



Đ/c Thường 11/2 2024. TCCB

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EMBASSY OF THE REPUBLIC OF KOREA

KEV-24- 1046

VỤ TCCB - BXD
CÔNG VĂN ĐẾN
Số: 18.29
Ngày: 17.9.2024

R/c PVT Hưng
Đ/c Thuận
2019

BỘ XÂY DỰNG
Số: 27801
ĐẾN Ngày: 13/9/2024
Chuyên:
Số và ký hiệu HS:

Đại sứ quán Đại Hàn Dân Quốc tại Việt Nam kính chào Bộ Tài nguyên và Môi trường, Bộ Kế hoạch và Đầu tư, Bộ Xây dựng và Ủy ban nhân dân thành phố Hồ Chí Minh nước Cộng hòa xã hội chủ nghĩa Việt Nam.

Bộ Môi trường Hàn Quốc hiện đang triển khai “Chương trình đào tạo Thạc sĩ cho đối tượng công chức ngành môi trường” với mục tiêu xây dựng mạng lưới nguồn nhân lực với Cục Hợp tác Môi trường và hỗ trợ tăng trưởng xanh. Đại sứ quán xin gửi tới Quý Cơ quan công văn của Bộ Môi trường Hàn Quốc về việc đề nghị đề cử ứng viên tham gia Chương trình đào tạo trên, kính đề nghị Quý Cơ quan tham khảo tài liệu được đính kèm theo công hàm này (Đính kèm số 2) và gửi đề cử ứng viên muộn nhất vào ngày 11 tháng 10 năm 2024.

※ Mọi thắc mắc chi tiết trong quá trình đăng ký, vui lòng liên hệ các cơ quan dưới đây để được giải đáp:

- Viện Công nghệ & Công nghiệp Môi trường Hàn Quốc (Korea Environmental Industry & Technology Institute – KEITI)
Điện thoại: +82-32-540-2247; Fax: +82-32-540-2251; Email: shshin@keiti.re.kr
- Khoa sau đại học ngành Đô thị Quốc tế, Trường Đại học Seoul Sirip (ISUS, University of Seoul)
Điện thoại: +82-2-6490-5159/+82-2-6490-5157; Fax: +82-2-6490-5141
Email: mglep@uos.ac.kr

Nhân dịp này, một lần nữa Đại sứ quán Đại Hàn Dân Quốc tại Việt Nam xin gửi tới Bộ Tài nguyên và Môi trường, Bộ Kế hoạch và Đầu tư, Bộ Xây dựng và Ủy ban nhân dân thành phố Hồ Chí Minh nước Cộng hòa xã hội chủ nghĩa Việt Nam lời chào trân trọng.

Đính kèm:

1. Công văn đề nghị giới thiệu ứng viên (tiếng Anh)
2. Tài liệu thuyết minh về Khóa đào tạo Thạc sĩ cho đối tượng công chức ngành môi trường (tiếng Anh)



3. Tài liệu thuyết minh về Khóa đào tạo Thạc sĩ cho đối tượng công chức ngành môi trường của Trường Đại học Seoul Sirip (University of Seoul) năm học 2024-2025 (tiếng Anh).
4. Danh sách kiểm tra hồ sơ đăng ký Khóa đào tạo Thạc sĩ (tiếng Anh)/.

Hà Nội, ngày 09 tháng 09 năm 2024



Kính gửi: Bộ Tài nguyên và Môi trường
Bộ Kế hoạch và Đầu tư
Bộ Xây dựng
Ủy ban nhân dân thành phố Hồ Chí Minh

19 August 2024

H.E. Nguyễn Thanh Nghị
Minister
Ministry of Construction
Socialist Republic of Viet Nam

Your Excellency,

It is my pleasure to inform you that the Ministry of Environment of the Republic of Korea is seeking recommendations for prospective students of Master's Program for Future Global Leaders in Environmental Policy (MGLEP). This program offers an opportunity to government officials of our partner countries to participate in a two-year graduate studies program in Korea.

MGLEP has begun since 2015 with the aim of strengthening international environmental cooperation by providing future leaders of our partner countries with an opportunity to study and research into sustainable development and environmental policies at a prestigious academic institution in Korea. The program, which is fully sponsored by the Ministry of Environment of the Republic of Korea and managed by the International Environmental Cooperation Center of Korea Environmental Industry and Technology Institution, has given the opportunities of capacity-building and learning to a total of 238 students from 37 countries so far. I am glad to let you know that the admission process for the new academic year starting in spring 2025 has begun.

In this regard, I hereby cordially invite your county to recommend **one to two eligible officials** of your Ministry who wish to enroll in the program. Researchers in affiliated agencies or institutions under your Ministry are also eligible for its application. Applicants are required to be fluent in both spoken and written English and have a **minimum of three years of environmental work or research experience (in waste and water management, landfill, etc.)**.

Full scholarship will be awarded to the selected applicants who meet the admission requirements described in an enclosed program description. In addition to full tuition coverage, students will be provided with living allowances, medical insurance and other various expenses including travel costs.

Students enrolling from 2025 will study at the University of Seoul. Please refer to the enclosed program information when recommending the best-suited applicants for our program and requirements.

It would be appreciated if you could send us the application no later than October 11th, 2024.

MGLEP will not only provide valuable academic and cultural experience to participants but also contribute to enhancing cooperation between Korea and your country in the future.

I look forward to your interest in the program and cooperation with us.

Yours sincerely,



Kim, Wansup
Minister, Ministry of Environment
Republic of Korea

- *Encl: 1. MGLEP Program Description
2. Program Information on University
3. Required Document Forms of University

MGLEP Program description

MGLEP

(Master's Program for Future Global Leaders in Environmental Policy)

Batch 11

February 2025 ~ December 2026

Seoul, Republic of Korea

TABLE OF CONTENTS

1. OVERVIEW	3
2. PROGRAM DESCRIPTION	3
3. APPLICATION ELIGIBILITY	4
4. SCHOLARSHIP BENEFIT	4
5. METHOD OF APPLICATION	5
6. APPLICATION PROCEDURE	5
7. Application Timeline	6
8. ADDITIONAL INFORMATION	6
9. HOW TO APPLY TO MGLEP	7

Master's Program for Future Global Leaders in Environmental Policy (MGLEP)

1. OVERVIEW

The Master's Program for Future Global Leaders in Environmental Policy (MGLEP) funded by the Ministry of Environment of Korea is a scholarship program designed to provide the prospective leaders of partner countries with an opportunity to pursue graduate studies in Environmental Policy at a prestigious school in Korea. The program encourages participants to enhance their knowledge and experience through courses, study trips and internship aiming at developing and managing public policies on sustainable development. The program also supports the participants to build and strengthen cooperative networks with one another, environmental policy experts and governments officials in Korea. The program provides the full-ride scholarship with a monthly living allowance to help the participants to focus on the study.

2. PROGRAM DESCRIPTION

Program Offered: Master's Program for Future Global Leaders in Environmental Policy (MGLEP)

Purpose:

- To provide an opportunity for prospective leaders of countries that have close ties with Korea; to pursue graduate studies in Environmental Policy at a designated academic institution in Korea; to contribute to sustainable economic and social development of our partner countries
- To share our experience on development practices in order to promote cooperation among partner countries.

Sponsor: Korean Government (Ministry of Environment)

Stakeholders:

- Ministry of Environment(KME): Design the program and provide fund
- International Environmental Cooperation Center(IECC) from Korea Environmental Industry & Technology Institute(KEITI) : Manage and coordinate the program, Provide extra programs(networkings, internship,. etc)
- Academic Institution : Provide coursework and extra-curricular programs, and support the participants' settlement

Curriculum:

- Commonly required courses: Courses about Korea's Environmental Policy, Environmental Seminars and Field Trips
- Major required and selective courses: Depend on academic institution's curriculum
- Extracurricular courses: Korean Language and Culture

Academic institution: University of Seoul (UOS)

Total Number of Awards: 22 scholarship recipients for Batch 11

Language: English

Duration: Feb. 2025 – Dec. 2026 (2 years in maximum to obtain a Master's Degree)

3. APPLICATION ELIGIBILITY

To be eligible, candidates must satisfy the followings:

- Be citizens of the partnering countries designated by the Ministry of Environment of the Republic of Korea
- **Be government officials or public sectors' employees whose work is closely related to environmental policies or sustainable development** (more than three years of experience required, permanent employees only).
 - ※ For example: waste and water management, landfill, etc.For employees of public organizations and institutions nominated by their governments, a letter of nomination from the Ministry concerned as well as the organization where an applicant belongs are both required.
- Hold a Bachelor's degree officially recognized by the government concerned as of the date of arrival to Korea
- **Have a good command of both spoken and written English**
- Not have participated in any of the Korean government's scholarship programs (Master's degree or higher) before
- Have adequate health, both mentally and physically, to stay in a Korea for an extended period of time (under the age of 45 years preferred)
- Agree to return to their home country after the completion of the program
- Meet the selection criteria of an academic institution

4. SCHOLARSHIP BENEFIT (What does the scholarship cover?)

Full-ride scholarship with a monthly stipend is provided. The following expenses are included in the details of financial support by MGLEP.

- Tuition fee
- Accommodation (dormitory of academic institution)
- Living allowance (including meals): KRW 999,000 per month
- Travel expenses (airfare): Round-trip economy class ticket
- Miscellaneous travel expenses: KRW 200,000 upon arrival / KRW 300,000 when departure
- Korean Language class: full coverage
- Textbooks and materials: distributed by a designated university
- Extracurricular activities such as study and field trips during the program
- Medical checkup, twice during the period
- Insurance

5. METHOD OF APPLICATION

The Ministry of Environment of the Republic of Korea(KME) requests environment-related organizations of Korea's partner countries to recommend eligible candidates for the program. Applicants should submit all documents related to their scholarship application to University of Seoul (UOS), which will be provided with the Program Discription.

※ URL : www.mglep.net/apply

6. APPLICATION PROCEDURE

step 1	KME invites partner countries to recommend eligible candidates.	Aug. 2024
step 2	Applicants send documents to University of Seoul (by online). ※ www.mglep.net/apply	By Oct. 11. 2024
step 3	An Academic institution reviews the submitted documents. ※ If necessary, we can ask your affiliated institution to confirm the authenticity of the document you submitted.	By Nov.11. 2024
step 4	An academic institution informs the result of document review and coordinates the online interview schedule.	By Nov.12. 2024
step 5	An academic institution conducts an online interview.	Nov. 18 -21, 2024
step 6	The KME, the KEITI and an academic institution select scholarship recipients based on selection criteria.	Dec. 2024
step 7	The KEITI notifies the selected scholarship recipients of officially accepted for the program.	By Jan. 2025
step 8	Selected scholarship recipients arrive in Korea.	Feb, 2025

※ Please note that the dates are subject to change. All dates are in Korean Standard Time (KST)

7. APPLICATION TIMELINE

Application & Registration Schedule

Procedure	Admission Schedule for Spring 2025
Application deadline	By October. 11, 2024
Document Review	By November. 11, 2024
Online Interview	November. 18 – 21, 2024
Final Admission Decision	By December, 2024
Deliver a letter of acceptance	By January, 2025
Arrival in Korea	Feb , 2025

※ The dates are subject to change. All dates are in Korean Standard Time (KST).

8. ADDITIONAL INFORMATION

- **Submission of Documents** : The required documents should be submitted at the University of Seoul, International School of Urban Sciences office by online no later than the application deadline. (Korean Standard Time (KST))
- **English Score Report** : We encourage all applicants to submit the score report, but if you do not have a score, you can submit any proof of your English proficiency. (*Optional*)
- **Language** : All of courses are conducted entirely in English. Therefore, an online interview for applicants who have passed the documents review is conducted in English. The online interview is mandatory for nominated as a scholarship recipient.
- **No deferral** : An offer of admission to the program is made only for the upcoming academic year. Acceptance of the offer cannot be deferred.
- **Dormitory** : Dormitory residence is mandatory for all MGLEP participants. Participants should stay in the dormitory provided by his/her academic institution.
- **Not allowed to bring family members** : As MGLEP is an intensive program which requires participants of full commitment and concentrated endeavors for studying, participants are not allowed to bring any family members.

9. HOW TO APPLY TO MGLEP

• Submission documents

★ Please submit all documents in English. (①~⑬)

*Documents in any other language should be accompanied by a notarized English translation.

★ All forms should be completed in typed. (①~⑤, ⑫)

*After completing the documents, you have to submit it online(www.mglep.net).

