

KOICA-YONSEI Master's Degree Program in Health Policy and Financing Capacity Building

February 2, 2027 – June 26, 2028

Seoul, Republic of Korea


Korea International Cooperation Agency

 연세대학교 보건대학원
YONSEI UNIVERSITY
GRADUATE SCHOOL OF PUBLIC HEALTH

** We strongly recommend that applicants carefully review and adhere to the instructions provided in the Program Information.*

Contents

★ IMPORTANT NOTICE from KOICA	1
I . PROGRAM OVERVIEW	2
II. PROGRAM CONTENTS.....	6
III. TARINING INSTITUTE.....	9
IV. ACADAEMIC REGULATIONS	17
V . PRECAUTIONS	22
VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY).....	23
VII. CONTACTS.....	28

★ IMPORTANT NOTICE from KOICA

The 2027 KOICA Master's Degree Program application process consists of two main rounds:
(1) KOICA Round and **(2) Institute (University) Round**.

The first round involves the KOICA Selection, where applicants are recommended by their country's relevant government. The application process will take place at the KOICA country office, or in the case of countries without a KOICA country office, at an affiliated KOICA country office or the Korean Embassy. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter **KOICA Guidelines**).

The second round is the Institute (University) Round, which is the university selection process. Only those who pass the KOICA Round can apply to universities. The list of successful KOICA Round candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local medical check-ups, and interviews (or/and exam), based on their specific admission requirements. Those who have been finally accepted at the university round are required to submit original documents to the KOICA country office/Korean Embassy.

This Program Information (hereinafter **PI**) serves as a guide for the second round, the **Institute (University) Round**.

Before you proceed with your application, we kindly request that you carefully review and comprehend the guidelines outlined in both the **KOICA Guidelines** and **Program Information(PI)**. It is essential to note that the responsibility for any inaccuracies in the information provided rests with the applicant. Additionally, please be mindful that each university may have unique selection procedures, document submission requirements, and deadlines. Therefore, we recommend you to pay close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institute circumstances. Any updates will be announced on the KOICA CIAT website (<https://www.koica.go.kr/sites/ciat/index.do>). Regularly check the website for the latest information. For any inquiries, please refer to Section **VII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA country Office (Korean Embassy)	
July 2026	Submission of Application (Via Email/ to KOICA country Office or Korean Embassy)
	Document Screening (Submitted documents are non-returnable)
	On-site Interview
	First Round Result
② INSTITUTE(University) Round (Only for those who pass the First Round)	
September to December 2026	Submission of Application Package (Via University email/system)
	Document Screening (Submitted documents are non-returnable)
	Local Medical Check-up
	Interview Test of University (or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to KOICA country office or Korean Embassy)

NOTE: Upon successfully passing the second round of the selection process, candidates who have also cleared the medical check-up in Korea will be ultimately confirmed as scholarship recipients. Detailed guidance regarding the post-second-round selection process will be provided exclusively to successful candidates.

I . PROGRAM OVERVIEW

▣ Program Title: KOICA-Yonsei Master's Degree Program in Health Policy and Financing Capacity Building

▣ Duration Details

- Academic Duration: March 01, 2027 - August 28, 2028 (18 months)

○ Pre-Course(Offline): February 10, 2027 - February 26, 2027

○ Regular-Course(Offline): March 01, 2027 - June 23, 2028 (18 months)

In accordance with the university regulations, the diploma will be issued in August 2028.

- Stay Duration: February 2, 2027 - June 26, 2028 (17 months)

During 17 months in Yonsei University, students are strongly recommended to complete their thesis.

The schedule is subject to change in accordance with internal circumstance or KOICA's Instruction

▣ Degree: Master of Public Health (Division: Health Policy and Financing)

* Please note that the course title and the degree title may differ. The degree will be conferred in accordance with the degree title indicated in the PI. (For KOICA certificates, the program title will be included.)

▣ Objectives

1. To train public health professionals from developing countries in the field of infectious disease control so that they can manage national policies and health-related programs effectively as well as help set up and implement good health-related policies in their home countries
2. To build partnerships with developing countries for the possible expansion of Korean public health institutions into those countries
3. To share Korea's experience in infectious disease control and policy-making procedures and even disseminate Korean culture to developing countries

▣ Training Institute: Graduate School of Public Health, Yonsei University

▣ Number of Participants: 15 Government Officials

▣ University Admission Qualification:

1. Applicants who meet the qualifications of KOICA scholarship program
2. Applicants must meet one of the four conditions below;

- 1) Non-Korean applicant with Non-Korean parents
- 2) Applicant who has completed his/her entire formal education from elementary to higher education, including a four-year bachelor's degree
- 3) A master's degree from an accredited college or university
- 4) Academic qualification that is equivalent to a four-year bachelor's degree

■ **Language:** The training is conducted entirely in English, and a high level of English proficiency in reading, writing, speaking, and listening, equivalent to the university-level studies is necessary. (Applicants must submit evidence of their English proficiency.)

■ **Accommodations:** Dormitory, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722

(03722 서울특별시 서대문구 연세로 50, 학사)

- Dorm rooms are designed for two people.
- Each person is provided with a desk, a bed, and a wardrobe.
- There are communal washing machines and dryers (fee charged).
- The dormitory cafeteria does not offer halal foods. The dormitory cafeteria menu changes daily.

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Term	Date	Contents / Remarks
Preparatory Session	2027.2.2	Arrival
	2027.2.	KOICA Orientation, Medical Check-up
Pre - Course	2027.2.10-2027.2.26	University Orientation, Pre-Course
Spring Semester (1st semester)	2027.3.2-2027.6.18	
Inter-semester break	2027.6.21-2027.7.9	
Summer Semester (2nd semester)	2027.7.12-2027.8.20	
Fall Semester (3rd semester)	2027.9.1-2027.12.17	
Inter-semester break	2027.12.20-2028.2.29	
Qualification Exam	2028.1.28	
Spring Semester (4th semester)	2028.3.2-2028.6.16	
Wrap-up Session	2028.4.3-2028.4.14	Preliminary Defense Presentation
	2028.5.15-2028.5.26	Final Defense Presentation
	2028.6.23	Graduation Ceremony
	2028.6.26	Departure

*The above schedule is subject to change.

**A detailed Program Schedule will be provided upon arrival.

***Arrival in Korea & KOICA orientation (offline) / The schedule above is tentative.

2. CURRICULUM

1) Curriculum & Credits

1-1) PRE-COURSE

Type	Type	Course Title
Pre-Course (0)	Required (0)	- Korean Language Class (Non-credit) - Campus tour and trainee life education (Safety, Sexual Harassment Prevention, etc.)

1-2) REGULAR-COURSE

- The credits required to complete the Master's program: 30 credits

Type	Type	Course Title
Spring Semester (1st) (9)	Required (8)	- Introduction to Public Health (2) - Epidemiology (2) - Health Economics (2) - Global Health Policy & Review (2) - Chapel (0)**
	Electives (1)	- Public Health Practicum I (1)
Summer Semester (2nd) (7)	Required (4)	- Research Methodology (2) - Health Policy (2)
	Electives (3)	- Action Plan & Portfolio (1) - Medical and Humanitarian Emergency (2)
Fall Semester (3rd) (9)	Required (3)	- Thesis Writing I (1) - Biostatistics (2) - Chapel (0)**
	Electives (6)	- Health Financing & UHC (2) - Health Care Law and Ethics (2) - Emerging Infectious Diseases and COVID-19 Pandemic: Epidemiology and Policies (2)
Spring Semester (4th) (9)	Required (4)	- Qualification Exam (0) - Thesis Writing II (4) - Chapel (0)**
	Electives (5)	- Introduction to GHSA(1) - Society & Health (3) - Research Paper Writing in English (1)

* The above curriculum is subject to change.

** At Yonsei University, chapel has been a compulsory component of the curriculum since its establishment in 1885. The course is offered as a one-time session lasting 1.5 hours and provides students with an opportunity to learn about the University's founding philosophy.

2) Graduation Requirements

- To graduate, students must complete 30 credits, earn a cumulative GPA higher than or equal to 3.0 (B0), and pass the qualification examination for graduation.

- All students must take the following subjects as mandatory: 'Introduction to Public Health', 'Epidemiology', 'Biostatistics', 'Research Methodology', 'Thesis Writing I' and 'Thesis Writing II'.

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field trip

- Once a month during the first three semesters of this program, from first (fall) semester to the third (summer) semester: Gyeongbokgung Palace, Demilitarized Zone(DMZ), Bukchon Hanok (Korean Traditional) Village, National Gugak Center, etc.

*The places are subject to change.

2) Industrial Visit

- At least six times during this program: MicoBioMed, International Vaccine Institute(IVI), Health Insurance Review and Assessment Service(HIRA), Korea Human Resource Development Institute for Health and Welfare(KOHI), etc.

*The places are subject to change.

3) Workshops

- Several workshops will be available during this program: Student-Alumni Workshop Event, Academic Conferences/Forums, Library Workshop (Lecture on useful database and tools for your research), Graduate School of Public Health Workshop(hiking), etc.

4) Other Extracurricular Activities

- At least two activities during this program: Korean Language Class, Lecture on Understanding Religion, Race, and Culture, etc.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About the University

- The Graduate School of Public Health (GSPH), Yonsei University has taken long strides as an institute for public health education since its foundation in 1977. The number of students was 20 at the time of foundation. As of September 2023, it has 381 students who are enrolled for an M.P.H. degree. Yonsei GSPH has 12 different majors that cover basic courses in public health.

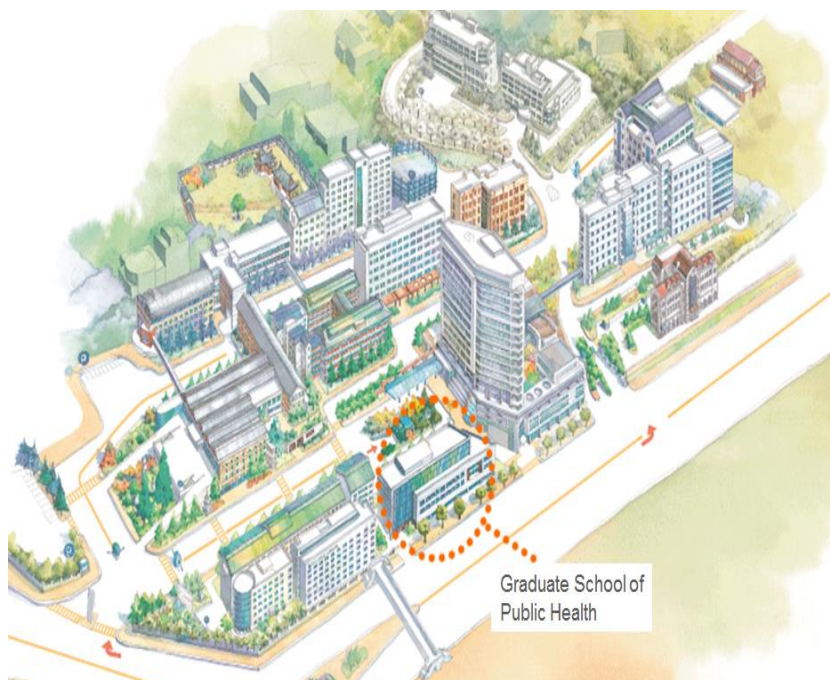


Figure 1. Campus Map of Yonsei GSPH (Seoul Campus)

