International IT Policy Program

College of Engineering, Seoul National University
Republic of Korea

Program Overview

• International IT Policy Program (ITPP) is an international scholarship and education program within the Technology Management, Economics and Policy Program (TEMEP) at the college of Engineering of Seoul National University.

• International IT Policy Program (ITPP) offers a Master's/Ph.D. degree of Seoul National University.

Qualifications

• IT related government officials or qualified researchers at National Research Centers working in the IT related fields.

• IT related researchers with work experiences with Korean entities (Korean agencies, companies) are preferred.

• A bachelor's degree (for a master applicant), a master's degree (for a PhD applicant).

Scholarship

The successful applicants will enroll the 2016 Fall semester (from September) according to SNU academic year and regular scholarship will be granted as followed with starting the regular course.

• Tuition fees (Master: up to 2 years/ Ph.D.: up to 3years)
• One-way Airfare (actual amount up to 1,500,000 KRW)
• Living cost: 1,500,000 KRW/month (GPA / semester should be above 3.0)
• Settlement Fund: 200,000 KRW
• Medical insurance
• Korean language Program

Admissions Time line

- Application deadline: March 28 (Mon.), 2016

- Interview: April, 2016 (TBA)

- Announcement of Admissions Decision: June 9 (Thur), 2016

- Acceptance Registration: August 2016 (TBA)

* The schedule dates above are subject to change. Please make sure to check for any changes announced by ITPP office.

Registration of Application

\<Step 1\>

- Copy of application documents should be sent via E-mail first until March 14(Mon), 2016.

  -Email: itpp@snu.ac.kr

  ※ Only the Application Form 1, 2 as shown on the required documents list

\<Step 2\>

- All documents (the items of number 1~12, original application 1 set and a copy of document 1 set) must be submitted via air until March 28 (Mon),2016 to the following address:

  - Mailing Address: Bldg37 Room#312, International IT Policy Program (ITPP)

                Seoul National University,1 Gwanak-ro, Gwanak-gu, Seoul, Korea, 151-744

  -Email: itpp@snu.ac.kr

  -Telephone: +82-2-880-9141

  -Fax: +82-2-873-7229

- Please mark and place the application checklist in front of the application packet, and arrange the application materials in the order listed on the checklist.

- ITPP office reserves the right to require additional documents from the applicant, should there arise a need to verify the authenticity of submitted materials.

- For more information about other aspects of the admissions process, please consult with the manager.

Required Documents for International Admission

- Eligibility: His or her parents as well as the applicant himself or herself are NOT citizens of Korea

1. [Form1] Application Form

2. [Form2] Personal Statement and Policy Proposal

3. [Form3] Two letters of recommendation from your professors or the head of your organization.

   ※ Recommendations must be sealed in an official envelope and signed on the back by the recommenders.

4. [Form4] Financial Certificate

   ※ You must sign your name on document. The other necessary blanks are already filled out for the ITPP applicants.

5. Official Bachelor's / Master's Transcript

6. Notarized Certificate of aBachelor's / Master's Degree

7. A copy of the applicant's passport (or other official documents indicating your nationality) and one passport sized photo

8. Copies of both parents passports, *(If a copy of passport is not available other supporting document may suffice as long as the document officially indicates the nationality.)*

9. Official document indicating parent-child relationship between the applicant and parents.

   (Applicant's Birth Certificate or Household Register proving the parent-child relationship)

10. Agreement for verification of Academic Record

    ※ You must sign your name on the Letter of Agreement portion. Do not fill out the Verification Report portion

11. Curriculum Vitae (A4 size paper, 1~2 pages, in English)

12. Proof of Employments (indicate a position and an employment period)

13. Certificate providing the English or Korean proficiency

Application Instructions

Please observe the following instructions before beginning your application.

Form 1: Application Form

- Form 1 contains your personal information.

  Graduate Applicants: Indicate the college or professional school and corresponding major.

