Failure to follow the decisions made by KOICA regarding the program intentionally
- ® Behaving disgracefully as a participant of a SP
- Withdrawal from the program before completion
- (II) 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.
- A copy of the medical certificate (for sickness leave)
- 2 Letter of explanation
- 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.
- ①Letter of confirmation from the advisor
- ②A copy of a round trip air ticket
- 3A copy of traveler insurance (when traveling to a third country)
- 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.
- 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

Purpose

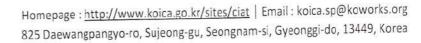
The Code of Conduct for participants of the KOICA Scholarship Program (hereafter "Code of Conduct") aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hearafter "SP").

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.

1.		_, 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.
accepted for the p	program, I agree to respect SP Partici p	oant Guideline and Code of Conduct set forth above
	If I fail to comply the terms and condition	ons of KOICA Scholarship Program,
I will	accept any penalties and consequen	ces including dismissal from the Program
	and report to my governn	nent and/or employer.
to:	Applicant's Name:	Signature:



PART 3. MEDICAL HISTORY QUESTIONAIRE

DICAL HI	STORY (QUESTI	ONAIRE (to be com	pleted by the a	oplicant)		
esent Stat							
Do you cu	rrently us	e any dr	ugs for the treatmen	t of a medical c	ondition? (giv	e name & dos	sage)
□ No	□ Yes >	>> Nan	ne of Medication (), Quantity ()
Are you pr	egnant?	(female	only)				
□ No	The state of the s	s >> (1000
Please ind	licate any	needs a	arising from disabilitie	es that may req	uire additiona	I support or fa	acilities.
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Note: Dis	ability doe: y inquired i	s not lead by the KO	to dismissal or exclusion ICA Program Manager i	on from the Progra for more detailed a	m. However, up account of your	oon the situation condition.	n, you may
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			nt or serious illnesse), Place & da		
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Present:	□ No		>> Present condition		n treated by	nevchiatrist	7
	T		ent in a mental hosp				:
Past:	□ No		□ Yes >> Name of illness (), Place & dates (
Present:	□ No	□ Yes	□ Yes >> Present condition (,
High blood	d pressur	е					
Past:	□ No	□ Yes					
Present:	□ No	□ Yes	□ Yes >> • Present condition () mm/Hg to () mm/Hg • Are you taking any medicine? □ No □ Yes				
Diabetes	(sugar in	the urine	e)				
Past:	□ No	□ Yes	□ Yes				
Present:	□ No	□ Yes >> • Present condition () • Are you taking any medicine or insulin? □ No □ Yes) res		
What illne	ss(es) ha	ave you l	nad previously?				
□ Thyroi	d Problem 🗆 L		□ Liver Disease	□ Heart Dis		□ Kidney D	isease
□ Tubero	culosis		□ Asthma	□ Stomach	and Intestina	Il Disorder	
□ Infection	ous Disea	ase >>	Specify the name	of illness ()
□ Others	s >> S	pecify ()
Has the a	bove illne	ess(es) b	een cured?				
□ Yes	□ No		ne name of illness (1



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I certify that	I have answered all questions truthfully and	completely to the best of my knowledge.
Date:	Applicant's Name:	Signature: