

KOICA-Ewha Master's Degree Program in Gender Equality

August 12, 2024 – December 19, 2025

Seoul, Republic of Korea



Korea International Cooperation Agency



Graduate School of International Studies

Ewha Womans University

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

Contents

★ IMPORTANT NOTICE from KOICA	3
I . PROGRAM OVERVIEW.....	4
II. PROGRAM CONTENTS.....	6
III. TRAINING INSTITUTE.....	9
IV. ACADEMIC REGULATIONS	13
V. PRECAUTIONS.....	15
VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)	16
VII. HOW TO SEND ORIGINAL DOCUMENT	19
VIII. CONTACTS.....	20

★ IMPORTANT NOTICE from KOICA

The 2024 KOICA Master's Degree Program application process consists of two main stages: **(1) KOICA Selection** and **(2) Institution (University) Selection**.

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

The second round is the Institution (University) Round, which is the university selection process. Only those who pass the KOICA Selection can apply to universities. The list of successful KOICA Selection candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local health check-ups, and interviews (or/and exam), based on their specific admission requirements.

[This Program Information](#) (hereinafter PI) serves as a guide for the second round, the **Institution (University) Selection**.

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

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

① KOICA Round Conducted by KOICA overseas Office (Korean Embassy)	
March 2024	Submission of Application (Via KOICA overseas Office (Korean Embassy) e-mail
	Document Screening
	On-site Interview
	First Round Result
② INSTITUTION(University) Round (Only for those who pass the first Round)	
April to June 2024	Submission of Application Package (Via University email /system)
	Document Screening
	Local Health Check-up
	Original Document Submission (Using DHL / to Institution)
	Interview (or/and Exam)
	Second Round Result

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

I . PROGRAM OVERVIEW

▣ **Program Title: KOICA-Ewha Master's Degree Program in Gender Equality**

▣ **Duration**

- **Stay duration: August 12, 2024 ~ December 19, 2025 (17 months)**

During 17 months in Korea students are strongly recommended to complete their thesis.

- **Academic duration: September 1, 2024 ~ February 28, 2026 (18 months)**

In accordance with the university regulations, the diploma will be issued in February 2026.

▣ **Degree: Master of International Studies**

▣ **Objectives**

- 1) To provide high quality education for women professionals in the government and public sector with theoretical and practical skills and knowledge to enhance gender equality and empowerment of women of their respective countries and thereby contribute to an equitable sustainable development
- 2) To develop leadership and professional capacity of women in public sector so that they can play key roles in mainstreaming gender in national policies, strategies and programs of their countries
- 3) To share Korea's development experience that can be applied for social economic development and gender equality in participants' countries
- 4) To build a cooperative relationship between Korea and partner countries through the global network of female leaders.

▣ **Training Institute: Graduate School of International Studies (GSIS), Ewha Womans University**

- Ewha Womans University: <https://ewha.ac.kr>

- GSIS Website: <http://gsis.ewha.ac.kr>

- Ewha-KOICA Website: <http://ewhakoica.ewha.ac.kr>

▣ **Number of Participants: 15 (only female officials can apply)**

▣ **University Admission Qualification:**

- 1) Applicants who meet the qualifications of KOICA scholarship Program
- 2) Only female officials can apply
- 3) (Advantage) Be a government employee with a minimum of 2 years of experience in the field of study

▣ **Language:** Have good command of spoken and written English to complete courses and write a master's thesis

▣ **Accommodations:** University dormitory room and facilities are provided (2 persons per room)

- Address: I-House Dormitory, Ewha Womans University, 52, Ewhayeodae-gil, Seodaemun-gu, Seoul, 03760, Republic of Korea
- Ewha Womans University has three types of dormitories: Hanwori Hall for undergraduate students, I-House for graduate students and professors, and E-House for exchange students and guests. They accommodate 4300 residents including foreign students and professors from 80 countries.
- I-House Dormitory will be arranged for KOICA Scholarship students. I-House dormitory consists of two 9-story buildings and each room is equipped with an air conditioner, bathroom, a small refrigerator, Internet, desks and chairs, book cases, wardrobes, and shoe shelves.
- Subsidiary facilities such as computer room, seminar rooms, reading rooms, prayer rooms, lounge, fitness room, laundry & ironing room, and kitchenettes provide a perfect convenience for residents.
- Master's student will share a room with 2 persons
- Ewha Graduate Student Dormitory Website: <http://dmtry.ewha.ac.kr/>

II. PROGRAM CONTENTS

1. ACADEMIC SCHEDULE

Session	Date (YYYY.MM.DD)	Contents / Remarks
Preparatory Session	2024.08.12.~	Arrival
		KOICA Orientation, Medical Check-up
	2024.08.13.	Ewha Orientation
Pre – requisite Course	2024.08.14~2024.08.28.	Basics of research, Korean Language and Culture, etc.
Fall Semester (1st semester)	2024.09.01.~12.21.	14 credits
Winter Break	2024.12.22~2025.01.05.	
Winter Semester (2nd semester)	2025.01.06~02.28.	6 credits
Spring Semester (3rd semester)	2025.03.01~06.17.	15 credits
Summer Break	2025.06.18~08.28	Data collection for thesis
Fall Semester (4th semester, Thesis semester)	2025.09.01~12.18	Thesis semester 6 credits
Wrap-up Session	2025.12.12.	Graduation Ceremony
	~2025.12.19	Departure

* The schedule above is subject to change due to the unexpected circumstance or the school's internal decision.