Please refer to **How to submit applications.**

★ Applicants must submit either the apostilled or embassy notarized document. (⑧~⑪)

① MGLEP Application Form (Form 1)

② Application Form of International School of Urban Sciences, University of Seoul (Form 2)

③ Personal Statement (Form 3)

④ Statement of Purpose/Study Plan (Form 4)

⑤ A Letter of Recommendation (Form 5)

⑥ Applicants must submit Participant's Guideline provided by University of Seoul (Form 6)

⑦ Letter of Nomination from the Ministry or Organization of the applicant's affiliation

★ Please submit the Nomination letter signed by the head of your organization

1) the Minister of the Ministry

2) the Head of the Organization of the Applicant's Affiliation

★ If you aren't officially nominated by your organization, it may be difficult to accept your application.

⑧ Certificate of Graduation of Undergraduate and Graduate school (Apostilled or Embassy Notarized)

⑨ Official Transcripts of undergraduate and graduate schools (Apostilled or Embassy Notarized)

⑩ Official Report of English-Proficiency Test (TOEFL/TOEIC/IELTS) or any proof of applicant's English-Proficiency (*Optional*) (Apostilled or Embassy Notarized)

⑪ Certificate of Employment (Apostilled or Embassy Notarized)

★ Please prove that you have worked for more than three years as a full-time or permanent employee.

★ Certificate of employment should include particular words such as permanent or full-time.

⑫ Curriculum Vitae

⑬ A Copy of Passport (If the passport has yet to be issued, please send a photocopy of national ID card. As soon as the passport is issued, please send a copy of the passport)

⑭ Two photos, 3X4 cm or passport size

• **How to submit applications**

- ★ You can submit the application online(www.mglep.net) **From September 1st to October 11th**
- ★ After **October 11th** the homepage submission system will be blocked automatically.

step 1

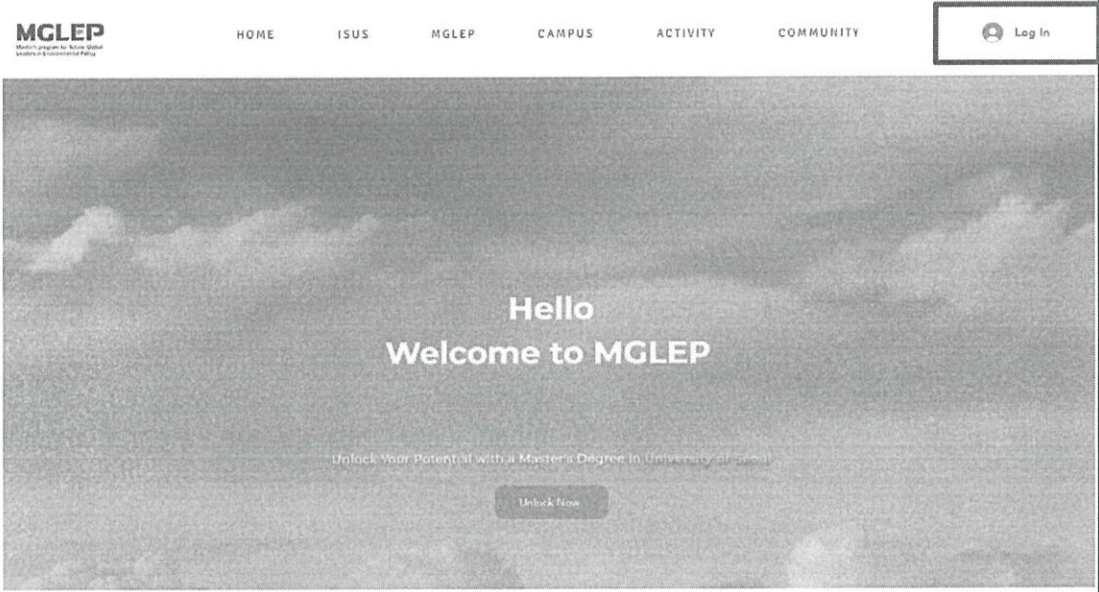
- **Type and fill out application forms.**
 - **Prepare all requirements for submission.**
- *All forms should be completed in English and typed.**

step 2

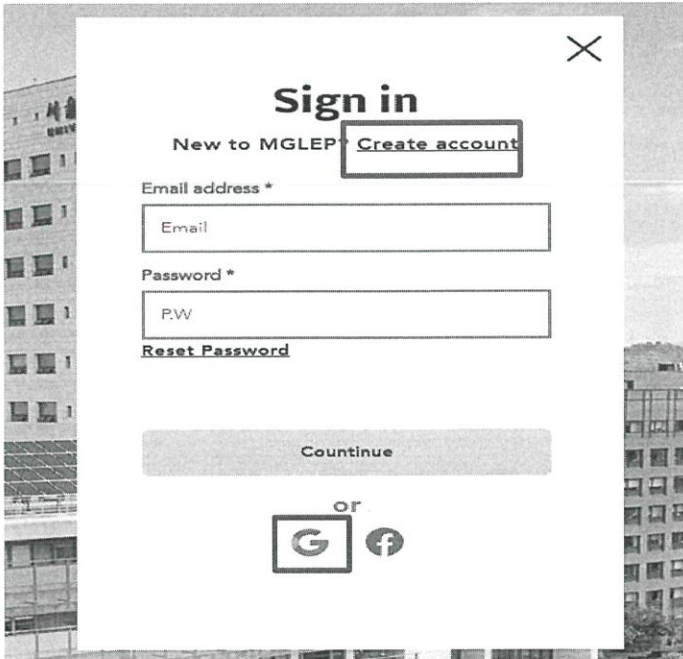
- **Create your own account before signing in.**

*** Web address : www.mglep.net**

① **Input www.mglep.net on the web browser. (Chrome is strictly recommended.)**



② **Click Create account or use gmail to sign in**



③ When creating an account, please fill out your information



A screenshot of a mobile application's 'Sign in' screen. The screen has a white background with a close button (X) in the top right corner. The title 'Sign in' is centered at the top. Below the title, there is a red rectangular box highlighting four input fields: 'First name', 'Last name', 'Email address', and 'P.W.'. Below these fields is a checkbox with a checkmark and the text: 'I agree to create username and apply for MGLEP community website. By continuing, you agree to MGLEP's Conditions of Use and Privacy Notice.' Below the checkbox is a grey button labeled 'APPLY'. At the bottom, there is a link that says 'Use Google account. Sign in now!'.

④ Don't forget your password.

*There is no section to confirm the password



A screenshot of the same mobile application's 'Sign in' screen as in the previous image. In this version, the red rectangular box highlights only the 'P.W.' input field. All other elements, including the title, other input fields, checkbox, 'APPLY' button, and 'Sign in now!' link, are identical to the previous screenshot.

step 3

- **How to sign in**
- Type in your info and Click APPLY button

×

Sign in

Mglep

MGLEP

mglep@uos.ac.kr

.....

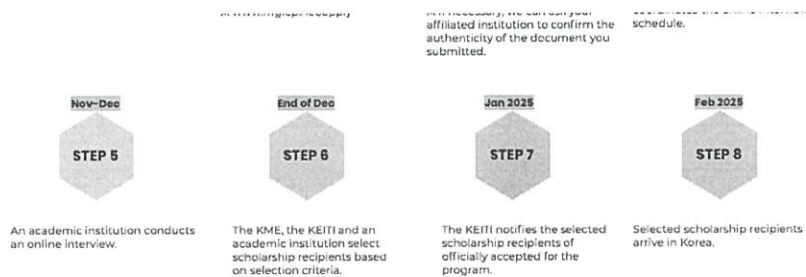
I agree to create username and apply for MGLEP community website. By continuing, you agree to MGLEP's Conditions of Use and Privacy Notice.

APPLY

Use Google account.
Sign in now!

step 4

- **Submit documents for MGLEP 11**
- After log in, click **APPLY NOW**
- Or you can use link: www.mglep.net/apply



BE OUR MGLEP MEMBER!

APPLY NOW

MGLEP
Master's program for future Global Leaders in Environmental Policy

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International School Urban Sciences
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E. mglep@uos.ac.kr

환경부
Ministry of Environment
KEITI
Korea Environmental Industry & Technology Institute

서울시립대학교
UNIVERSITY OF SEOUL
ISUS
Institute for International Studies

This website is operated by University of Seoul, ISUS registered Law building 412, 163, Seoulsiripdae-ro, Dongdaemun-gu, Seoul, Republic of Korea

step 5

Enroll in MGLEP Course

- Please read all instruction on the website
- Download Application Checklist and Form 1~6

Apply Steps

STEP 1

- Download files below and then fill out the forms

step 6


Click Upload & Apply on the bottom

- After reading the instruction, prepare all the documents. Must be typed.
- Click Upload & Apply

STEP 3

- Click "Apply" button and upload

If you experience any problems or technical issues with your MGLEP application, please do not hesitate to contact us at mglep@uos.ac.kr



step 7

• **Fill out your information**

MGLEP 10 Application

Submission documents

- ★ Please submit all documents in English. (①~③)
- ★ Documents in any other language should be accompanied by a notarized English translation.
- ★ All forms should be completed in typed. (①~⑤, ②)
- ★ After completing the application, you have to submit it online(www.mglep.net)
Please refer to How to submit applications.
- ★ Applicants must submit either the apostilled or embassy notarized document.
(③~④)

First name *

Please write down here

Last Name *

Please write down here

Email Address *

Please write down here

Phone Number *

Please write down here

step 8

• **Upload Application Checklist and Form 1~6**

Application Checklist *

+
Select file
Upload up to 25MB

① MGLEP Application Form (Form1) *

+
Select file
Upload up to 25MB

② Application Form of International School of Urban Sciences, University of Seoul (Form2) *

+
Select file
Upload up to 25MB

③ Personal Statement (Form 3) *

+
Select file
Upload up to 25MB

step 9

Form 7 ~ 14

- Please upload documents ⑦~⑭
- If you cannot upload these documents before the deadline due to the document process in your country, please email us the reason and an estimated date of the submission. mglep@uos.ac.kr
- An estimated date of the submission must be before October 11th.

⑦ Letter of Nomination from the Ministry or Organization of the applicant's affiliation

+

Select file

Upload up to 25MB

⑧ Certificate of Graduation of Undergraduate and Graduate school (Apostilled or Embassy Notarized)

+

Select file

Upload up to 25MB

⑨ Official Transcripts of undergraduate and graduate schools (Apostilled or Embassy Notarized)

+

Select file

Upload up to 25MB

⑩ Official Report of English-Proficiency Test (TOEFL/TOEIC/IELTS) or any proof of applicant's English-Proficiency (Apostilled or Embassy Notarized)

+

Select file

step 10

• If you have uploaded all documents from 1 to 14, please click the "Apply" button to complete the submission.

- If you cannot upload these documents before the deadline due to the document process in your country, please email us the reason and an estimated date of the submission.
- An estimated date of the submission must be before October 25th.

APPLY

• After checking the documents, we can request you for supplementary.

**Important
Notes**

- We kindly inform you in advance if you don't submit all required documents except official report of English-proficiency test, your application may not be accepted.
- If any of the submitted materials contain false information, admission will be rescinded.
- There will be procedures to verify the authenticity of the document.
- If you cannot submit the document due to website error, please contact us by the following email.

E-mail : mglep@uos.ac.kr

Step 11

• **Selected applicants have to submit original documents to University of Seoul.**

- Submit it by mail from your country or
- When you come to Korea, you can bring it and submit it to the school.
(All selected applicants are required to submit the original document.)

Address : International School of Urban Sciences, University of Seoul

#20-412, Law School Building, 163 Seoulsiripdae-ro, Dongdaemun-gu,

Seoul, Republic of Korea

서울시립대학교 국제도시과학대학원

서울특별시 동대문구 서울시립대로 163 법학관 20-412 호

(02504)

Receiver : Sharon Beak

Postal Code : 02504

※ You can find more details at

www.mglep.net/mglep

* Create your own account before signing in

For more information, please contact:

Korea Environmental Industry & Technology Institute (KEITI)

Phone: +82-32-540-2247

Fax: +82-32-540-2251

E-mail: shshin@keiti.re.kr

Home page: www.keiti.re.kr/site/eng/main.do

Address: International Environmental Cooperation Center (IECC), 3F Main Building, KEITI
410 Jeongsujin-ro, Seo-gu, Incheon, Rep. of KOREA, 22689

International School of Urban Sciences (ISUS), University of Seoul

Phone: +82-2-6490-5159 / +82-2-6490-5140 / +82-2-6490-5157

Fax: +82-2-6490-5141

E-mail: mglep@uos.ac.kr

Home page: <http://isus.uos.ac.kr/>, www.mglep.net

Address: #412, Law School, University of Seoul,
163, Seoulsiribdae-ro, Dongdaemun-gu, Seoul,
Republic of Korea, 02504

Program Information

2025 - 2026

UNIVERSITY OF SEOUL

**Master's Program for Future Global
Leaders in Environmental Policy
(MGLEP)**

February 2025 ~ December 2026
Seoul, Republic of Korea

CONTENTS

TABLE OF CONTENTS

PART 0. SCHOLARSHIP PROGRAM & KEITI	01
PART I. WELCOME MESSAGE	02
PART II. PROGRAM OVERVIEW	05
PART III. HOW TO APPLY	07
1. APPLICATION/ADMISSION PROCEDURE	07
PART IV. PROGRAM CONTENTS	09
1. ACADEMIC SCHEDULE	09
2. CURRICULUM	11
3. EXTRACURRICULAR ACTIVITIES	13
PART V. ACADEMIC INSTITUTION	14
1. GENERAL OVERVIEW OF UOS	14
2. INTERNATIONAL SCHOOL OF URBAN SCIENCES (ISUS)	15
3. ACCOMMODATION	16
4. OTHER INFORMATION	19
PART VI. SUPPORT SERVICE	27
1. TRAVEL TO KOREA	27
2. EXPENSES FOR STUDY AND LIVING	27
3. MEDICAL SUPPORT AND INSURANCE	28
PART VII. REGULATIONS	30
1. PARTICIPANT'S RESPONSIBILITIES	30
2. WITHDRAWALS	31
3. TEMPORARY LEAVE	31
4. ACCOMPANYING OR INVITING FAMILY	32
5. OTHERS	32
PART VIII. CONTACTS	33

Master’s Program for Future Global Leaders in Environmental Policy (MGLEP)

The Master’s Program for Future Global Leaders in Environmental Policy (MGLEP) funded by the Ministry of Environment of Korea (KME) is designed to support Graduate Studies Program for government officials working in environment or related fields in Korea’s partnering countries

The main goal of MGLEP is to support the training of key personnel who have the capacity to lead the sustainable economic and social development of our partnering countries through the transfer of Korea’s know-how and experiences in environmental improvement.

The KME launched the program for the first time in 2015, reflecting the demand of its partnering countries for the long-term capacity-building programs discussed during high-level meetings and through the international cooperation network of the Ministry.

This program is expected to contribute to the capacity-building in environmental policy of partnering countries by allowing the participants to experience Korea’s development process, acquire specialized knowledge in the field of environment through intensive training, and strengthen the ability for policy development and analysis.

With the ownership of the program, the KME will put its best efforts to support participants of MGLEP not only in expanding their knowledge of environmental policy and technology, but also establishing valuable networks and experiencing Korean culture, society and history through this invitation program for officials of our partnering countries.

International Environmental Cooperation Center (IECC) of

Korea Environmental Industry & Technology Institute (KEITI)

In 2009, the Korea Environmental Industry & Technology Institute (hereinafter referred to as “KEITI”) was founded as a quasi-government organization under the Ministry of Environment of the Republic of Korea. As taking the major lead in developing environmental technologies, fostering environmental industry, and spreading eco-friendly lifestyles, KEITI is contributing to offer improved environmental welfare services for citizens and to achieve sustainable development both domestically and internationally.

The International Environmental Cooperation Center (hereinafter referred to as “IECC”) has established in 2020 in order to lead the international environmental cooperation of the Korean government under the guidance of the Ministry of Environment based on extensive research and cooperation activities in an effort to make transition towards sustainable and green future.

Under the Vision, “Global green partnership platform for sustainable future”, IECC is managing the Master’s program for Future Global Leaders in Environmental Policy for foreign government officials, through which we share environmental knowledge and strengthening partnership.



The Leading Education & Research Institution in Urban Sciences

Yongkul WON

President, University of Seoul

University of Seoul was founded in 1918 and has provided higher education opportunities for the intelligent, motivated, and creative scholars. As a public institution, University of Seoul is committed to cultivating leaders who will make significant contribution to the urban future of Korea and the world.

With undergraduate colleges and about 90 fields of study in the Graduate School and other specific programs that integrate research, policy, and practice, University of Seoul seeks a balance between academic and professional concerns as well as between visionary goals and practical research. Along with academic research, University of Seoul functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government.

International School of Urban Sciences has been a pioneer in Korea in combining urban sciences with international development cooperation since its foundation in 2012. It attracts a finest set of people around the globe and serves a knowledge sharing platform with respect to urban development, urban planning, construction, infrastructure planning and environmental management. A great mix of urban professionals gather together at the School and get to experience cross-disciplinary and cross-cultural interactions and benefit from mutual learning with a common aim to find answers to sustainable development of each participant's home country. I am certain that you will have a rewarding experience with them.

As the president of the University, I warmly welcome all participants in the school's programs and urge you to keep your passion that you now have in your heart all along while you pursue your personal development goals at the University of Seoul.



Hub of 'International Networking' for Global Experts

Shin LEE
Dean of ISUS, University of Seoul

Welcome to ISUS. In the midst of rapid urbanization during the process of compressed economic growth, our country has accumulated unique experiences and know-how in the urban development and administration field.

Such urban growth of the Republic of Korea has helped gain the attention of many countries abroad hoping for an opportunity of sharing the experience.

Meanwhile, although our construction companies have won a high reputation in infrastructure development such as road, harbor, and plant construction, the turning point for a qualitative take-off has become necessary as the competition with other development-pursuing countries intensified.

Like so, having the domestic and foreign demand into consideration, providing a comprehensive solution relative to the urban development and management with our experience and know-how's and opening the way to the comprehensive package of urban development for the whole world has become a national agenda that we must pursue. During the process, we anticipate further overseas expansion of the Korean construction companies by the development of new modules.

The University of Seoul, which pioneered through the research and education of urban-related fields, has met such demands of the current era by establishing the International School of Urban Sciences with the goal of fostering global city professionals in 2012. On one hand, we educate domestic city professionals so that they will be able to advance towards overseas urban development and management fields, and on the other hand, we provide foreign public officials the opportunity to learn and experience Korea first-handedly by managing the International Urban Development Program (IUPD). In addition, our graduate school will be the platform on which domestic professionals and foreign public officials cultivate global insight by interacting with each other and creating an international network.

The ISUS is committed to establishing itself as the center of research and international cooperation in the area of urban sciences.

We expect your continued interest and support.

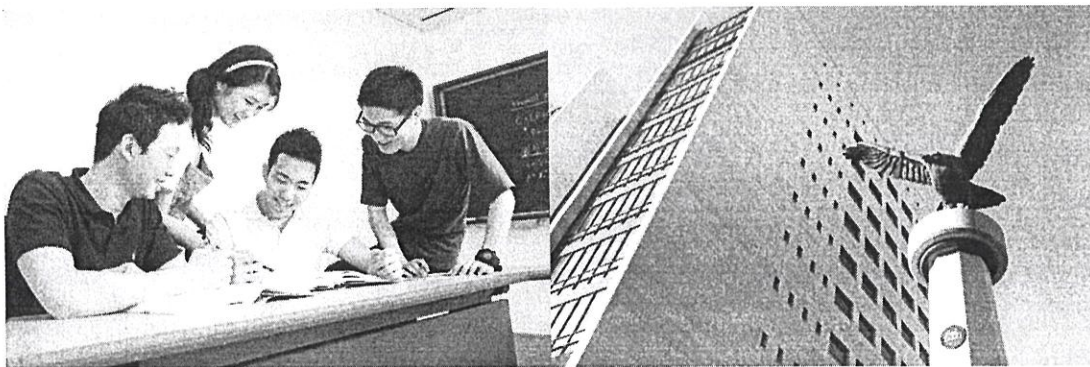
Thank you.

University of Seoul, The Birthplace of Korea's Urban Study

University of Seoul was founded in 1918 and has provided higher education opportunities for the intelligent, motivated, and creative scholars. As a public institution, University of Seoul is committed to addressing the social, regional, technological, and creative issues of the urbanized world. It has thus dedicated itself to cultivating leaders who will shape the urban future of Korea and the world. Its faculty, students, and administrative body are also distinguished by a commitment to civic values and a dynamic urban civilization.

University of Seoul insists on quality and breadth. It is committed to both theory and practice, and endorses openness towards students and Korea's noticeable institutions. With more than 10,000 students enrolled, University of Seoul consists of seven undergraduate colleges and almost 90 fields of study in the Graduate School. With diverse and specific programs that integrate research and policy, practice and education, University of Seoul seeks a balance between academic and professional concerns, between visionary goals and practical research. Along with basic research, University of Seoul functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government.

In this sense, the International School of Urban Sciences has maintained a dominant position in a field of urban sciences. These range from environmental and civic engineering, architecture, urban planning and landscape design to public law and administration, taxation science, economics, urban sociology and management. With Korea's largest and finest group of human and informational resources focused on the future of the world's city, it boasts a unique array of research institutions working on the solutions to its problems and creative visions for its future.



Part II	PROGRAM OVERVIEW
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- **Program Name: Master's Program for Future Global Leaders in Environmental Policy (MGLEP)**
- **Degree: Master of Sustainability and Environmental Policy**
- **Duration: February, 2025 ~ December, 2026 (2 years, including the preliminary program)**
- **Objectives:**
 - To provide future leaders of our partner countries with an opportunity to study graduate program on environmental policy and related fields at a prestigious Korean university
 - To enhance program participants' knowledge and experiences in the field of environmental policy and sustainable development
 - To improve program participants' capacity to develop and manage public policies on sustainable development
 - To provide program participants with opportunities to develop cooperative relationships and personal networks with scholars, professionals, and government officials from Korea and other countries.
- **Hosting Institution:** International Urban Development Program (IUDP),
International School of Urban Sciences, University of Seoul
- **Language:** English
- **Cost and Financial Assistance:** Full-ride scholarship with a monthly living allowance will be provided to cover the cost of attendance for the program. The cost of attendance includes the followings:
 - Tuition & Dormitory fees
 - Economy class, round-trip airfare between Seoul and the Participant's home country
 - Monthly living allowance based on KEITI regulations
 - Others: medical checkup, other official event expenses etc.

PART III. HOW TO APPLY

▣ Application Eligibility

- Be citizens of the partnering countries designated by the Ministry of Environment of the Republic of Korea
- Be government officials or a public sector's employee whose work is closely related to environmental policy or sustainable development (three or more years of experience required, permanent employee only)
 - ※ For example: waste and water management, landfill, etc.
- For employees of public organizations and institutions nominated by his/her government, a letter of nomination from the Ministry as well as the organization of the applicant's affiliation are both required
- Hold a Bachelor's degree officially recognized by the government as of the date of arrival to Korea
- Have a good command of both spoken and written English
- Not have participated in any of the Korean government's scholarship programs (Master's degree or higher) before
- Have adequate health, both mentally and physically, to stay in Korea for an extended period of time (under the age of 45 years preferred)
- Agree to return to his/her home country after completion of study under this program
- Meet the selection conditions of universities

Part III**HOW TO APPLY****1. APPLICATION/ADMISSION PROCEDURE****a. Admission Procedure**

- 1st Round : Evaluation of Application Documents
- 2nd Round : Online Interview

※ Note: An online interview will be conducted only for those applicants who have passed the 1st Round (Application Evaluation). The interview will be conducted in English.

b. Application & Registration Schedule

Procedure	Admission Schedule for Spring 2025
Application deadline	By Oct. 11, 2024
Document Review	By Nov. 11, 2024
Online Interview	Nov.18-21, 2024
Final Admission Decision	By Dec, 2024
Arrival in Korea	By Feb., 2025

※ Please note that the dates are subject to change. All dates are in Korean Standard Time (KST)

c. Application Requirements

1. Applicants must apply through official webpage, www.mglep.net/apply
2. All forms and documents have to be submitted and uploaded on time through official webpage, www.mglep.net/apply.
3. All of the following application materials should be sent to University of Seoul directly.