- Majors in Yonsei GSPH

- Healthcare Management
- Health Policy & Management
- Global Health
- Public Health Law & Ethics
- Epidemiology
- Health Promotion & Education
- Health Informatics & Biostatistics
- Occupational Health
- Environmental Health
- Health Policy and Financing
- Infectious Disease Control
- Global Health Security

- Growth to Globalization

Along with academic achievements over the past 40 years, the Graduate School of Public Health (GSPH), Yonsei University continues to keep pace with global public health trends. GSPH has been operating the International Cyber University for Health (ICUH). ICUH serves as the educational focal point for the provision of public health education in the Asia-Pacific region in collaboration with the Asia-Pacific Academic Consortium for Public Health (APACPH). ICUH was established on May 3, 2004. By the end of the 2012 Spring semester, a total of 48 courses had been offered to 1,140 students by 32 faculties from the member universities using the e-learning system at Yonsei University.

GSPH has also successfully held the 43rd APACPH Conference in 2011 as a member university of APACPH. In August 2017, GSPH hosted the 49th APACPH. Together with other domestic and overseas activities, GSPH strives to offer the best public health courses.

- University Administrations

- | | |
|-----------------------|-----------------------|
| · Dean of GSPH | Prof. Sunha Jee |
| · Department Chair | Prof. Whiejong M. Han |
| · Academic Advisor | Prof. Sunjoo Kang |
| · Program Coordinator | Ms. Hyeseong Park |

2) Homepage: <https://gsph.yonsei.ac.kr/gsph-en/index.do>

2. ACCOMMODATION

1) University Dormitory

- Yonsei University strives to help students enjoy the best of their residential life in Korea by ensuring security and living convenience. Students will stay at University dormitory.

- Living Conditions

- All dormitory rooms are designed to be shared with roommate(s).
- The room includes: Bed, Desk, Bookshelf, Closet, Restroom, Shower room, and Refrigerator.
- Communal Area (Sharing): Lobby, Student lounge, Study room, Laundry room, Mail room, Fitness center, Table tennis room, Convenience store, Cafeteria, 24/7 security office, Woori bank ATM, etc.



Figure 2. Student's Room in Chejung House

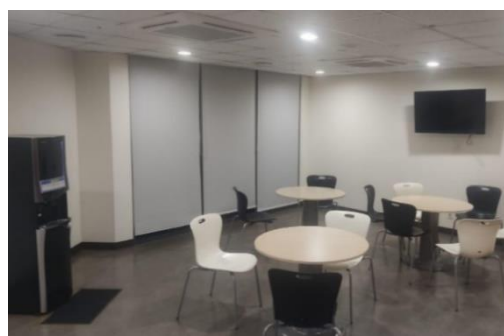


Figure 3. Student Lounge in Chejung House

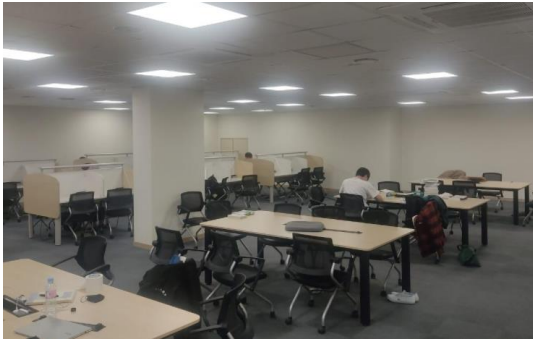


Figure 4. Study Room



Figure 5. Fitness Center



Figure 6. Laundry Service Desk



Figure 7. Shower Room



Figure 8. Muslim prayer room (off-campus)



Figure 9. Mosque (off-campus)

*** Details regarding the dormitory are subject to potential changes**

3. OTHER INFORMATION

1) Lecture Room

- The lecture rooms are located on the 2nd and 3rd floors of the GSPH building. A computer, microphone, projector, and air conditioner are placed in each room.



Figure 10. Lecture Hall



Figure 11. Lecture Room

2) Library

- (GSPH Library) The library is open to all students of the Graduate School of Public Health and is located on the 3rd floor of GSPH building. It provides not only a wide range of books and study tables but also computers for internet search. There are a wide range of study tables and enough electrical outlets to charge electric devices.
- (The Central and Yonsei-Samsung Libraries) All students of Yonsei university are able to use the central library using their Yonsei Student ID card. The library has 5 floors above ground with a roof floor and one basement floor. Information Commons, located on the 2nd floor of Yonsei Samsung Library, provides many services and amenities including the Collaborative Booth, Digital Library Search, Writing/Editing, Internet PCs, Laptop Area, and seats for individuals with disabilities.



Figure 12. GSPH Library



Figure 13. Central Library

3) Cafeterias on Campus

- The student cafeteria serves Korean traditional and international dishes three times a day (breakfast, lunch, dinner).
- Besides the cafeterias, there are coffee shops all students can use.



Figure 14. Cafeteria (1F, Student Union Building)



Figure 15. Cafeteria (2F, GSPH Building)

4) Bookstore

- Students can purchase textbooks that are needed in classes at the bookstore, located on the B1 floor of the Student Union Building. It is a good idea to ask your professors which books are essential for class.



Figure 16. Bookstore (B1, The commons)

5) Woori Bank

- A branch of Woori Bank is located inside the B1 floor of the Student Union Building.

6) Post Office

- Students can send packages to their country using the Post Office, B1 floor of Student Union Building.