** A detailed program schedule will be provided upon arrival.

*** In accordance with the university regulations, the diploma will be issued in February 2025. Students will take Korean Language classes throughout the program. A certificate will be given to students who complete the courses and reach the required level. Schedule and details of the pre-requisite course are subject to change

2. CURRICULUM

1) Curriculum & Credits

- The credits required to complete the Master's program: 41 credits
- Students can choose their concentration/major out of the following four: Development Cooperation, International Business, International Relations and International Trade
- There are 5 modules from which students can choose from: Module I Gender Equality Policy Development, Module II Women's Political, Economic, and Social Capacity Development, Module III Comprehensive Development Strategies for Sustainable Development, Module IV Leader Development for Public Officials, Module V Understanding Korea
- Students must take more than 3 courses on gender equality and apply for the 'Gender Leadership' Certificate.
- Leadership-oriented lecturers and practicum courses will be provided

= The Ewha GSIS program includes in-class lectures and seminars, workshops, and international negotiations, direct participation in various international, governmental and non-governmental organizations' conferences and academic symposiums. Details of Curriculum would be provided in the attachment.

Item		Subject
Pre – requisite Course	Pre-requisites	Introduction to Presentation
		Basic Research Methods and Statistics
	Others	Korean Society and Culture
Required Course (All major)		Korean Language Class
Required Course	Concentration requirement	(IB/IT) Quantitative Analysis (DC/IR) Research Methods and Fieldwork
	KOICA	DC/IB/IR/IT: Theory and Practice
Concentration Electives (Gender)		Gender and Development
		Gender Mainstreaming in Development
		Global Women Leadership
		Gender Equality Policy in Korea
		Women and Human Rights
		Women Pioneers of the World
		Gender and Health in the SDGs Era
		Women in East Asia
		Human Security, Gender and Development
		Gender, Migration and Development
		Gender, Poverty and Development
		Management and Evaluation in Development Cooperation
		CSR and Development Cooperation
		Comparative Societies and Culture
Concentration Electives		Global Political Economy
		NGOs and International Cooperation
		Sustainable Development
		Finance and Development
		Political Economy of Development
		International Negotiations and Strategy
		Political Economy of East Asia
		International Humanitarian Assistance
		Trade and Development
		Economic Development of Korea
Professional Training Course		Distinguished Global Lecture Series
		Effective Presentation Practicum
		Academic Skills
		Practicum on Gender and Development

* The above curriculum is subject to change.

2) Graduation Requirements.

- In order to graduate, students must complete 41 credits, earn a GPA higher than 3.0 (higher than B), and submit a Master's Thesis

3. EXTRACURRICULAR ACTIVITIES (TENTATIVE)

1) Field trip

- Cultural Sites: (e.g.) Historical Sites in Gyeongju, Korean Folk Villages in Seoul and JeonJu, DMZ, Nurimaru APEC House in Busan and various cultural and historical National Museums in Seoul etc.
- Gender issues sites: (e.g.) Ministry of Gender Equality and Family, Korean Women's Development Institute, Ewha Welfare Center, House of Sharing(Care Center for former Japanese Military sex-slave victims), Rural women farmers' cooperatives, Sunflower Center, etc.
- Industrial Sites: (e.g.) Samsung Electronics, Pohang Steel Company (POSCO), Hyundai Motor, Hyundai Shipbuilding, Hyundai Heavy Industries, SK Energy, LG Electronics, Amore Pacific Cosmetics, etc.
- Memorial Site: (e.g.) UN Memorial Cemetery in Korea, Women and Human Rights Museum etc.

2) Other Activities

- Welcoming Ceremony and Orientation, GSIS Open House, International Cultural Festival, International Food Festival, Workshops, Forums and Conferences, Korean Speech Contest, Thesis Presentation, networking with other Korean and International students, etc.

III. TRAINING INSTITUTE

1. GENERAL INFORMATION

1) About University

A. Ewha Womans University

The promotion of gender equality and empowerment for women in Korea is deeply embedded in the education of women through the history of Ewha. Founded in 1886, Ewha is the oldest and largest women's university in Korea with an enrollment of 23,000 students in 15 colleges and 15 graduate schools. Ewha Womans University, as a cradle of the first modern educational institution for Korean women and as the first four-year university credited by the Ministry of Education in Korea has upheld the educational ideal of "realizing the human potential women." Ewha has served as a top-ranked higher education institute dedicated to advancing women's rights, gender equality, and women's leadership through education, training, research, and outreach with a vision of creating a gender-justice society.