Address : #412, Law School Building, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul,
Republic of Korea
Postal Code : 02504
Receiver : Sharon BAEK
Contact : +82-2-6490-5159

- ① MGLEP Application Form (Form 1)
- ② Application Form of International School of Urban Sciences, University of Seoul (Form 2)
- ③ Personal Statement (Form 3)
- ④ Statement of Purpose/Study Plan (Form 4)

PART III. HOW TO APPLY

- ⑤ A Letter of Recommendation (Form 5)
- ⑥ Signed document of Participant's Guidelines (Form 6)
- ⑦ Letter of Nomination from 1) the Minister of the Ministry or 2) the Head of the Organization of the Applicant's Affiliation
- ⑧ Certificate of Graduation of Undergraduate and Graduate School (Applicants must submit either the apostilled or embassy notarized document)
- ⑨ Official Transcripts of Undergraduate and Graduate School
- ⑩ Official Report of English-Proficiency Test (TOEFL/TOEIC/IELTS) or any proof of applicant's English-Proficiency. The test results must be issued within two years from the application deadline. (Optional)
- ⑪ Certificate of Employment
- ⑫ Curriculum Vitae
- ⑬ A Copy of Passport (If the passport has yet to be issued, please send a photocopy of national ID card. As soon as the passport is issued, please send a copy of the passport)
- ⑭ Two photos, 3X4 cm or passport size with white-colored background
- ⑮ Medical Results:
 - A. Chest X-ray (TB Test)
 - B. Document confirming 2nd dose of Measles Vaccination

※ **Important Notes for All Applicants:**

1. All forms should be completed in English and typed and all the supporting documents should be in English as well. Documents in any other language should be accompanied by a notarized English translation.
2. Documents must be apostilled or notarized by the embassy when submitted. Should they be unavailable, however, 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. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to their mistakes or omissions in the application process.
6. **All applications must be typed, not hand written.**

Part IV**PROGRAM CONTENTS****1. ACADEMIC SCHEDULE**

Semester	Academic Schedule	
Preliminary Session (Feb 10~21, 2025)	Feb 10 ~ 21	Preliminary Session(Online): Orientation for UOS Life, Course Registration
1st semester (Mar 2-June 25, 2025)	Mar 2	Beginning of Semester (Required Credits: 16)
Summer Break (June 26~Aug 31, 2025)	June 26 ~ Aug 31 Late August Aug 23 ~ 27	Internship MGLEP Workshop (To be determined) Course Registration
2nd Semester (Sep 1 ~ Dec 17, 2025)	Sep 1	Beginning of Semester (Required Credits: 17)
Winter Break (Dec 22, 2025 ~ Mar 1, 2026)	Dec 22 ~ Mar 1 Dec 22 ~ Feb 22 Late February Feb 22 ~ 25	Matching Thesis Advisor and Student Internship MGLEP Workshop Course Registration
3rd semester (Mar 2 - June 20, 2026)	Mar 2 Early July	Beginning of Semester (Required Credits: 12) Comprehensive Exam
Summer Break (June 21- Sep 1, 2026)	Late June Late August	Thesis Proposal Presentation MGLEP Workshop
4th Semester (Sep 4 - Dec 23, 2026) Pre-departure period (Dec 22 - Dec 31, 2026)	Late October Late November Dec 3 Dec 10 ~ 15 Dec 10 ~ 15	Interim Thesis Exam (Pt & Review) Final Thesis Exam (Pt & Review) Thesis Submission to library Completion Ceremony Departure

* The above schedule is subject to change. A detailed program schedule will be provided upon arrival.

a. Preliminary Session (2 Weeks)

Students are required to take a 2-week preliminary session before the first academic semester begins. The preliminary session is designed to help students adjust successfully to the program. Issuing foreign registration card, medical checkup and Korean cultural experiences, etc. will be done aside from the coursework.

a – 1. Orientation

After arrival in Korea, an orientation will be held for the students. The orientation aims to provide participants with useful information on the program as well as general information on living in Korea that the participants will need during the program. The orientation will include:

- Introduction to the Master's Program for Future Global Leaders in Environmental Policy (MGLEP)
- Introduction to the International Urban Development Program (IUDP) and UOS
- Overview of Academic Affairs
- Introduction of Student Support and Services
- A Seoul City Excursion
- Registration for Identification
- Open a Korean bank account
- Medical Check-up etc.

(* The medical check-up will be implemented after arrival in Korea to assure participants' health condition. If any case including AIDS or pregnancy which may hamper their graduate study in Korea is found by the medical check-up, the participant will be required to return home. The acceptance to the MGLEP and the acquirement of the status of scholarship recipient will be confirmed after medical check-up.

b. Regular Coursework Semesters (3rd semesters)

Students are required to complete 51 credit hour coursework during regular academic semesters. During the Winter/Summer Session, an internship or job shadow opportunity may be offered to enhance the students' practical understanding of urban and regional development. After completing the course work, students are required to pass a thesis submission qualification exam.

c. Thesis Writing Session (4th semester)

After completing the required coursework, students will be required to write a Master thesis under the guidance of his/her advisor. Interim thesis draft will be tested on two thesis presentation sessions, where participants will present his/her thesis draft to be evaluated by thesis committee members.

2. CURRICULUM

a. Curriculum

The coursework consists of 24-credit core coursework and 12-credit elective courses excluding thesis course and internship program. Students are required to take more than 51 credits for graduation.

Course Classification	Course Title
Core Courses (7 courses)	21 Credits
	Global Project Development I (3)
	Environmental Policy (3)
	Resource Economics (3)
	Korea Environmental Policy Seminar (3)
	Environmental Impact Assessment (3)
	Data Analysis for Environmental Research (3)
	Environmental Research Thesis Seminar (3)
Elective Courses (11 courses, choose 5)	15 Credits
	Global Project Development II (3)
	Environment and Climate Change (3)
	Seminar on Development Studies (3)
	Resource Circulation Policy (3)
	Renewable Energy Policy (3)
	Water Resources Management (3)
	Climate Change and Disaster Management (3)
	Introduction to Environmental Engineering (3)
	E-Government (3)
	International Cooperation and Social Sustainability (3)
Transport and Sustainable Urban Development (3)	
Thesis & Internship	7 Credits
	Thesis Writing (6)
	Internship Program (1)
Language	8 Credit
	Basic Korean I & II (4)
	Academic Writing I & II (4)
Total	51 credits

*The above courses and credits are subject to change.

b. Required Grade Point Average (GPA)

- Students with a GPA below 3.0 for two consecutive semesters will be automatically expelled from the program.
- Minimum cumulative GPA for graduation within the 16 months of resident is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from acquiring a diploma or a graduation certificate.

c. Thesis Writing

- Prospective students are required to submit their policy research topics in the application process. An academic advisor will be assigned for the student based on his/her research topic once the student is admitted. The academic advisor will serve as the chair of the student's thesis guidance committee.
- Each student should organize his/her thesis guidance committee in consultation with his/her academic advisor. The guidance committee should consist of 2~3 members including the academic advisor and 1~ 2 additional guidance committee members.
- The student must provide the members of guidance committee with a thesis proposal. The student will begin writing the thesis during the 3rd semester after the thesis proposal has been approved by the committee.
- All students are required to submit their thesis to their guidance committee and the dean of ISUS at least a week prior to the defense date, and successfully defend their thesis by the end of the 4th semester.

3. EXTRACURRICULAR ACTIVITIES

a. Field Studies

1) Site visits and field trips

- The program will arrange four site visits which can help students gain more practical knowledge of Korea's environment policy and its efforts for sustainable development.
- The site visits will also include cultural activities which can help students better understand Korean culture and society.
- The program offers opportunities to learn exemplary practices in mediating the environmental impacts of urbanization and industrialization and Korea's efforts in responding to climate change.
- Field activities are subject to external conditions such as the weather, the pandemic, or other emergency policies at the national, local and University level.

2) Seminars

The program offers opportunities to learn exemplary practices in mediating the environmental impacts of urbanization and industrialization and Korea's efforts in responding to climate change. Field activities are subject to external conditions such as the weather, the pandemic, or other emergency policies at the national, local and University level.

b. Internship/Job Shadow Opportunities

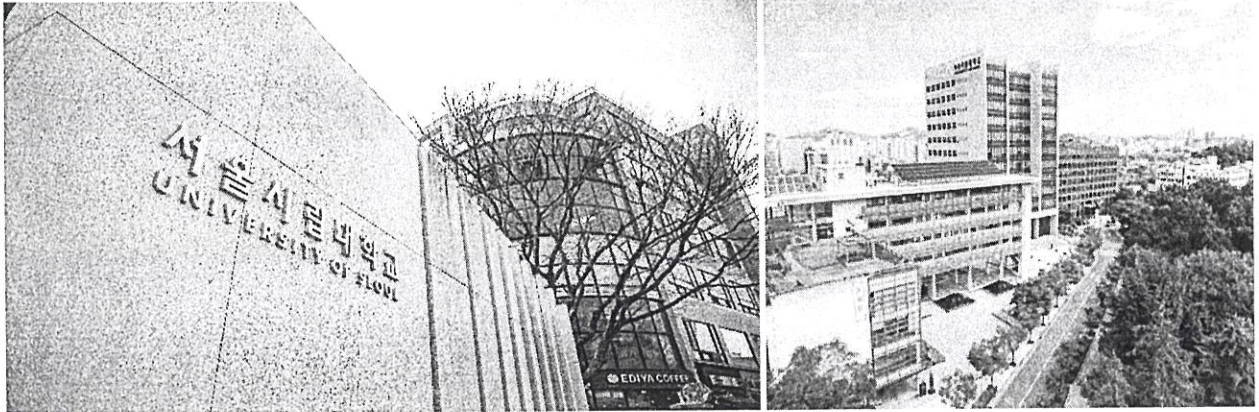
The program may provide internship opportunities for the students to gain more practical knowledge of Korea's environment policy and its efforts for the sustainable development at cooperating institutions, subject to the availability of internship places at the hosting agencies. The students may have a chance to do an internship/job shadow during the winter/summer break session. Students can take advantage of this internship opportunity and seek professional advice and collect data for thesis writing from the institutions where they do their internship.

c. Events

- Welcoming Ceremony and Orientation
- Sports Day
- Seminars, Forums, and Conferences
- Cultural Events

Part V ACADEMIC INSTITUTION

1. GENERAL OVERVIEW OF UNIVERSITY OF SEOUL (UOS)



University of Seoul is a public university funded and supported by the Seoul Metropolitan Government. Seoul is the economic, political, and cultural center of Korea. It is also the 600-year capital of Korea, a historical city with social, cultural, and physical layers spread out along a vast and complex landscape. The character of the university, academic programs, and research institutions is shaped by Seoul's metropolitan dynamic. Its faculty, students, and administrative body are distinguished by a commitment to civic values and a dynamic urban civilization. Along with basic research, it functions as a think-tank in formulating and supporting the major policy goals of the Seoul Metropolitan Government. With diverse and specific programs that integrate research and policy, practice and education, the University of Seoul seeks a balance between academic and professional concerns, between visionary goals and practical research.

University of Seoul has set a clear goal of becoming an international center for the urban sciences. These range from environmental and civic engineering, architecture, urban planning and landscape design to public law and administration, taxation science, economics, urban sociology and management. More recently, the university has diversified this base to include the arts and humanities. In the area of science and engineering, the university has concentrated on the development of information and media technology. With Korea's largest and finest group of human and informational resources focused on the future of the world's city, it boasts a unique array of research institutions working on the solutions to its problems and creative visions for its future.

For more information, please visit <https://english.uos.ac.kr/>.

2. INTERNATIONAL SCHOOL OF URBAN SCIENCES (ISUS)



International School of Urban Sciences (ISUS) at University of Seoul (UOS) was launched in 2012 in an effort to contribute to the development of sustainable urban communities in the world. It covers diverse fields of urban sciences including urban and regional planning, infrastructure development, construction development, and environmental policy.

ISUS offers two graduate programs for Korean students: global construction management and sustainable urban & regional development. In order to reinforce international cooperation and educate global experts, ISUS also hosts four Master's degree programs in cooperation with partner organizations: Master of Urban Administration and Planning (MUAP) in collaboration with Seoul Metropolitan Government, Master of Urban Development (MUD) with Korea International Cooperation Agency (KOICA), Master's Program for Future Global Leaders in Environmental Policy (MGLEP) with Ministry of Environment, and Master of Infrastructure Planning and Development (MIPD) with Ministry of Land, Infrastructure and Transport. These full scholarship programs are expected to contribute to the sustainable development in partner countries by providing the academic and professional skills necessary for their home countries.

Korea is an exemplar which has transformed from one of the poorest countries in the world to a developed economy for the last half century. Its unique experience makes it a source of lessons learned that can be shared with global community. ISUS is committed to reinforcing professionalism in the area of sustainable urban and regional development by sharing Korea's experience. In this global platform of knowledge exchange, participants will get theoretical and practical knowledge and foster global perspectives through mutual learning process with their classmates from around the world. These sponsored graduate programs are expected to contribute to the sustainable urban development in developing countries by providing the academic and professional skills necessary for their home countries.