7) Student Health Service Center

- The Student Health Care Center is on the 2nd floor of the Student Union Building. It provides medication for minor illnesses and injuries. There is a nominal fee for the purchase of medication.

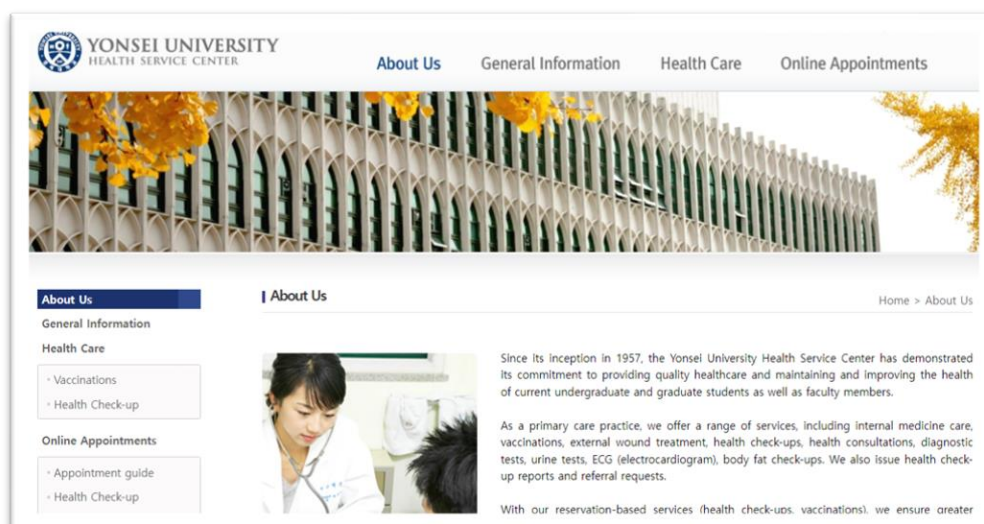


Figure 17. Health Service Center Website

8) Global One-Stop Service Center (Office of International Affairs)

- The Global One-Stop Service Center (GOSC) is established to support the international students at Yonsei University. It will be operating a visa agency service (group application) to do Foreigner Registration for international students when the new semester begins.

9) Medical Facilities around Campus

Type	Medical Facility	Location	Business Hour	Phone Number
General	Severance Hospital Int'l Healthcare Center	50-1 Yonsei-ro, Seodaemun-gu, Seoul [Sinchon Station Exit 3 (Line 2)]	Weekdays 09:00-12:00, 14:00-16:00 Saturday 09:00-12:00	02-2228-5800 (Appointment Required)
	Sinchon Yonsei Hospital	110, Seogang-ro, Mapo-gu, Seoul [Sinchon Station Exit 7]	Weekdays 08:30-17:00 (Lunch Break 12:30-13:30) Saturday 08:30-12:30	02-337-7582
Orthopedics	Yonsei Su Orthopedic	68 Sinchon-ro, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:00-18:30 (Lunch Break 13:00-14:00) Saturday 09:00-13:00	02-332-1320
Internal Medicine	Yonsei Ihyencheol Internal Medicine	57-39 Nogosan-dong, Mapo-gu, Seoul [Sinchon Station Exit 7]	Weekdays 08:30-17:00 (Lunch Break 12:30-13:30) Saturday 08:30-12:30	02-337-7570
Otolaryngology	Kim Sungjun ENT Clinic	92, Sinchon-ro, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:00-21:00 (Lunch Break 13:00-14:00) Saturday 09:00-15:00	02-332-8887
	Shinchon Yonsei ENT Clinic	88, Sinchon-ro, Mapo-gu, Seoul	Weekdays 10:00~17:30 (Lunch break 12:50~14:30) Saturday 10:00~13:00	02-332-0927
Dentistry	LA Yonsei Dental Clinic	109 Sinchon-ro, Seodaemun-gu, Seoul	Weekdays 09:30~18:00 (Lunch Break 12:30~14:30) Saturday 09:30~13:00	02-363-2080
Dermatology	Yonseistar Dermatology	72-12 Changsheon-dong, Seodaemun-gu, Seoul	Weekdays 09:00-20:00 (Lunch Break 13:00-14:00) Saturday 09:00-15:00	02-332-00923
Ophthalmology	Sinchon Kim Ophthalmology	49-48 Nogosan-dong, Mapo-gu, Seoul [Sinchon Station Exit 8]	Weekdays 09:00~18:00 Saturday 09:00~13:00	02-332-2972
Community Health Center	Seodaemun-gu Community Health Center	242 Yeonhui-ro, Yeonhui-dong, Seodaemun-gu, Seoul	Weekdays 09:00~18:00	1339 (COVID-19 Screening Center)

➤ National Health Insurance Payment

- As of 2023, all students are automatically enrolled to Korean National Health Insurance.

10) Closest Subway Station (Line 2 Sinchon Station, 15-minute walk)

- You can find Yonsei University Main Entrance gate and Severance Hospital right next to the main entrance.
- Follow the Severance Hospital route and you can find the College of Medicine Building which is connected to the Graduate School of Public Health Building, Yonsei University.



Figure 18. Map of Sinchon Subway Station

11) General Student Service

➤ Buddy Program

- Buddy (Mentor-Mentee) Program is offered during the first semester of this program to assist students to adjust to new environment at the Graduate School of Public Health, Yonsei University, and Korea. One international student will be paired up with one Korean student, and Korean mentor will be responsible for helping the students to cope with new environment.

<Buddy Program Guideline>

- Students must respect each other and communicate and meet only daytime.
- Students must respect and try to understand each other's culture, language, and background.
- Students must keep their personal space and maintain healthy communication.
- If there is any problem or issue between mentor-mentee that is difficult to solve by yourselves, students must contact the program coordinator accordingly.