Form 2: Personal Statement & Policy Proposal

- Personal Statement: This is an opportunity for you to convey the information about yourself and your accomplishments that could not be adequately expressed through other portions of the application. Include family background, academic achievements, extracurricular commitments and accomplishments, volunteer work, employment experience, and your reasons for applying to SNU. Other appropriate topics may include the following but not limited to: personal interests pastime activities, opinions on music, the arts, etc".

- Policy Proposal: Your proposal is extremely important. It is reviewed carefully to determine the program's relevance to an applicant's interest and educational goals. The proposal is also used to evaluate the applicant's writing ability. For example, can the applicant communicate clearly, concisely, and effectively? Given the importance of these statements, it is preferable that they be well written. The Policy Proposal should state your academic goals and career aspirations. You include policy proposal that you hope to develop through your program of study.

Form 3: Recommendation

- Two letters of recommendation from professors or the head of your organization are required.
- Complete your part of this form and, along with a stamped and addressed envelope, supply them directly to two recommenders who know you well. Be sure to give them adequate time to complete the forms before the application deadline. Recommendations should be sealed in an official envelope and signed across the back by the recommenders.

- Your recommenders should give us their appraisals of the contributions you made in their classes or academic fields. They are asked to give their personal impressions about your character, intellectual ability, aptitude in research, and the quality of your previous works and potential.

Transcripts, Graduation Certificates, Degree Certificates

- These documents detail your academic achievements and are required from every institution that you've attended in the past. (excluding the record from primary and secondary schools.)

- Transcripts must provide a record of the courses you have taken in each year of study along with the final grades. If an institution cannot provide a year-by-year record, then the school official must at least provide us with a listing of the disciplines you have studied (i.e. English, Biology, History, etc.) and a summary of your achievements in each.

- Please submit official transcripts as issued directly by the institutions you have attended. You must also submit official evidence of the conferrals of all degrees, diplomas, or professional titles showing the date of the conferrals (month and year).

English Proficiency

- *Applicants should submit a score report of a recognized English Proficiency Test* (*TOEFL, TEPS, IELTS, TOEIC* or any other supporting documents which demonstrate appropriate language proficiency). Native speakers of English are exempt from this requirement.

NOTE: We accept TOEFL scores sent to us directly by ETS if it arrives before deadline. The official ETS code of SNU is 7972. You may submit a photocopy of the Examinee's Score Report for review purposes only, but this is not a substitute for an official score report.

Important Notes for All Applicants

- Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the document-originating institution or be notarized by a public notary in the country where the document was originally produced before submission.

- All documents should be in English or Korean. Documents in any other language should be accompanied by a notarized/certified English or Korean translation issued by the country in which the document was originally produced.

- Two letters of recommendation from boss or professors are required. Complete your part of this form and, along with a stamped and addressed envelope, supply them directly to two recommenders who know you well. Be sure to give them adequate time to complete the forms before the application deadline. Recommendations should be sealed in an official envelope and signed across the back by the recommenders.

- Students whose graduations were pending at other institutions during the time of application should submit their Graduation Certificates and the Certificates of their degrees to their departments within 15 days after their enrollment at SNU. Failure to submit this document may revoke the admission offer.

- Applicants should submit a score report of a recognized English Proficiency Test (TOEFL PBT 550, CBT210, iBT80 , TEPS 551, IELTS 5.5) or which demonstrate appropriate language proficiency). Native speakers of English are exempt from this requirement.

- Master's program applicants who hold undergraduate degree other than a 4year "Bachelor" degree must submit all of the relevant documents from their respective universities to demonstrate their undergraduate degree as being equivalent to a 4year bachelor's degree.

- Applicant who transferred during their prior course of studies, must submit their full complete academic records from all of the applicable institutions including transcripts and certificate of graduation/attendance.

- Be sure to make and keep photocopies of all completed forms. Submitted documents become property of SNU and will not be returned to the applicants. Please be sure that, in principle, any modification or cancellation will not be accepted after completing the application.

- Admission once granted will be rescinded, if any false information or unfair practice for admission were involved in the process. This applies even after a student is enrolled at SNU.

- Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.

• Detailed account of individual admission decision for each applicant cannot be disclosed.