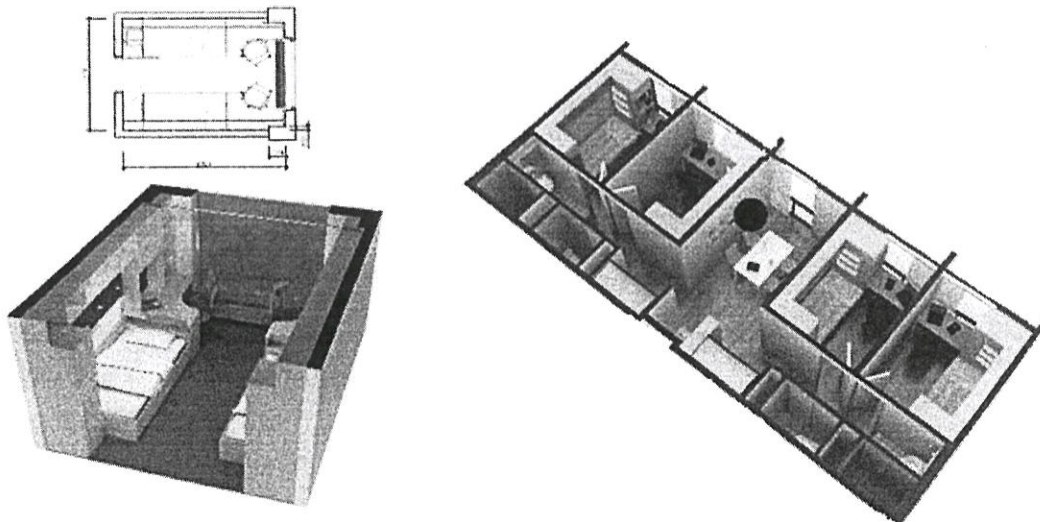
- University of Seoul(UOS): <http://www.uos.ac.kr/en/>
- International School of Urban Sciences(ISUS): <http://isus.uos.ac.kr/>
- ISUS Facebook: <https://www.facebook.com/ISUSatUOSofficial>
- ISUS YouTube: <https://www.youtube.com/@isusuos6698/featured>

3. ACCOMMODATION



Students will reside at the dormitory of UOS, and rooms will be assigned every semester. The university's on-campus housing facilities, the Dormitory and International House has Korean students and international students, so that living on campus allows students to meet new friends and experience all that UOS campus offers through various living, dining, and campus life options. Room types vary between single, 2-person and multi-person room. The

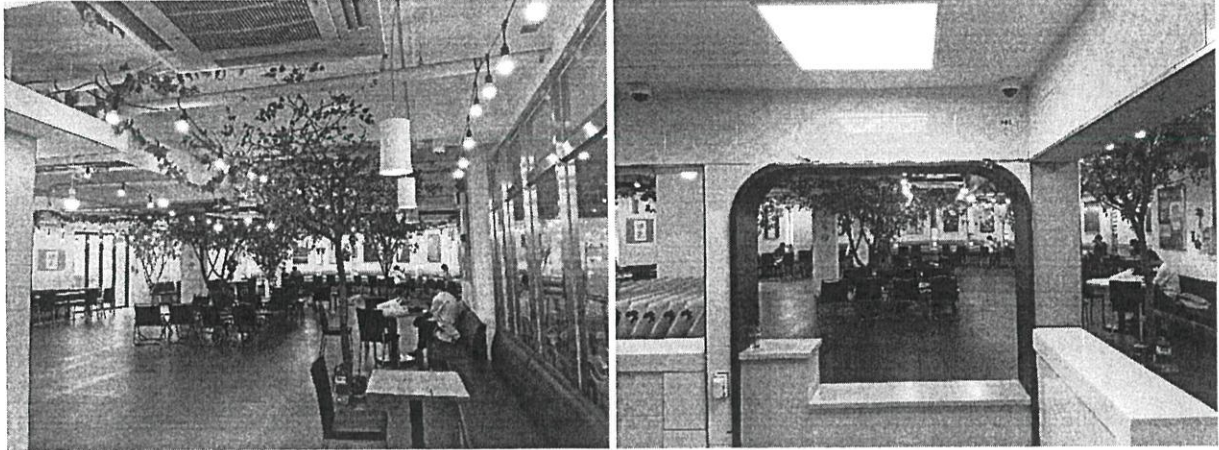
assignment of the room is centrally administered by the UOS Dormitory Office.



<Picture: Rooms in the International House>

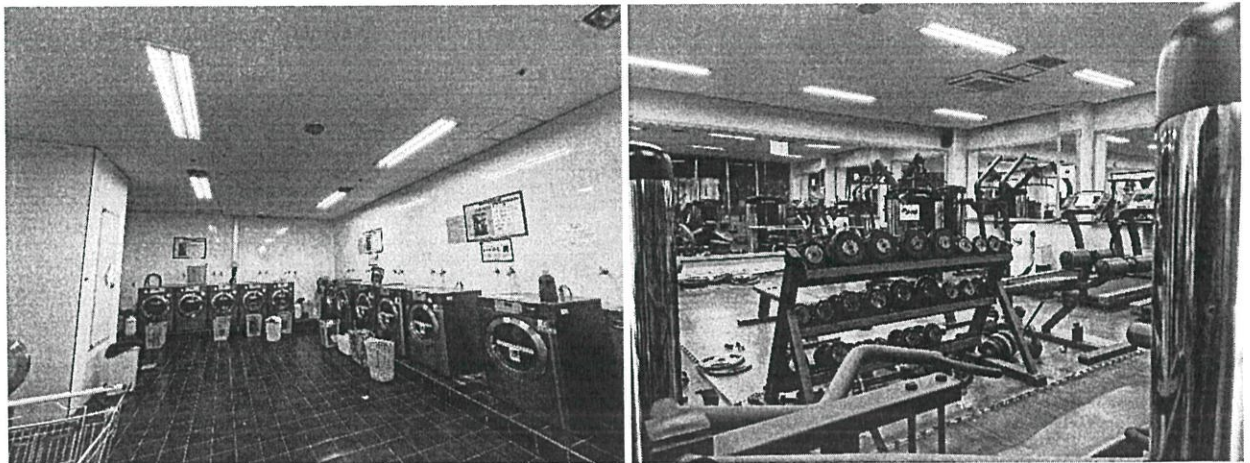
All rooms are fully equipped with central heating, central air conditioning and free LAN internet access. The rooms are centrally air-conditioned but students can set the room temperature using the control switch. The

electric voltage in Korea is 220V (60hz), and the standards wall socket has two rounded holes. Due to fire hazard reasons, any cooking device that results in fire is strictly prohibited in the room. The dormitory has a community kitchen for students to cook their own food occasionally. Many international students use this community kitchen to cook their own ethnic food and share it with other international or Korean students.



<Community Kitchen & Cafeteria>

The Dormitory and International House provides coin-operated laundry rooms and a gym for its residents' use. These are located on the basement floor and open 24 hours. Seminar rooms, student lounges, and an internet café are also available for the residents.



<Laundry Room and Gym>



<Seminar Rooms>

- **Certificate of Health** All of the residents have to submit the certificate of health, TB test, to the Dormitory Office. (Every participant has to take a medical check-up upon arrival in Korea. The medical check-up report may replace the certificate of health.)
- **Dormitory Bedding** Bedding and pillows are not provided; participants need to prepare their own blankets and pillows (Bedding materials can be purchased at the nearest store from school).
- **Automatic Face Recognition System** On your first day, you will have your photos taken at the dormitory office in order to be registered for dormitory access.
- **Laundry** You may do laundry after you buy a laundry card and charge it.
- **Cooking** Cooking is allowed at the Community Kitchen
- **Residence Separation** Each female and male dormitory is out-of-bounds from each other.
- **Usage of Electricity** The authorization of electric goods may vary as mentioned below. In case of using prohibited electric goods, the goods will be seized with penalty points imposed to the user.

Type	Goods	Allowed? Yes or No
Heating equipment	Electric blanket	NO
	Electric linoleum	NO
	Electric heater	NO
	Fan heater	NO
Cooking equipment	Boiler	NO
	Coffee maker	NO
	Toaster	NO
	Microwave	YES, UNDER PERMISSION
	Electric frying pan	NO
	Gas burner	NO
	Electric rice cooker	NO
A/V equipment	Hot plate	NO
	VCR	NO
	TV	NO

	Electronic instrument	NO
Learning equipment	Desk lamp	YES
	Lap top	YES
	Printer	YES
Other equipment	Fan	NO
	Refrigerator	YES, UNDER PERMISSION
	Mini air-conditioner	NO
	Vacuum	YES
	Hair dryer	YES
	Mobile Charger	YES

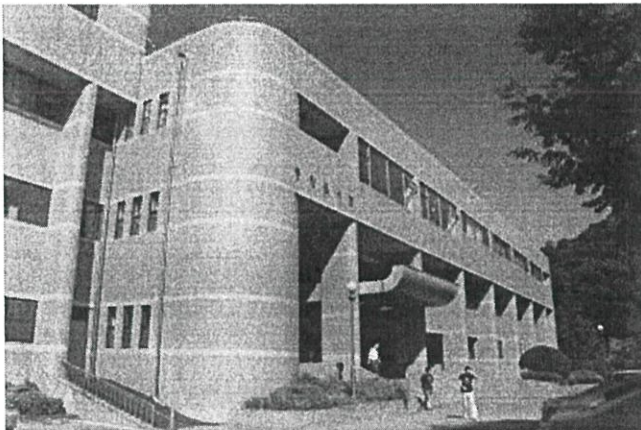
* Kindly double check if your electronic goods are 220V-60Hz in case of fire or any electricity accidents.

4. OTHER INFORMATION

1) University Library

The University of Seoul Libraries are dedicated to serve for the academic success of all UOS community members. The UOS Libraries are composed of the main library and the following two branch libraries

- Law Library
- Economics and Business Administration Library



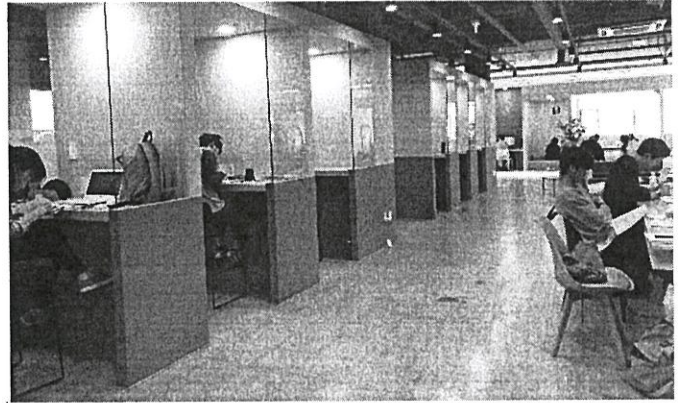
Main Library

The Main Library is composed of reading rooms with 2,200 seats and houses almost 800,000 volumes of books, monographs and references. It also holds 1,466 different periodicals, 58,034 units of non-book materials and several online databases.

The Main Library opened the Digitalized Information Service Room in 1998, which allows users to access more non-book materials.

PART V. ACADEMIC INSTITUTION

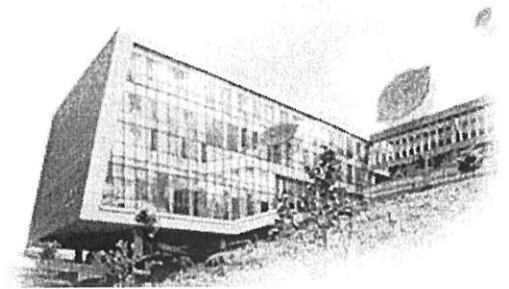
The expanded and computerized library system enables users to confirm, check, renew, reserve, check-out, purchase and send orders via the internet. In 1999, the Main Library reached an agreement with the National Assembly Library for the mutual exchange of academic information through the internet, thus facilitating access to vast amounts of information.



The Main Library also provides printing services for the full-text database of social science theses and dissertations. Most recently, the Main Library has created a new program which allows users better access to information on research resources, and has established the Integrated Retrieval System to facilitate easier access to multimedia data and e-books.

Law Library

The law library was established as a branch of the UOS Libraries with a legal resource room, a postgraduate reading room, and information retrieval equipment in Floors 4~6 on October 2008. The library has 80,705 legal books (as of January 13, 2011) in 1,600^m to support research activity, lecture, legal information investigation for the Graduate School of Law and legal area. On the 4th floor, it has group study rooms, an IT room, a laptop section and a lounge. On the 5th floor, it has a postgraduate reading room, an IT room and a preservation library. There is a legal study resource room including periodicals, reference books and articles on the 6th floor.