➤ LearnUS

- It is an online learning platform at Yonsei University. LearnUS stands for 'Learning Ubiquitous Square' and offers online educational contents, including 'Professional Programs', 'Open Programs', 'International Programs', and 'Degree Programs'. Students can check their class materials and submit assignments via LearnUS, and they can download class materials of past courses they have taken. It also offers 'Gender Based Violence Prevention Education' for international students, English Non-degree course.

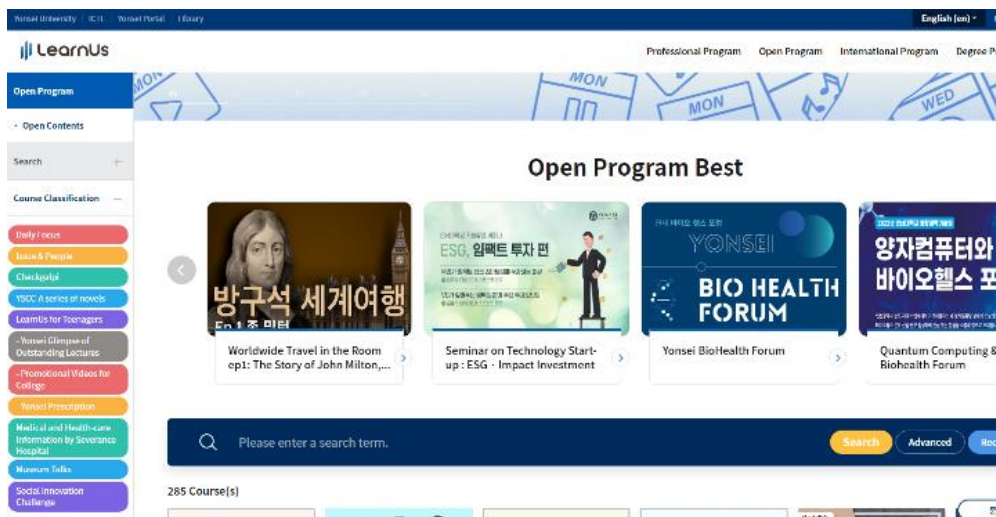


Figure 19. LearnUS Website



Figure 20. LearnUS Building



Figure 21. Violence Prevention Education Video

➤ Student ID Card

- All degree program students will get a student ID card for entering school gates, libraries, etc. This can be used as a Woori bank check card as well. Students have to fill in an application form for a student ID card with the help of the program staff and it takes 7~10 days to issue it.

➤ Computer & Internet access

- Due to security issues, internet access is not provided by the university. Students are advised to use computers in the library for research and information searching. Students are required to log onto the computer using the given password.

12) Leadership Opportunities for Students

- Each year, Graduate School of Public Health, Yonsei University, recognizes and celebrates our alumni who have excelled in their field after graduation. Outstanding alumni will be awarded with "Yonsei Public Health Young Leadership Award".

IV. ACADEMIC REGULATIONS

1. Academic Regulation

1-1. Attendance and Absenteeism

Students are expected to attend all of the classes he / she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least one-thirds of the total class hours shall automatically be graded F.

1) If a student is absent for any of the reasons below, the student must notify either the department chair or academic advisor and get an approval in advance, and must submit documentary evidence within 7 days of occurrence (to be considered as 'no absence'):

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance

- The period in which attendance can be approved:

- ① Parents: 5 days

- ② Grandparents: 2 days

- ③ Siblings: 1 day

2) In the event a student is absent for any of the reasons below, attendance can be approved (considered as 'no absence') according to the chair professor's discretion, if documentary evidence, report, or assignment is submitted or online education is completed:

- Academic planning, field-trip, on-location training, etc.

- Participation in seminars or conferences (including international ones) as approved by the department chair.

- Other events as approved by the department chair.

3) In the event of student's illness or emergency situations, students who will be absent for less than seven days (including holidays and weekend days) need to submit a written notification of such absence to the Dean of the Graduate School. For absences longer than seven days, students must submit a written diagnosis by a physician.

4) Temporary leave during the semester is not allowed. Exceptions will be made only for inevitable reasons, such as death of immediate family, and a prior approval from the chair of the department of Global Health and Disease Control, Graduate School of Public Health, Yonsei University and KOICA must be obtained. Temporary leave during vacation is only allowed with understandable reasons and he/she must request approval from the academic advisor a month ahead of his/her leave.

1-2. Examinations and Grade Evaluations

- A cumulative grade point average of at least B0 (3.0) is required for graduation.
- A minimum grade of C- (1.7) is required to earn credits.
- Grade F or below will not be acknowledged as a passing grade.

Regular Exams and Make-up Exams

- Regular Exams: Mid-term (7th to 8th week of semester), Finals (last two weeks of semester)
- All students must strictly abide by exam measures announced by the exam director (ex. must submit exam papers within the exam hours)
- Make-up Exams: If a student cannot sit for an exam due to military service, illness, or any other emergency, the student must notify the faculty before the test date and obtain the Graduate School Dean's approval to sit for the exam at another time.

