2022 Fall Graduate Admission Guide for
International Energy Policy Program
(IEPP-SNU)

Seoul National University, Republic of Korea

For any inquiries, please contact IEPP Office (HyeJung Lee, 1212leehj@snu.ac.kr)

Program Overview

International Energy Policy Program(IEPP)

• International Energy Policy Program (IEPP) of Seoul National University is a government sponsored graduate degree program for government officials from abroad in the field of energy and resources. IEPP-SNU offers a full scholarship sponsored by the Ministry of Trade, Industry and Energy (MOTIE) of the Republic of Korea.

• IEPP-SNU has offered Master and Ph.D. degree program since 2009 at Technology Management, Economics and Policy Program (TEMEP) of Seoul National University.

Eligibility

• Government Officials (or officials in equivalent government institution) from abroad in the field of energy and resources ONLY able to apply

• A bachelor's or master's degree holders

Scholarship

The successful applicants will enroll the 2022 Fall Semester (starting in September) according to SNU academic year and regular scholarship will be granted as followed

• Tuition (Master: up to 2 years, Ph.D.: up to 3 years)
• One-way Airfare (Actual amount up to 1,500,000 KRW)
• Living Expenses: 1,500,000 KRW per month
• Health Insurance Fee (Monthly)
• Korean Language and Culture Program

Admissions Timeline (All times and dates are based on KST)

• Submission of Application: February 14 (Mon.) ~ March 25 (Fri.) 17:00

• Interview: April 2022, TBA

• Admission Acceptance Notice: June 24 (Fri.)

Admissions Type

International Admission Ⅰ : *His or her parents as well as the applicant himself or herself are NOT citizens of Republic of Korea*

Application Procedure

Step 1. Online Application (via E-Mail) February 14 (Mon.) ~ March 25 (Fri.)

• Applicants should send a copy of required documents via e-mail (iepp@snu.ac.kr)

Step 2. Submission of Original Documents May 16 (Mon.) ~ May 27 (Fri.)

• <u>Preliminarily Admitted Applicants</u> will be asked to submit the original copy of application documents that have been submitted electronically via email. The documents should be sent to IEPP Office <u>by post</u>.

Application Instructions

Please observe the following documents list before beginning your application.

Required Documents (Check List)

No	List
1	[Form 1] Application Form
2	[Form 2] Personal Statement and Study Plan
3	[Form 3] Two Letters of Recommendation - 1 letter is from the head of your organization - Recommender must directly send the recommendation to IEPP Office (iepp@snu.ac.kr)
*	Curriculum Vitae (A4 size, 1~2 pages, in English)
*	Proof of Employments (indicate a position and an employment period)
4	Proof of Language
5	Official Bachelor's Degree of (Expected) Graduation Certificate
5	Official Master's Degree of (Expected) Graduation Certificate (for Doctoral Program)
6	Official Bachelor's Transcript
6	Official Master's Transcript (for Doctoral Program)
7	A Copy of the applicant's passport (or other official documents indicating his/her nationality)
8	Copies of both parents passport (or other official documents indicating his/her nationality)
9	Official document indicating parent-child relationship between the applicant and parents. (Applicant's Birth Certificate of Household Register proving the parent-child relationship) *It is necessary to prove the applicants and parents are not citizens of Korea.
10	Supplementary Material Proof (Proof of Language proficiency except Korean and English)
11	Supplementary Material Proof (Awards, Scholarship, if any, etc.)
12	Supplementary Material Proof (Thesis)
13	Explanatory Statement

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Website **IEPP)** https://iepp.snu.ac.kr **TEMEP)** https://temep.snu.ac.kr
SNU) https://snu.ac.kr