Economics and Business Administration Library

The economics and business administration library was established as a branch with reading rooms, group study rooms and seminar rooms in Floor 3 on March 2011. The library has over 20,000 books, 70 periodicals

and 15 database in 1,036.8^m to support the research and learning activity of professors and students in management and economics. It has a 24 seat resource reading room, free reading rooms (148 seats), 5 study rooms (30 seats), a seminar room (8 seats), and information retrieval equipment (11 seats) to provide best service.

2) Computing Facilities

Many computer labs are available in UOS. In Korea, IBM is more widely used than MAC. The most accessible places to the Internet are the Student Lounge on the first floor in the 21 Century Building and Main Library. If you bring a laptop, you can access the Internet in your dorm room with the LAN cable which you need to prepare by yourself.

- **Printer, Photocopy Machine and Scanner** IUDP office is equipped with 1 computer, 1 printer, 2 photocopy machines for students' use.

3) Bank and Money Exchange

Woori Bank is located on the first floor of the Main Building. The business hours are from 9:00 to 16:00, Monday through Friday and it closes on weekends and holidays. During the preliminary session, students will fill out the application form to open a bank account.

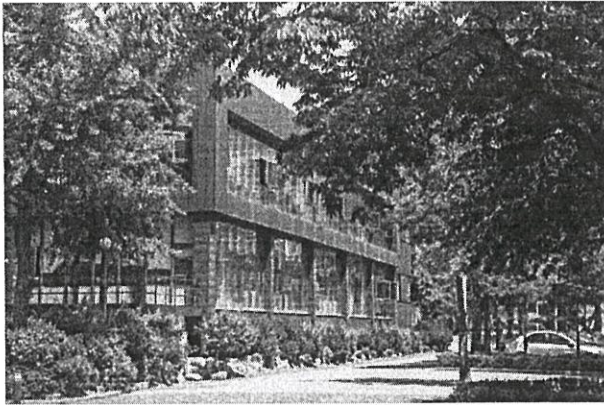
Foreign currency can be exchanged into Korean currency (won) in banks at the airport, foreign exchange banks, and other authorized money exchange places including the on-campus Woori Bank. Please note that only US Dollars, Euros, Japanese Yens and Chinese Yuans can be exchanged on-campus bank. Global ATM can be found easily in Seoul. There is one right next to Woori Bank on campus.

4) Student Cafeteria and Snack Bars

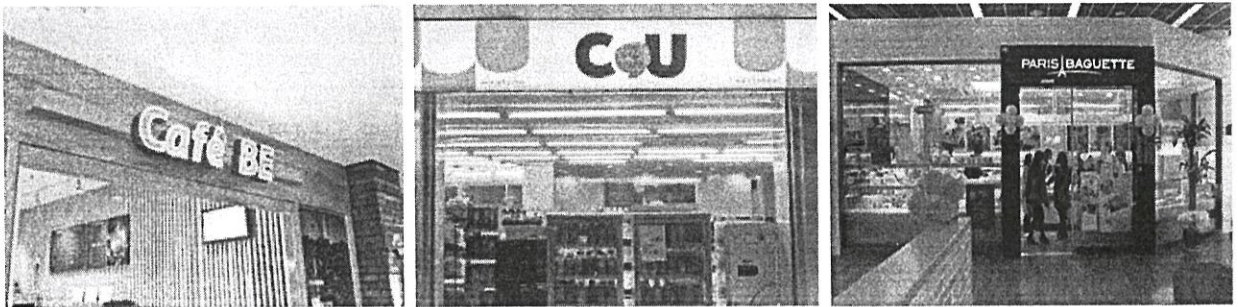
There are several cafeterias and snack bars on campus. They all serve different menus to meet the need of students and faculty.

① Student Cafeterias

Student Cafeterias are located in the Student Hall, Natural Science Building and in the dormitory. Korean dishes and western dishes are available. Prices normally range from 2,500 won to 6,000 won per person and it subjects to the menu of the day. The cafeterias run from 11:00 to 14:00 for lunch, from 17:00 to 19:00 for dinner on weekdays, and are closed on weekends and holidays.



② **Snack Bars**



Several snack bars and cafes are also available in the Student Hall and other buildings on campus.

• **Convenience Stores**

Location	Floor	Convenience Store	Opening Hours (during semesters)	
			Weekdays	Saturdays
Student Hall	B1	CU	08:00-22:00	Closed
Main Library	B1	CU	08:00-22:00	08:00-22:00
Dormitory	2	CU	07:00-24:00	07:00-24:00

*Opening hours during vacation may differ from above.

- **Student Cafeterias**

Location (bldg.no)	Floor	Cafeterias/ Restaurants	Menu	Opening Hours (during semesters)	
				Weekdays	Weekends
Student Hall (#12 on the map)	1	Student Cafeteria	Korean Meals	Lunch 11:00-14:00 Dinner 17:00-19:00	Closed
	2	Annekan	Western Style Meals	Lunch 11:30-14:00 Dinner 15:00-18:30	Closed
	2	Café Hyu	Drinks and Desserts	09:00-19:00	Closed
Natural Science Building (#8)	1	Student Cafeteria	Korean Meals	Lunch 11:30-13:30 Dinner 17:30-18:30	Closed
Cheonnong Hall (#1)	1	Cheonnong Community Café	Drinks and Desserts	08:30-20:00	Closed
Main Library (#21)	1	Café Booktopia	Drinks and Desserts	08:30-19:00	Closed
100th anniversary bldg.(#17)	1	Paris Baguette	Bakery	08:30-20:00	Closed

5) Health Services

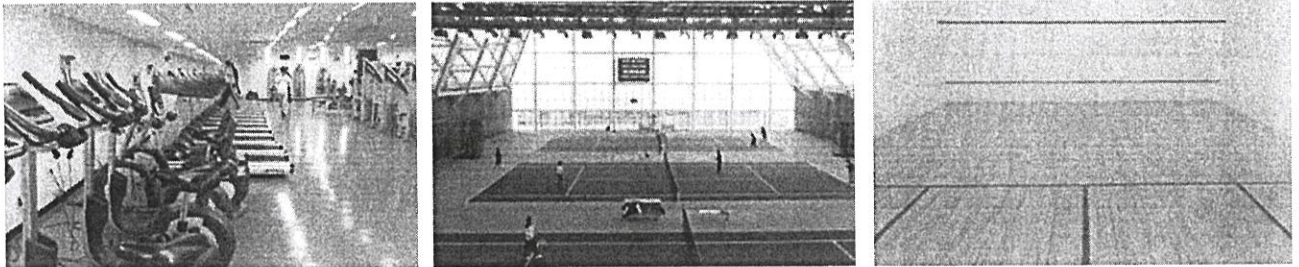
The University Health Service Center is located on the 2nd floor of the Student Hall. (Open from 9:00 to 18:00 except Saturday and Sunday) Examination, prescription and medicine for simple illnesses such as cold or indigestion will be offered without cost. On every Wednesday between 14:00~16:00 (exception of vacation), Campus physician is available.

- **On Campus Health Services** The University Health Service Center is located on the 2nd floor of Student Hall (#12 on the campus map). Examination, prescription and medicine for simple illnesses such as cold, indigestion and cuts will be treated free of charge.
 - Office Hour: Mon.-Fri., 09:00-18:00(12:00-13:00, Lunch Break)
- **Off-campus Hospitals**
 - Samyook Medical Center (삼육서울병원)
Sundays & Weekdays: 09:00-17:00, Fridays: 09:00-12:00
Contact: 1577-3675
 - Seoul Sungsim General Hospital (서울성심병원)
Weekdays: 09:00-17:30(12:30-13:30, Lunch Break), Saturdays: 09:00-13:00
Contact: 02-966-1616

6) Post Office

The post office is located on the first floor of the Natural Science Bldg. The campus post office provides general mailing services including mail, parcel, registration, domestic and international EMS. The business hours are from 9:00 to 18:00

7) University Gymnasium and Wellness Center



As a place for general physical education, the University Gymnasium and Sport Complex is used for instruction as well as for various sports and recreational activities. Various indoor and outdoor sport facilities and equipment are provided for such sports or recreational activities. The sports center has a fitness room and it costs 20,000 Won per a month. Some other facilities in the Gym include indoor tennis courts and squash courts.

8) Wi-Fi Service

Wi-Fi service is available within the campus. In order to have access to it, students are required to create an ID and PW on the university website and log on to the mobile or laptop device with the log-on information. Preferentially, students may directly visit the Computational Intelligence Service Office.

- Office Hour: Mon.-Fri., 09:00-18:00 (12:00-13:00, Lunch Break)
- Location: 5th floor, University Center (#7 on the campus map)

9) Student ID Card

The Student ID card is mainly used for library, entering the building, checking-out & returning books, etc. It will be ready for pick-up at the IUDP office from the second week of the semester.

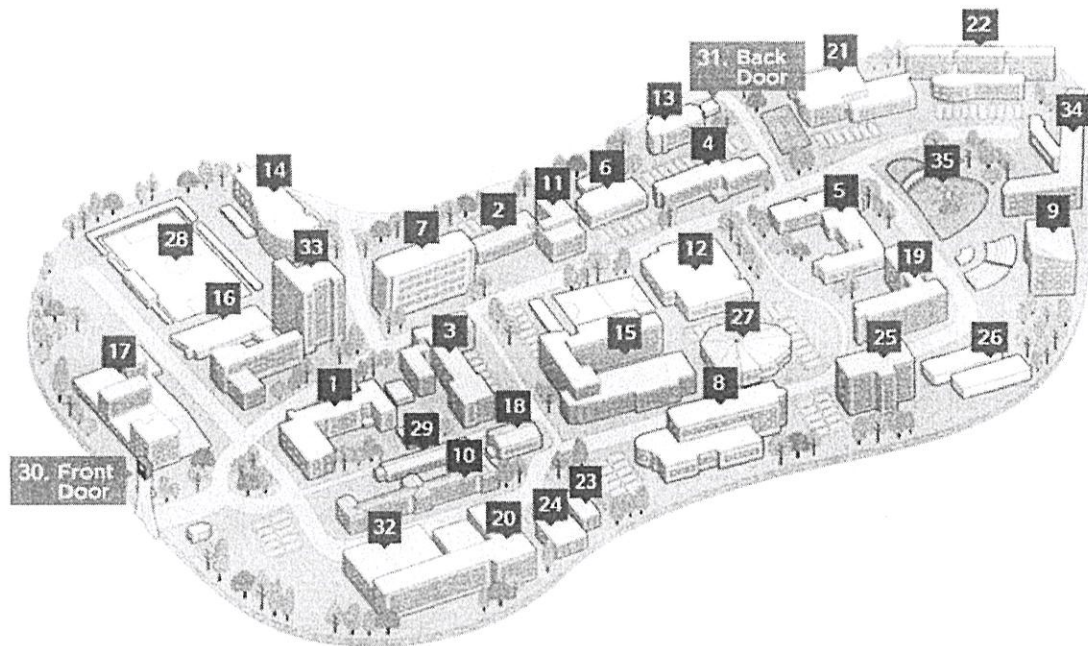
10) Foreigner's Registration

All foreigners planning to stay in Korea for more than 90 days must report to the Seoul Immigration Office and register for the Alien Registration Card within 90 days from the date of arrival. To be eligible for the Alien Registration, students should hold a long-term D-2 visa. Alien Registration will be done during the preliminary session and students will be accompanied by the program coordinator to the immigration office. It takes about a month to have the Alien Residence Card issued.

- **Required documents:**

- Alien Registration Form
- Certificate of Enrollment
- Passport
- 1 ID photo
- Registration fee: 30,000won (Fees may increase, and please be prepared)

Map of University of Seoul



- | | |
|--|---|
| 1 Cheonnong Hall | 2 The 1st Engineering Building |
| 3 Architecture and Civil Engineering Building | 4 Changgong Building |
| 5 Liberal Arts Building | 6 Baebong Hall |
| 7 University Center | 8 Natural Science Building |
| 9 Music Building | 10 Kyongnong Hall |
| 11 The 2nd Engineering Building | 12 Student Hall |
| 13 University Press ROTC Building | 14 Science and Technology Building |
| 15 The 21st Century Building | 16 Design and Sculpture Building |
| 17 Citizens Culture Education Center | 18 Birch Hall |
| 19 Information and Technology Building | 20 Law School |
| 21 Main Library | 22 Student Dormitory |
| 23 Building Structure Experimental Building | 24 Civil Engineering Structure Experimental Building |
| 25 Media Building | 26 Automation Greenhouse |
| 27 Main Auditorium | 28 Main Stadium |
| 29 University Museum | 30 Front door |
| 31 Back door | 32 Wellness Center |
| 33 Mirae Hall | 34 International House |
| 35 Sky Pond | |

Part VI**SUPPORT SERVICE****1. TRAVEL TO KOREA**

UOS is financially responsible for the participant's travel to and from Korea. The participant is to travel by the most direct route between Incheon International airport and a main international airport in participant's home country. UOS will cover economy class, round-trip airfare.