Qualifications to Sit for an Exam

- Any student who, without good reason, has failed to attend class for at least one-third of the total class hours shall be prohibited from sitting for the exam. In the event of an illness or emergency, students need to provide a written explanation for their absence.
- Scholastic Performance Evaluation Method
- Scholastic performance will be based on a 100-point scale for each course registered. Grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).
- Grades will be calculated on a curve as follows:
- A+: 20% of the students in the class

<Criterion>

Grade	100-point scale	Grade Point Average (GPA)	Evaluation
A+	97~100	4.3	Excellent
A0	94~96	4.0	
A-	90~93	3.7	
B+	87~89	3.3	Good
B0	84~86	3.0	
B-	80~83	2.7	
C+	77~79	2.3	Fair
C0	74~76	2.0	
C-	70~73	1.7	
F	69 or below	0	Poor
I		0	Incomplete
W		0	Withdrawn
P / NP		0	Pass / No Pass

2. MANDATORY DORMITORY RESIDENCE

- Students must reside in designated accommodation, while they are enrolled in the program.
 - * If a fellow stays in external accommodations due to personal responsibility, separate KOICA support will not be provided.

3. COMPLIANCE WITH RESIDENCY RULES

- A student who violates residency regulations will be evicted from the dormitory and he/she must return to his/her country immediately.

<RESIDENCY REGULATIONS>

➤ Before Entering the dormitory, required documents are as follows

1. Dormitory Regulation consent form
2. Health Checkup Result including the Chest X-ray Result (at local health-checkup result)
3. Entry Confirmation (Received when entering Korea)

*There might be some additional document required by university.

1. General Regulations

- a. Students must reside in designated accommodation, while they are enrolled in the program
- b. Living off-campus is not allowed
- c. Students should abide by the entry time: Even though dorm will be open until 2:00 am, students are strongly encouraged to return to their dorm by 10 p.m. for safety reasons. If you expect to return to the dormitory late, please inform the student president in advance.
- d. Roommates may be changed once or twice during the program period
- e. Authorized housing staff may enter student rooms for normal inspection and maintenance purposes
- f. Staying out overnight without prior notice is prohibited

2. Shared Room Use and Responsibilities

- a. Any damages caused to shared items or areas (e.g., bathroom, air conditioner, main light) will be charged equally to both residents unless individual responsibility is clearly determined

3. Room Cleanliness and Hygiene

- a. All occupants must help maintain a clean and hygienic living space
- b. To avoid floor damage and maintain cleanliness, all residents are required to remove their shoes
- c. Regular cleaning is expected, and failure to do so may result in cleaning fees
- d. All waste, including general waste, recyclables, and food waste, must be properly sorted and taken to the designated disposal area in dormitory, following Korean waste separation regulations

4. Room Inspections and Reporting

- a. Rooms are subject to inspection at check-in, check-out, and on a monthly or as-needed basis during the stay.
- b. Residents must report any pre-existing damage within three days of move-in to avoid being held responsible
- c. Charges for damage, missing items, or uncleanliness identified during inspections will be the responsibility of the respective resident(s)

5. Dormitory Access

- a. Residents should bear the card always, in case when the officials ask them to show the entrance card

- b. Residents should pay certain fees to re-issue the entrance card
- c. Sharing the card with other residents or inviting non-residents are strictly prohibited

6. Prohibited Actions and Penalty Point System

- a. A penalty point system will be applied to track dormitory violations
- b. Violations may include, but are not limited to, failure to maintain cleanliness, damaging university property, noise complaints, or any other actions that violate the dormitory's standards
- c. Excessive noise or disruptive behavior in the dormitory is strictly prohibited at all times
- d. Students must avoid large gatherings in the dormitory, as even moderate noise may disturb other residents. If a gathering is necessary, it should be held outside the dormitory
- e. Quiet hours must be observed from 9:00 PM to 8:00 AM to maintain a peaceful environment for all residents. Noise, loud conversations, or playing music during this period is not allowed
- f. Residents will be charged for any damage and/or loss of dormitory property and room amenities
- g. Once a student accumulates 15 penalty points in a semester, the student will be required to vacate the room and alternative accommodation must be found at the student's own cost, and no further accommodations will be provided by the university

4. GRADUATION REQUIREMENTS

- According to the Academic rules of the school, the Degree is conferred only if the student has successfully accomplished the requirements below.

<Regulations on the Degree Conferment>

1. "Students who passed the qualification exam"

- Students who acquired 24 credits can take the qualification exam.
- Those who scored higher than 70 points out of 100 points can pass the qualification exam.

2. "Students who have registered for more than Four semesters"

- Students have to take five semesters of lectures, including three regular semesters and two seasonal semesters (winter and summer semesters).
- Students can complete up to 9 credits in the regular semesters (Spring and Fall) and 7 credits in seasonal semesters (winter and summer). You must acquire at least 30 credits to obtain a master's degree.

3. "Students with a CGPA (Cumulative Grade Point Average) of B0 (3.0) or higher"

- According to the Yonsei University's credit system standard, students should acquire the total CGPA B0 (3.0) or higher out of 4.3 points.

4. "Students who have completed equal to or more than 30 credits (including thesis I and II courses) and passed the final oral presentation."

- Mandatory Courses for Graduation: Introduction to Public Health, Epidemiology, Biostatistics, and Research Methodology.
- In addition to thesis, students can opt to meet graduation qualifications according to the other regulations of the Graduate School of Public Health.
- Regarding other graduation requirements, students should consult with research advisor and program director.

5. Participant Responsibilities

1) Employment Restrictions

Students are **not permitted to work or earn income** while staying in Korea, **including during weekends, holidays, or academic breaks**.

Any violation of this restriction may result in disciplinary action, including penalties, termination of program participation, or expulsion.

2) Safety Responsibility

2.1 Students are **responsible for their own safety** during periods when there are **no official programs or classes**, including weekends, holidays, and academic breaks.

2.2 If a student **plans to travel long distances or stay outside the dormitory** (except for official university programs), the student **must notify the university in advance and obtain prior approval** from both the department chair and the academic advisor. Students **must also provide emergency contact information** to the program coordinator.