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〔 01 / Timeline 〕

Step	Schedule (All schedules are based **on Korean Standard Time**)	
	Notes & Caveats	
1 Application Online Submission of Application Documents (Scanning)	February 14 (Mon.) ~ March 25 (Fri.) 17:00	
	• **Application**: IEPP Office Submission via E-mail (iepp@snu.ac.kr) - Applicants will not be considered for admission if they fail to submit documents within the application period.	
2 Submission of Recommendation Letters	February 14 (Mon.) ~ March 25 (Fri.) 17:00	
	• Recommender must directly send the recommendation to IEPP Office. (iepp@snu.ac.kr)	
3 Preliminary Admissions Decision Submission of Original Documents	Preliminary Admissions Decision	May 13 (Fri.) After 17:00
	Submission of Original Documents	May 16 (Mon.) ~ May 27 (Fri.)
	• Preliminary Admissions Decision will be announced by IEPP Office. • The original documents should be submitted by post or visit. - Preliminary Admissions Decision can be rescinded if applicants fail to submit required documents or submit inadequate documents.	
4 Final Admissions Decision	June 24 (Fri.), After 17:00	
	• Final Admissions Decision will be announced by IEPP Office.	
5 Registration	July ~ August 2022 (TBA)	

✤ The scheduled dates above are subject to change.
✤ The applicant may be asked to undertake interviews or a performance test (April 2022 (TBA)).

[02/ Eligibility and Requirements]

❖ **Eligibility**

◈ **Requirements**

Government officials from abroad in the field of energy and resources
(or officials in equivalent government institution of related area)

◈ **Note**

- If the applicant meets eligibility, applicants from universities in Korea are eligible to apply.
- The following <u>Level of Education</u> and <u>Requirements</u> should be met before August 31, 2022.

◈ **Level of Education**

1) Master's : The applicants must hold a bachelor's degree
2) Doctoral : The applicants must hold a master's degree or higher.

※ The following means of accreditation for education will NOT be acknowledged for applicants.
- Qualification examinations for college entrance, Home schooling, Cyber learning systems
- Applicants who have done cyber learning from school due to COVID-19 are eligible if they submit an Explanatory statement.

◈ **Required Documents**

• Applicants will be disqualified if they fail to submit documents during the application period.
• Submission is possible only by E-mail (iepp@snu.ac.kr)
• All documents must be original and must be written in Korean and English.
• Personal information must be highlighted/marked with a colored pen.
  - Name, date of birth, and (expected) graduation date, etc.
• Each scanned file must be in JPG, PNG or PDF format within 8MB file size.
  - Combine pages into 1 file in regard to each required document.
  - Any illegible files (encrypted, un-openable files) are regarded as un-submitted.

No	Document	Notice
❖ 1~3 : **Must write in Korean and English** during the application submission period.		
1	Application Form	✦ Personal information (name, date of birth, etc.) must match on every documents.
2	Personal Statement and Study Plan	✦ 4,000byte limit including spaces/line breaks for each entry. (about 800 English words) ✦ Do NOT include detailed personal information (names, occupations, etc.) regarding the applicant, applicant's parents and relatives.
3	Letters of Recommendation from Two Recommenders (1 from each recommender)	✦ Submission by E-mail ✦ 4,000byte limit including spaces/line breaks for each entry. (about 800 English words) ✦ 1 Recommendation from the head of your organization who are aware of applicant's abilities are acceptable. ✦ Do NOT include detailed personal information (names, occupations, etc.) regarding the applicant, his/her parents and relatives.
*	Curriculum Vitae	1~2 pages (in English)
*	Proof of Employments	Including a position and an employment period. (in English)