If a participant wants to change the flight itineraries, the additional fare should be borne by him/her. The participant is responsible for the issuance of a visa necessary for this Scholarship Program.

If a participant invites family members for a temporary visit during the program, he or she must take the full responsibilities for all the relevant costs and other necessary administrative procedures (please refer to the "4. Accompanying or Inviting Family" Section of Part 7. Regulations).

2. EXPENSES FOR STUDY AND LIVING

The following expenses will be covered by KEITI-UOS during the participant's stay in Korea.

- Tuition & Dormitory fees
- Living allowance (including meals): KRW 999,000 per month
- Economy class, round-trip airfare between Seoul and the Participant's home country
- Miscellaneous travel expenses: KRW 200,000 upon arrival
- Others: A medical checkup after arrival, field trip expenses, etc.

3. MEDICAL SUPPORT AND INSURANCE

1) Medical Check-up

Medical Check-ups will be provided two times throughout the duration of the program.

1st Check-Up: Upon arrival in Korea, in order to check the medical conditions before joining the Program.

If the medical check-up result shows that it is inadequate (i.e., pregnant, HIV-positive and other contagious diseases) for applicant to stay in Korea for a long time as a student, the acceptance to the program will be cancelled and the applicant will be asked to return to his or her country.

2nd Check-Up: Medical Check-up for student health during the program. If the medical check-up result shows that it is inadequate for applicant to stay in Korea for a long time as a student (i.e., pregnant, HIV-positive and other contagious diseases), the acceptance to the program will be cancelled and the applicant will be asked to return to his or her country.

The 2nd check-up will be conducted 6 months before student's return to his or her country.

If the student wants additional check-ups, the check-up fees will be borne by the student.

2) Insurance

UOS provides participants with medical insurance, both Governmental National Health Insurance and Private Medical Insurance.

National Health Insurance Program

The National Health Insurance Corporation (<http://www.nhic.or.kr/portal/site/eng>) provides health insurance for foreign students. The insurance is designed for overseas Koreans and foreigners who stay in Korea for more than a year. Foreign students, their spouses and their children under 20 are eligible for the insurance. To apply, the student must submit a copy of his/her alien registration card and verification of his/her purpose of stay at an office of the Corporation.

Information of National Health Insurance

Type	Contents
Eligibility	<ul style="list-style-type: none"> - A foreigner who has intentions to stay in the Republic of Korea for more than one year with D-2(Student) Visa, and her/his spouse and children under 20 (F-3). - A foreigner will be eligible to apply for the NHI after the Alien Registration certificate is issued.
Application Documents	<ul style="list-style-type: none"> - Verification of Eligibility including Alien Registration Card - Verification of Purpose of Stay (A copy of Alien Registration Card or a copy of Residence Certificate) - Verification of Income (If the applicant has income)
Premiums	<ul style="list-style-type: none"> - The insured is subject to pay from the first day of Alien Registration - The insured is subject to pay during temporary leave within 3 months. - In the case of a temporary leave longer than three months, the insurance is cancelled on the next day of departure, and the student must renew it upon return. - The payment amount is about 34,000 won monthly and must be prepaid in three month intervals. * There is a 50% discount for students (D-2)
How to use the service	Same as Koreans
Payment	Monthly pre paid

Private Medical Insurance

With a medical insurance provided by a private insurance company, students can get treatment from clinics or hospitals and pay with their own money first, in case of injury or illness. Then, they can apply for reimbursement. The insurance will cover accidental death and disability, accidental medical reimbursement, sickness medical reimbursement, etc.

3) Insurance Provided by the Institution

The details of the private insurance provided by the institution will be introduced during the course orientation upon arrival.

Part VII**REGULATIONS****1. PARTICIPANT'S RESPONSIBILITIES**

- Participants are required:
 - To abide by the rules of the academic institution
 - To take up the scholarship in the academic year for which it is offered (deferral is not allowed)
 - To reside in the accommodation designated by UOS for the duration of the course except for holidays or temporary leave
 - To maintain an appropriate study load and achieve satisfactory academic progress for the course. If the participant fails to attain certain grades required by UOS, his or her status as a MGLEP program participant may be suspended
 - To participate in all activities associated with the approved course of study including all lectures and tutorials, submit all work required for the course and sit for examinations unless approved otherwise by UOS in advance
 - To advise UOS of any personal or family circumstances such as health problems or family problems which may seriously affect their study
 - To refrain from engaging in political activities or any form of employment for profit or gain.
 - To agree to KEITI collecting information concerning them and passing that information onto other relevant parties, if necessary
 - To return to their home country upon completion of the program
 - Not to extend the length of the program or stay for personal convenience; neither KEITI nor UOS will provide any assistance and be responsible for an extension of their stay
 - To either return to their original job post or remain employed in a field related to their degree for at least 2 years.
- If the participants break any of the rules of either KEITI or UOS during their stay in Korea, their status as MGLEP program participant may be suspended or terminated.
- UOS may cancel the admission if a participant fails to take a medical check-up.

2. WITHDRAWALS

- In principle, a participant is not allowed to withdraw from the course at his or her own option once the course starts.
- A participant may withdraw with valid personal or other pressing issues from one's home country (such as health or work issues) when acceptable to KEITI-UOS.
- If a participant fails to attain certain grades required by UOS, he or she may be forced to withdraw and return home upon withdrawal.
- The participant who withdraws must return to UOS the living allowance he or she has already received for the remaining period from the date of departure from Korea.

3. TEMPORARY LEAVE

- In principle, participants are not allowed to take temporary leave during semester. In case of special circumstances e.g. his/her own marriage, death of family, participants can take temporary leave after they notify the university in advance. They should notify the Program Chair and the UOS office prior to the departure by submitting the "Request for a temporary leave" document. The e-ticket should also be submitted when issued.
- Participants those who wish to take temporary leave during summer/winter vacation, one must submit relevant documents (academic petition form, flight ticket etc.) 2 weeks prior to their departure date, and must return at least 1 week before the semester starts.
- Those who want to take temporary leave during breaks should notify the Program Chair and the UOS office at least two weeks prior to the departure by submitting the "Request for a temporary leave" document and round trip e-ticket.
- In case of traveling to other countries, they are additionally required to submit a traveler's insurance for the travel period.
- KEITI and UOS do not pay airfare for the trip. KEITI will not pay the living allowance for the absent days including departure date and arrival date.
- For the absent days, KRW33,300/day will be deducted from the full amount of monthly allowance(KRW999,000).
- All expenses incurred for participant's temporary leave should be covered by the participant, not by the KEITI and the University of Seoul
- If the participant is found to have made an unreported temporary visit to his or her home country or traveled to other countries or made a trip without university's approval, his or her living allowance will be suspended (from the day of departure to the day of return), and UOS may impose a disciplinary action on them, including expulsion from UOS.

4. ACCOMPANYING OR INVITING FAMILY

- As MGLEP Program is quite an intensive program which requires students of full commitment to and concentrated endeavors for study, participants should not accompany any family members during the study period.
- Participants may invite family members within a month to the fullest, only during the semester break. However, they must be able to cover all the relevant expenses such as airfare, accommodation, living cost, visa fee, insurance, etc. of their family as well as be responsible for any administrative procedures required
- UOS or KEITI is not responsible for issuing any invitation letter regarding this matter.

5. OTHERS

- KEITI -UOS will assume responsibility only within the limit and scope of the insurance for participants.
- KEITI -UOS is not liable for any damage or loss of participant's personal property.
- KEITI -UOS will not assume any responsibility for illness, injury, or death of the participant arising from extracurricular activities, willful misconduct, or undisclosed pre-existing medical conditions.
- Participants are advised not to purchase or own personal vehicles due to safety concerns and concentration on their studies.
- Failure to obey the safety regulations and violation of the law will be immediately lead to dismissal of the program and evacuation from Korea. Dismissed student's country will not be considered for the next MGLEP recruitment.
- Graduates are requested to cooperate in the research on performance management, such as how they have been implementing the contents they've learned or presentations.

Part VIII**CONTACTS****□ International School of Urban Sciences (ISUS), University of Seoul**

- Phone: +82-2-6490-5159 / +82-2-6490-5157
- Fax: +82-2-6490-5141
- E-mail: mglep@uos.ac.kr
- Home page: www.mglep.net, <http://isus.uos.ac.kr>
- Address: #412, Law School, University of Seoul,
163, Seoulsiribdae-ro, Dongdaemun-gu, Seoul,
Republic of Korea, 02504

□ Korea Environmental Industry & Technology Institute (KEITI)

- Phone: +82-32-540-2247
- Fax: +82-32-540-2251
- E-mail: shshin@keiti.re.kr
- Home page: <https://www.keiti.re.kr/site/eng/main.do>
- Address: International Environmental Cooperation Center (IECC), 3F
410 Jeongsujin-ro Seo-gu, Incheon, 22689



APPLICATION CHECKLIST

Name:

Nationality:

E-Mail:

Phone Number:

No.	Note	Document	Check if submitted
1	Form 1	MGLEP Application Form	
2	Form 2	Application Form of International School of Urban Sciences, University of Seoul	
3	Form 3	Personal Statement	
4	Form 4	Statement of Purpose/Study Plan	
5	Form 5	A Letter of Recommendation	
6	Form 6 Original	Signed document of ISUS Participant Guidelines	
7	Free Format	Letter of Nomination from either 1) the Minister of the Ministry or 2) the Head of the Organization of the Applicant's Affiliation	
8	Apostilled or Embassy Notarized	Certificate of Graduation of Undergraduate and Graduate School	
9	Apostilled or Embassy Notarized	Official Transcripts of Undergraduate and Graduate School (if applicable)	
10	Apostilled or Embassy Notarized	Official Report of English Proficiency Test or Any Proof of Applicant's English Proficiency (if applicable)	
11	Apostilled or Embassy Notarized	Certificate of Employment	
12	Free Format	Curriculum Vitae	
13	Copy	Identification Page (First Page) of the Passport * If the passport has yet to be issued, please send a photocopy of national ID card. As soon as the passport is issued, please send the photocopy of the passport.	
14	Original	Two Photos, 3X4 cm (with white-colored background)	

※ Every document and certificate not written in English must be accompanied by notarized ones translated into English or Korean.

This is to certify that I have **submitted all the above required documents** in order to apply for 2025 MGLEP Program. I declare that all the forms submitted are true and correct. I understand the offer of admission may be withdrawn at any time if I cannot provide proof of validity or contains falsified record.

Signature:

Date:

2024 APPLICATION OF MASTER'S PROGRAM FOR FUTURE GLOBAL LEADERS IN ENVIRONMENTAL POLICY

4. CARRER

Career History

Organization	Department	Position/ Responsibilities	Period (dd/mm/yy)	
			From	To

Educational Background (please list from high school information)

Educational Institution	Field of Study and Degree	Location (City/Country)	Start Date (dd/mm/yy)	Date of Graduation (dd/mm/yy)

Previous Attendance

Have you previously attended any course sponsored by Korea or other countries?

Yes No

(If yes, please specify below.)

Educational Institution	Field of Study / Diploma	Location (City/Country)	Period (dd/mm/yy)	
			From	To

2024 APPLICATION OF MASTER'S PROGRAM FOR FUTURE GLOBAL LEADERS IN ENVIRONMENTAL POLICY

3. Policy on Misconduct

- a. Any form of harassment or insult, including but not limited to misconduct arising out of racial/ethnic, gender or class discrimination, whether it be physical or verbal, will not be tolerated and will be dealt with in accordance with the Korean law and KEITI Policy.
- b. Especially, sexual harassment, defined as a form of behavior characterized by sexually connotative words, acts or gestures that could undermine individual dignity and by which the victim takes offense, is regarded as a serious misconduct and will be dealt with accordingly.
- c. Any kind of disturbance to the efficient operation of the program, such as arbitrary action, including a breakaway from the scholarship program, immoderate drinking, and any other kind of irresponsible behavior, will not be tolerated, and the offender may be asked to leave in accordance with KEITI policy.
- d. Should damage be caused by any kind of incident of assault or misconduct, all participants are obliged to report the event to KEITI immediately.