3) Health Responsibility

Students are responsible for maintaining their **physical and mental health** and must ensure they remain in good condition throughout their stay.

V. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances and public health regulations thereof, the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions.

In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).

2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date.

In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.

3. **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure.

In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date

4. **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.

5. **Vaccination requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.

Example) If the participant fails to provide a proof of a WHO-certified vaccination and cannot check into the university dormitory, the participant will be responsible to find accommodation for him/herself (accommodation fees are supported in the amount corresponding to the dormitory fees).

6. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants.
7. **Religious meals & personal food preferences:** Religious meals and personal food preferences are not provided during the scholarship program. For further information, check the university guidelines (if necessary, personal fees may be incurred)
8. **Regulatory Compliance:** KOICA SP participants should observe KOICA Scholarship Fellows' Guidebook and University's internal rules and regulations, otherwise the participant would lose one's status as a SP participants and a university student.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

■ This page is intended as reference for applicants who have successfully advanced through the KOICA(Korean Embassy) Round conducted by KOICA overseas Office(Korean Embassy)

■ Application Method

- The designated university personnel will send an email to each successful applicant, providing the necessary documents for university enrollment and offering guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office(Korean Embassy)
- All applicants MUST submit their documents to University through an official application system: **YONSEI GSPH Admission System(Online) Link:**
<https://yadmis.yonsei.ac.kr/com/lgin/SsoCtr/initPageWork.do?requestTimeStr=1671061590803>
- * For the detailed steps for the document submission and application, please check another attachment “YONSEI GSPH Admission Procedure Manual.”
- ** If an applicant has any difficulties with submission, please contact the university at Yonsei Health Policy and Financing Program Official Email: gsphyonsei2021@gmail.com
- ***If an applicant has inevitable reasons, the applicant may submit the documents via official email.
- When you have completed the submission, please send an email to the university(gsphyonsei2021@gmail.com) to inform that your registration is completed.
- All applicants are required to submit authenticated official graduation certificates and transcripts. These documents must be certified by the Korean Embassy or Consulate. This is a prerequisite before the University can issue the Certificate of Admission.

Admission Steps	Contents	Period
Step 1	Application Package Submission (via YONSEI GSPH Admission System)	Aug. 12 – Sep. 8
Step 2	Document Screening	Sep. 30
Step 3	Local Health Check-up	Sep. – Oct.
Step 4	Interview Test of University (including Essay)	Oct. 1st – Oct. 30
Step 5	Second Round Result	Nov. 6
Step 6	Original Document of University Submission (to KOICA overseas Office/ Korean Embassy)	Nov. 20
Step 7	Admission Notification	Nov. – Dec.

*The above schedule is subject to change.

■ Detailed Information

1) Step 1: University Documents Submission:

- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the institution via designated online system.
- Details about all the required documents can be found on page 25-26.

2) Step 2: Document Screening (Yonsei University)

- Documents of the applicants who have been nominated by the regional KOICA overseas Office or Korean

Embassy (if KOICA overseas Office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also scrutinize whether or not the nominated applicants have properly prepared the required documents.

- The application package will be comprehensively reviewed. All factors will be carefully considered including the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience, etc.

3) Step 3: Medical Check-up (Local)

- Those who have successfully passed the "Step 2: Document Screening(Yonsei University)" must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

4) Step 4 Interview (Essay Test included)

- Applicants who successfully passed the "Step 2: Document Screening(Yonsei University)" will have an online interview and essay test.
- Further guidance will be given by the university via email.

5) Step 5 Original Document Submission:

- Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated) and have them ready to be sent to the university as soon as the result of the 4th stage (interview) has been announced. Those who have been finally accepted at the university stage are required to submit original documents to the KOICA overseas Office/Korean Embassy. KOICA overseas Office/Korean Embassy will send original documents to the University. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check accurately with university staffs before submission to KOICA overseas Office/Korean Embassy. The cost of the initial submission of original documents (from the applicant's country to the Korean university) will be covered. However, if the applicant's original documents are incomplete and need to be resubmitted to the university, no additional financial support will be provided. The applicant must send the documents to Korea at their own expense via an international courier service.

- Original document submission address: KOICA overseas Office/ Korean Embassy
- **Supplementary Document Submission Address: Respective Universities (No financial support provided)**
- Submitting Deadline : **20th Nov 2026**

** Documents submitted to the University will NOT be returned.*

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense. And also domestic Postage costs are not covered (Home to KOICA country office/Korean Embassy). KOICA country office and Korean Embassy will send a original documents to university.

6) Admission Notification

- Admission result will be notified to the regional KOICA country office or Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided individually to the successful applicants.

■ Required documents

University documents should be submitted to University through an official application system.

(Link: <https://yadmis.yonsei.ac.kr/com/Igin/SsoCtr/initPageWork.do?requestTimeStr=1671061590803>)

※ Original copies of some required documents should be submitted to the university. Please read the information below very carefully.

1) **Yonsei University Application Form** (FORM 1)

- Applicants must type in English and handwriting is not acceptable.

2) **Recommendation Letters from at least TWO recommenders** (FORM 2)

- Applicants should submit at least two recommendation letters from a professor (on academic performance) or supervisor (on job performance).
- They need to provide an overall evaluation of the applicant and comment on whether to recommend the applicant or not with reasons.

3) **Study Plan (Statement of Purpose)** (FORM 3)

- Applicants should submit their study plans for the course.
- Applicants must type in English and handwriting is not acceptable.

4) **Release of Information Form** (FORM 4)

- Applicants should sign in and submit the release of information form.

5) **Job Description** (FORM 5)

- Applicants should describe their job and main duties.
- Applicants shall write down the setback or challenges that the organization is facing and elaborate on their plan to contribute to their organization.
- Applicants must fill out the form in English, and handwriting is not acceptable.