No	Document	Notice
		❖ **4~12** : Scan original documents and send it to iepp@snu.ac.kr before Application closing date. Preliminary Admitted Applicants will be required to submit original documents by post/visit.
4	Proof of Language Proficiency	✛ Submit a minimum of one document proving Korean and/or English language proficiency. ✛ Minimum Language Proficiency Requirement Applicants should meet at least one of the following thresholds: **[Korean]** TOPIK Level 3 / Completion of Level 4 at university language centers in Korea **[English]** TOEFL iBT 80 / IELTS Academic Overall Band Score 6.0 / TEPS 298 　　　　　　※ SNU will accept TOEFL MyBest (see page 8) and/or iBT Home Edition Scores, but does not consider TOEFL ITP scores. ✛ IEPP Office only accept above-mentioned test results if the tests were taken on or after March 1, 2020 and the results became available before March 25, 2022 ✛ Applicants may submit the following documentation confirming their program's medium of Education if they have completed their entire bachelor's or master's degree Program in Korean or English. - School Profile - Documents proving that courses were taught **fully** in Korean/English
5	Certificate of (Expected) Undergraduate Graduation or Undergraduate Degree Certificate	✛ During the application period, sending the scanned original documents. - Translate-notarization required for documents written in languages other than Korean/English. - After the Preliminary Admissions decision, successful applicants should submit the original documents either apostilled (see page 8) or authenticated by Korean Embassy. 　※ Apostille or consular authentication not required for documents issued by Korean institutions. - Applicants may electronically submit the original documents with consular authentication or an apostille within the application period. - Applicants are encouraged to have the documents apostilled or authenticated by the Korean diplomatic missions in advance as it may take a long time to Complete the entire process in some countries/territories. ✛ Applicants may submit substitute documentation clearly indicating their (expected) graduation date (e.g. certificate of enrollment, academic transcript, official documents issued by university authorities) if the university they previously attended and/or are currently attending does not (re-)issue the certificate of (expected) graduation. ✛ If applicants have attended more than one college or university before the completion of their academic program, they should submit academic transcripts from **all** institutions they have attended. ✛ If the applicant's final semester is not finished, the applicant may submit the most up-to-date transcript. (e.g. If the applicant does not have transcript of the 2nd semester of their final year, the applicant may submit his/her transcript with scores updated to the 1st semester of the final year.)
6	Certificate of Undergraduate Transcript	
7	Certificate of (Expected) Master's Graduation or Master's Degree Certificate *Doctoral Applicant only	
8	Certificate of Master's Transcript *Doctoral Applicant only	
9	Applicant's Certificate of Nationality	✛ Send a copy of valid, unexpired passport. If not possible, Submit the original or notarized original copy of the nationality certificate, or a **notarized** copy of an identification card with the nationality clearly indicated. ✛ If one specific parent holds the parental authority due to death, divorce, single parenting or other valid reasons, applicants may only submit the nationality certificate of the parent with legal custody.
10	Certificate of Nationality of Parent(s) *1 Copy each	✛ Applicants must submit the government-issued Korean nationality renunciation document(s) pertaining to every individual who once held Korean nationality.

No	Document	Notice
11	Certificate of Parent-Child Relationship	✤ Send a copy of a certificate with the names of applicants AND both of their parents clearly indicated. (e.g. birth certificate, citizenship certificate, certificate of family relations) ✤ If applicants have family-related circumstances (e.g. death, divorce, single parenting), they **must** provide the Explanatory Statement and corresponding official evidence indicating of divorce/ decease and custody information.
12	Explanatory Statement /Documentary Evidence (Optional)	✤ Submit if applicants need to provide additional evidence for their eligibility and/or further explanation for their special circumstances. ✤ Applicants may fil out the designated Explanatory Statement form and submit it with corresponding official documents.
❖	**13~15 (Optional)** : Scan documents and send it to iepp@snu.ac.kr before Application closing date. Preliminary Admitted Applicants will NOT be required to submit the original documents.	
13	Proof of Language Proficiency in Addition to Korean/English (Optional)	✤ Applicants may submit their prof of language proficiency other than Korean and/or English. (e.g. HSK, JLPT, JPT, DELF, DALF, DELE, GZ, TestDaF, TORFL)
14	Supplementary Material for Reference (Optional)	✤ Awards, scholarships, and/or other achievements throughout applicants' post-secondary education
15	Thesis (Optional)	✤ Abstract of applicants' thesis in Korean/English

03/ Admissions Criteria

• Admission decisions are made based on an overall evaluation of the documents submitted by the applicant.
  - Evaluations are made based on the scanned versions of the submitted via E-mail during the application period.
  - Preliminary admitted applicants will be required to post the original versions of documents.