4. Security and Well-being Policy

- a. Participants are responsible for their own personal belongings, safety, health and well-being, and are asked to conduct themselves accordingly.
- b. Participants are served with the medical treatment covered by the insurance for accidents or diseases caused during the length of the participants' stay up to certain limits. Participants, however, should be solely responsible for the treatment that exceeds their medical coverage.
(*) The causes of pregnancy or the treatment of any kind of chronic disease are excluded from the insurance coverage.

5. General Rules

- a. Participants of the program should carry out instructions given to them and abide by the terms and conditions of both KEITI and the academic institution, including any subsequent revisions which may be stipulated by KEITI and the institution in regards to the program.
- b. Participants should reside in the accommodation designated by the academic institution for the duration of the course.
- c. Participants should not bring any family members (dependants) to Korea or the country of training.
- d. Participants shall refrain from engaging in political activities.
- e. Participants are liable for all liabilities, including claims, losses, demands, actions, suits, costs or expenses, arising in accordance with legal proceedings undertaken during the course of the training course, and of any damage whatsoever to any property that arises from the carelessness, negligence, omission or default of the participants during the training course.

I, _____ (name) _____, of _____ (name of country) _____ have read and fully agree to the above Terms and Conditions set forth and declare that all the information given above is true and complete.

Date _____

Applicant's Name

Signature

2024 APPLICATION OF MASTER'S PROGRAM FOR FUTURE GLOBAL LEADERS IN ENVIRONMENTAL POLICY

9. MEDICAL REPORT 2 (Completed by Authorized Physician)

Basic Information	Name:	
	Age:	Blood Type:
	Gender:	Blood Pressure: / mmHG
	Height: cm	Weight: kg

Test Result		
Name	Test Result	Remarks
EKG	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Chest PA	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Urinalysis	<input type="checkbox"/> Normal <input type="checkbox"/> Abnormal	
Diabetes	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Hepatitis B	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Syphilis	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	
AIDS	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Infectious disease	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Endemic disease	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	
Pregnancy test	<input type="checkbox"/> Positive <input type="checkbox"/> Negative	

- How long have you known the applicant named above?**
 Less than 6 months More than a year More than 5 years More than 10 years
- Has this person received treatment for the last 5 years or does he/she have any conditions that will require frequent or long periods of absence, or would otherwise affect his/her ability to carry out role given to him/her in participating an intensive training course away from home?**
 Yes No
 (If you answered yes, please provide details.)
- Is there anything in the person's medical history that would make him/her unfit to participate in the training course?**
 Yes No
 (If you answered yes, please provide details.)

I certify that I answered all questions truthfully and completely to the best of my knowledge.

Date:
 Name of Clinic:
 Address of Clinic:

_____ Name of Physician

_____ Signature

2024 APPLICATION OF MASTER'S PROGRAM FOR FUTURE GLOBAL LEADERS IN ENVIRONMENTAL POLICY

PART II: RECOMMENDATION COMPLETED BY SUPERVISOR OF APPLICANT'S ORGANIZATION

1. The Relevance of the MGLEP Program to the Applicant's Current Job Duties and Future Career Path at Your Organization

(*) Please, attach your organization chart and indicate the applicant's position.

2. Evaluate the Applicant's Work Performance and Accomplishments

2024 APPLICATION OF MASTER'S PROGRAM FOR FUTURE GLOBAL LEADERS IN ENVIRONMENTAL POLICY

3. The Expected Benefits and Results of this Program to Your Organization

[Empty text box for providing expected benefits and results]

<Form 2>

Application for Admission

International School of Urban Sciences, University of Seoul

Registration Number	
Confirmation	

* DO NOT WRITE IN THIS AREA

PLEASE TYPE IN ENGLISH

International Urban Development Program (IUDP), International School of Urban Sciences, University of Seoul

163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul 02504, Korea Tel) 82-2-6490-5159 Fax) 82-2-6490-5141

E-mail) mglep@uos.ac.kr Homepage) <http://isus.uos.ac.kr>

I. TITLE OF COURSE (You are applying for)						
MGLEP(Master's Program for Future Global Leaders in Environmental Policy) In Cooperation With Korea Environmental Industry & Technology Institute(KEITI)						Photo (3 x 4cm)
II. PERSONAL DATA						
Name (as in the passport)	First		Middle		Last	
Date of Birth	Month		Day		Year	
Sex	<input type="checkbox"/> M <input type="checkbox"/> F		Marital Status			
Nationality			Religion			
Passport Number			Airport of Departure			
Home Address						
Contact Information (Including country code)	Telephone			Fax		
	Mobile			E-mail		
Emergency Contact	Name			Relation		
	Telephone			E-mail		

III. FAMILY DATA					
Name of Father	<i>First Middle Last</i>		Name of Mother	<i>First Middle Last</i>	
Nationality			Nationality		
Home Address					
Contact Information (Including country code)	Telephone		Fax		
	Mobile		E-mail		
IV. RECOMMENDATION (List names, addresses, phone/fax numbers and e-mail addresses of recommenders.)					
Name	Organization	Department	Telephone	FAX	E-mail
V. EMPLOYMENT					
Name of Organization			Address		
Department			Present Position		
			Employment Duration	from _____ to present	
Telephone (Including country code)			Fax (Including country code)		
Type of Organization	Government(<input type="checkbox"/> Central, <input type="checkbox"/> Local), Institution(<input type="checkbox"/> Public, <input type="checkbox"/> Private, <input type="checkbox"/> International, <input type="checkbox"/> NGO) <input type="checkbox"/> Others()				
Job Description	What are your main tasks with your current employer?				
	Which technical equipment or facilities do you work on your job with? (if applicable)				
Job Description	Describe any themes, topics and places of interest you would like to see in the training course related to your tasks mentioned aforesaid.				

Career over the past 5 years					
Organization	Department	Position	Responsibilities	Period(dd/mm/yy)	
				From	To

VI. Educational Background				
Educational Institution	Field of Study and Degree	Location (City/ Country)	Period(dd/mm/yy)	
			From	To

VII. OTHERS	
Restriction on Food/Behavior/ Medication	Any restrictions on food, behavior or medication due to health or religious reasons?
	<input type="checkbox"/> Yes >> <input type="checkbox"/> Beef <input type="checkbox"/> Pork <input type="checkbox"/> Fish <input type="checkbox"/> Others()/ <input type="checkbox"/> No

VIII. ENGLISH PROFICIENCY					
	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Native Language : _____
 Other Languages : _____

In case you speak English as a foreign language, it is required for you to certify your English proficiency. Please indicate your English Proficiency Test Scores:

TOEFL: _____ TOEIC: _____ Others(): _____
 (IBT, CBT, PBT) score score score

IX. APPLICANT'S SIGNATURE/CERTIFICATION OF ACCURACY	
I certify that all information in my application is my own work, factually true and honestly presented	
_____	_____
<i>Signature</i>	<i>Date(mm/dd/yyyy)</i>

<Form 5>

Letter of Recommendation

Applicant

Name (English) _____ (Korean) _____ (Chinese) _____

Date of Birth (month/day/year) _____ Passport No. _____

Recommender

Name _____

Institution _____ Position _____

Telephone _____ E-mail _____

Address _____

Signature

Date(mm/dd/yyyy)

To

International Urban Development Program (IUDP)

IUDP, #20412, Law School,

International School of Urban Sciences, University of Seoul

163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul 02504, KOREA

Email : mglep@uos.ac.kr

Homepage : <http://isus.uos.ac.kr>

Tel : +82-2-6490-5159 Fax : +82-2-6490-5141

With this form, enclose a recommendation letter in a sealed envelope, sign across the seal, and give it to the applicant.

ISUS Participant Guidelines

1. Purpose

The ISUS Participant Guidelines for participants of Master's Programs under the International School of Urban Sciences(herein after "ISUS") of University of Seoul(herein after "University") aims to provide both ethical and behavioral standards for the participants to ensure the successful completions of Master's Programs: Master of Urban Administration and Planning or MUAP, Master of Urban and Regional Development or MURD, Master's program for Future Global Leaders in Environmental Policy or MGLEP, and Master of Infrastructure Planning & Development or MIPD. This guidelines aim to provide necessary guidance to help to create a sound environment for the study of participants under the ISUS. The participants are entitled to be provided with adequate support as students of the University, and bear the corresponding responsibilities.

2. Entering and Staying in Korea

- 2-1. Participants are not allowed to accompany their family members. However, participants may invite their family members during the vacation period, within the duration of one month.
- 2-2. It should be noted that only the person whose name appears in the invitation letter is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea.
- 2-3. ISUS shall not be held responsible for any undertakings or consequences arising from the non-compliance of Article 2-1 and 2-2.

3. Departure from Korea after the program

- 3-1. Participants must depart Korea on the day designated by his or her Master's program.
- 3-2. 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 ISUS.
- 3-3. Even in the case for the guideline Article 3-2, the relevant expenses shall be borne by the participant.
- 3-4. If a participant loses his or her status as an ISUS participant pursuant to the Article "4. Dismissal of Participant Status," he or she shall depart Korea within 3 days from the date the dismissal is decided.

4. Dismissal of Participant Status

- 4-1. Participants will lose their status 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
 - ② Receiving serious disciplinary actions, such as suspension or expulsion from the University

- ③ Failure to comply with the Korean laws
- ④ Unapproved temporary leaves more than once
- ⑤ Involved in any political activities
- ⑥ Failure to comply with the regulations of sponsor organization
- ⑦ Willful or gross negligence of the decisions made by ISUS regarding the program
- ⑧ Behaving disgracefully as a participant
- ⑨ Withdrawal from the program before completion
- ⑩ Failure to leave Korea within the given time frame as stated in Article 3 of this guidelines

4-2. If a participant loses his or her status as a participant, ISUS and the sponsor organization will notify it to the participant's original place of employment and home organization.

5. Withdrawal

5-1. Participants are not allowed to withdraw once the program starts. If a participant intends to withdraw in the middle of the program, due to unavoidable reasons such as serious illness, domestic affairs, or an urgent summoning from the home organization, he or she must acquire prior approval from the University with the following documents.

- ① A copy of the medical certificate (for sickness leave)
- ② Letter of explanation
- ③ Any other documents required by the University

5-2. If a participant intends to withdraw in the middle of the program due to his or her own fault, and not for any of the reasons listed in Article 5-1 of this guideline, ISUS will notify it to the participant's original place of employment and the home organization.

5-3. The participant must return pre-obtained monthly allowance to ISUS based on the date of withdrawal.

6. Temporary Leave

6-1. If a participant wish to leave Korea temporarily during the vacation, he or she must obtain approval from ISUS with the following documents by the date set by ISUS.

- ① Academic Petition Form
- ② A copy of a round trip air ticket
- ③ A copy of traveler insurance (when traveling to a third country)
- ④ Any other documents required by the ISUS
- ⑤ Certificate of Entry and Exit from the immigration office (Submission to the ISUS office upon arrival)

6-2. Temporary leave during the academic term is not allowed. Exceptions will be made only for inevitable reasons, such as death of a family member or a marriage of the participant. Even in these cases, a prior approval must be obtained from ISUS.

6-3. 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.

6-4. All expenses including the airfare for temporary leave or travel will not be provided.

6-5. Any unreported temporary leave will impose a disciplinary action including expulsion.

6-6. Participants are responsible for all expenses incurred due to temporary leave. For example, self-quarantine cost due to COVID19 will be borne by the participant.

7. Scholarship Payment and Receipt

7-1. The matters regarding the payment and receipt of scholarship shall be defined by ISUS and sponsor organization.

7-2. Scholarship may not be given out under the following cases:

- ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in Article 3-2 of this guideline
- ② Dismissal of a participant status as stated in Article "4. Dismissal of Participant Status."
- ③ Withdrawal and leaving Korea during the program for reasons other than stated in Article 6-2

7-3. Despite of Article 7-2, if ISUS acknowledges the inevitable nature of the matter of the withdrawal from the program, the participant may receive support for his or her return.

8. Notification of Changes in Contact Information

If there is any change to the contact information of a participant, the change must be reported immediately to the ISUS.

9. Internship

9-1. Participants must follow the instructions on internship, in order to guarantee full commitment to the program and create a "study-first" environment.

9-2. Internship activities related to research and academic activities of a participant's area of studies, are allowed upon approval of the ISUS

9-2. If a participant earns more than KRW 20,000 a day from the internship, the exceeding amount will be deducted from his or her monthly allowance.

10. Applicable Provisions

For any other matters not stipulated in this guideline, the rules and regulation of the University shall be applied.

As a participant of ISUS Master's Program, I read and understood my responsibilities stated above. I agree and will abide by the ISUS Participants Guidelines.

Date(YY/MM/DD) : _____

Master's Program : _____

Name : _____

Signature : _____