6) **Official Degree Certificate**

- An **undergraduate degree** certificate from every institution attended or attending are required.
- Applicants must submit the original document with Apostille by the Ministry of Foreign Affairs OR with Consular Verification (Authentication) by the Korean Embassy or Consulate.

* **Applicants from Chinese Universities** must provide English report of 中国高等教育学生信息网 (CHSI / 学信网, <https://www.chsi.com.cn/>)

- If a degree certificate or degree is unavailable, submit an official letter from the university indicating the date of graduation and the degree conferred.
- If you have a higher degree level (master's/doctor's degree), please submit it as well.

* Documents submitted to the University will NOT be returned.

7) **Official Transcript**

- An original copy of undergraduate transcript must include a year-by-year record of courses from every institution applicant had attended or are attending.
- Applicants must submit the original document with Apostille by the Ministry of Foreign Affairs OR with Consular Verification (Authentication) by the Korean Embassy or Consulate. *

Applicants from Chinese Universities must provide English report of 中国高等教育学生信息网 (CHSI / 学信网, <https://www.chsi.com.cn/>)

- The transcripts should include a statement of personal rank in department, if available.

- If the CGPA / maximum score does not appear on the transcript, please submit a proof letter certified by the university, if available.
- If you have a higher level degree (master's/doctor's degree), please submit it as well.

** Documents submitted to the University will NOT be returned.*

8) Certificate or document proving English Proficiency

- You must submit at least one of the documents listed below. (Test score report must be within the validity period.) **School Reporting is not accepted.*

a) English Test Score Report: a minimum score of TOEFL iBT 68, TOEFL ITP 520, IELTS 6.0, TEPS 259, or TOEIC 650 (Scores below the minimum requirements and other types of English tests are not accepted)

** Scores from these tests are valid for five years from the date of its official issuance.*

b) Documents proving your English proficiency as follows.

- Those who are nationals of a country where English is an official language and who have completed at least three years of formal education in English
- Those who have completed at least one degree (bachelor's, master's, or doctoral) in a country where English is the primary language
- Official letter (free style) from the minister or governor of one's affiliation which states that one's English proficiency is equivalent to the required scores listed in "a".

9) Curriculum Vitae (Free style personal resume)

10) A Copy of the Applicant's Passport

- It should include a copy of the page showing the passport number, date of issue and expiration, photo, and name.

** Please check the expiration date*

11) Copies of Both of Parents' Passports

- If an applicant's parents don't have passports, they could be replaced with other official documents indicating parents' nationality such as Identification Card (Citizen ID Card)

12) Official Document indicating Parent-Child Relationship

- The document indicating parent-child relationship between the applicant and parents, such as applicant's Birth Certificate or Household Register that can prove the parent-child relationship

**If your parent(s) has deceased (divorced), please submit a certification of death (divorce) mandatorily.*

13) Employment Certificate

- An official document proving your work experiences which should include the duration of employment, position, and job description on the certificate or letter.

14) Photo (ID-style, front-facing, color)

15) School Profile / Grading System

- An official document providing an institutional overview, including the academic calendar, accreditation, credit system, and a detailed grading scale (GPA) used to evaluate student performance.

■ Optional documents

While not required, applicants may submit some optional documents. These documents, though optional, can be considered during the document screening process.

1) List of Honors and Awards

- If there are any honors, awards, fellowships, or any academic certificates and test reports during university please list them in the order of importance.
(ex) General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc.
- The list will be valid only when testimonials or proof are submitted

■ Important Notice

- 1) All forms should be typed in English and all the supporting documents should be in English. Documents in any other language should be accompanied by a notarized English translation.
- 2) Original documents should be submitted. Should they be unavailable, copies must be authorized by the originating institution before they are submitted.
- 3) If any of the submitted materials contain false information, admission will be rescinded.
- 4) You should submit the Degree Certificate and Transcripts authenticated by (1) Korean Embassy or Consulate or (2) Apostilled by the Ministry of Foreign Affairs*. Original documents should be submitted. Otherwise, the documents are not accepted.

* Applicants from Chinese Universities must provide English report of your degree and transcript from 中国高等教育学生信息网 (CHSI / 学信网, <https://www.chsi.com.cn/>) and other required documents should be authenticated by the Korean Embassy.

- 5) Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- 6) Applicants should take full responsibility for any disadvantage due to the mistakes or omission on the application.
 - Enter your accurate home address, home phone number, mobile phone number, and email address that can be contacted at any time during the screening period.
- 7) Please prepare a picture of a half-sized panel (3x4cm, upper-body without a hat) taken in color within the last 3 months in advance to the application. The admission decision is based on all the information provided in completed application and interviews. This includes the applicant's past academic performance (undergraduate, if any), study plan, recommendations, work experience and community involvement.

VII. CONTACTS

1. CONTACT INFORMATION

1) YONSEI UNIVERSITY

▣ GRADUATE SCHOOL OF PUBLIC HEALTH, YONSEI UNIVERSITY

- **Program Coordinator: Ms. Hyeseong Hannah Park**
- Address : Room 307, Global Program Office, Administration Building, 50-1 Yonsei-ro, Seoul, 03722, Republic of Korea
- **Yonsei GSPH Official e-mail: gsphyonsei2021@gmail.com**
- Homepage: <https://gsph.yonsei.ac.kr/gsph-en/index.do>

2) General inquiries regarding the application process

- E-mail: koica.sp@koworks.org
- Homepage: <http://www.koica.go.kr/sites/ciat/index.do>

*The schedule in PI (Program Information) is changeable according to the KOICA and University's Schedule.