• The Applicant may be asked to undertake interviews or a performance test (April 2022 TBA). In such cases, the applicant will be individually notified of the details.
  - for further inquiries, contact the IEPP Office.

• SNU does not disclose information related to admission decisions such as eligibility of each applicant, content of evaluation, and the reason of rejection or disqualification.

05/ Caveats and Disclaimers

• Applicants will be disqualified/rejected if found submitting falsified document(s) during the admissions process, or having passed the examination by proxy, or applying with other improper means.

• If submitted documents alone are difficult to confirm their validity, applicants may be asked to provide additional documents.

• 'Preliminarily Admitted' qualification is valid within the admission this semester, and cannot be deferred to next admissions.

• **Applicants may be disqualified if:**
  ✦ Applicant had submitted his/her **Expected Graduation Certificate** during the application period, but **fails to prove graduation after admission**.
  ✦ Preliminarily Admitted Applicant does not submit his/her graduate certificate and transcript **with the Apostille or the attachment of an authentication issued by the Embassy or Consulate**.
  ✦ Preliminarily Admitted Applicant **does not submit the Original documents, or submit documents incompletely.**
  ✦ **Paying tuition to more than two Korean universities** that have the same enrollment period.
  ✦ **Having dual registrations**; being registered to another school while being registered to SNU. (Applicant must resolve being registered to a different school before enrolling in SNU.)

• **Admitted students are not permitted to defer admission to later semester. Contact the corresponding college for inquiries related to leave of absence after registering as freshman.**

• Admitted students will be rejected if **they fail to register** (complete payment of tuition) during the designated period.

• **Applicants are not permitted to apply to more than one department.**

[Reference 1] Original Document (With Notarized Translation)

✤ Original Document
- A document issued for the first time in the issuing institution, with an autograph of the person in charge or official seal.
- When submitting a copy of the original document due to reasons such as not being able to reissue the original document, applicants must submit it with an explanatory statement.

✤ Original Document with Notarized Translation
- An original document translated into Korean or English by authorized notary office and having a notarization seal.• If the original document is written in foreign language other than Korean or English, issue the notarized translated original document and submit it with the original document.

[Reference 2] Apostille/Authentication from Korean Embassy, Consulate

✤ Apostille Convention
Multilateral convention based on the legalization of official document issuing nation instead of complicated certification process such as authentication issued by foreign Embassy for convenient mutual certification of official document between member nations

- Official name: Convention Abolishing the Requirement of Legalization for Foreign Public Document
- Locations of Apostille offices in each country: www.hcch.net→Members & Parties→HCCH Memebrs
- Applicants from universities in Korea are not subject to certification related to Apostille convention and must submit original document of official (expected) graduation certificate and transcript.

1. Applicants from Universities in member nation
   - Required document: Graduation Certificate, Transcript
   - Legalizing institute: Authorized office in relevant nation
   - Method of Submission: Submit the Apostille for required documents issued from legalizing institute with required document.
   ※ Authentication of Apostille can be replaced with "Certificate of Overseas Education Institutions" or "Authentication issued from Korean Embassy/Consulate"

2. Applicant from Universities in non-member nations
   - Required document: Graduation Certificate, Transcript
   ※ Certificate of Degree is also required for applicants from Chinese university
   - Legalizing institute: Korean Embassy/Consulate in relevant nation
   - Method of Submission: Submit "Certificate of Overseas Education Institutions" or "Authentication for required documents issued from Korean Embassy/Consulate" with required document

3. Notice: Documents in foreign languages other than Korean or English must be translated into Korean or English and notarized.

[Reference 3] TOEFL MyBest Scores System

If applicants submit their TOEFL score as Proof of Language Proficiency, applicants are allowed to submit their TOEFL score via MyBest Scores System. (submitting via Test Date Scores is also allowed.)

✤ TOEFL MyBest Scores
Adding up best scores of each category from multiple TOEFL exam scores.
- When submitting by MyBest Scores, the date of TOEFL exams for all 4 categories must be after March 1, 2020.