B. Graduate School of International Studies

- Ewha Graduate School of International Studies was established in 1997 to train women to become global leaders in the fields of Development Cooperation, International Trade & Investment, International Business, and International Relations. Since then, Ewha GSIS has been recognized as the best graduate institute of international studies in Korea by the Ministry of Education and has received major government awards and grants.
- The Ewha GSIS student body is truly global and diverse, with students from Asia, Africa, America and Europe. Thus, students not only learn in the classroom about topics such as multiculturalism, but actually learn to "live" and "cooperate" within a multicultural environment. Due to the small class size of Ewha GSIS, and high faculty to student ratio, students form a close working relationship with the faculty and find opportunities to participate in the faculty's research projects.
- Through the high standard of education and training excellence at Ewha GSIS, students develop acute analytical skills, become savvy negotiators, learn effective written as well as oral communication skills, develop the ability to work effectively in teams as well as an individual, and become effective decision-makers for the global arena. As a result of our unique educational platform, which is distinguishable

from other related programs, our students are strategically positioned to become leading women professionals in their chosen international fields.

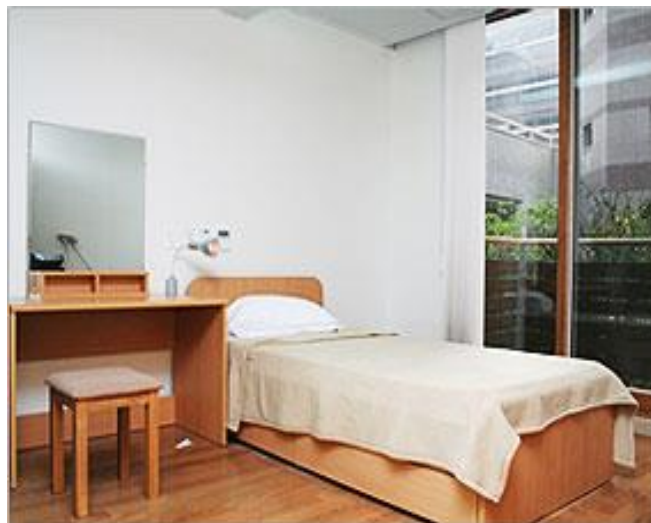
2) Homepage:

- EWHA Womans University: <http://www.ewha.ac.kr/ewhaen/index.do>
- EWHA GSIS : <https://gsis.ewha.ac.kr/>
- EWHA-KOICA Instagram : https://www.instagram.com/ewha_koica/

2. ACCOMMODATION

1) Hanwori Hall

- Ewha Womans University has three types of dormitories: Hanwori Hall for undergraduate students, I-House for graduate students and professors, and E-House for exchange students and guests. They accommodate 4300 residents including foreign students and professors from 80 countries.
- I-House Dormitory will be arranged for KOICA Scholarship students. I-House dormitory consists of two 9-story buildings and each room is equipped with an air conditioner, bathroom, a small refrigerator, Internet, desks and chairs, book cases, wardrobes, and shoe shelves.
- Subsidiary facilities such as computer room, seminar rooms, reading rooms, prayer rooms, lounge, fitness room, laundry & ironing room, and kitchenettes provide a perfect convenience for residents.
- Ewha Graduate Student Dormitory Website: <http://dmtrygr.ewha.ac.kr/> .



3. OTHER INFORMATION

1) The Central Library



The Central Library is acclaimed to be one of the most renowned libraries in Korea. The seven-story building has a capacity of 4,000 seats and 1.5 million books, 10,000 periodicals, 26,000 electronic journals, and 110,000 microfiche and a computerized catalogue system that can be accessed on-line at <http://lib.ewha.ac.kr/>.

2) Ewha Campus Complex (ECC)



ECC is the largest multi-purpose educational underground campus in Korea. The building has various facilities for students such as classrooms, study-rooms, seminar rooms, multi-purpose exhibition hall, student service center, movie theater, concert hall, IT service center, copy center, cafeteria, fitness center, restaurants, bookstore, bank, convenient store, pharmacy, and many more

3) Wifi on campus

Wifi is available on the whole campus free for enrolled students.

4) Cafeterias and Snack Bars

There are five different cafeterias on campus. They all serve different menus and the prices differ slightly from one another.

5) Computer Lab

Ewha has many computer labs available for students. Laptop Rental is available for enrolled students.

6) Sports Facilities

There are various sports facilities on campus, which students can use for free or at a low fee, including indoor swimming pool and fitness rooms.

7) Campus Map



Campus Map	
1	Main Gate
2	Ewha Welcome Center
3	Admission Hall
4	Ewha Campus Complex(ECC)
5	Pfister Hall(Main Hall)
6	Physical Education Building A(Thomas Hall)
7	Physical Education Building B(Cobson Hall)
8	Physical Education Building C
9	Art & Design Building A
10	Art & Design Building B
11	Art & Design Building C
12	Natural History Museum
13	Sculpture Studio
14	Music Building
15	Longview House
16	Wyeonghak-gwan
17	Heon Hall(Lessing Science)
18	Ewha Centennial Library
19	Law Building
20	Wichita House (President's Residence)
21	Aryeong-dang (House Management House)
22	Ewha Archives
23	Jeonseonmi-gwan
24	Case Hall(Graduate School Building)
25	Emerson Chapel
26	Clara Hall(Graduate School Building II)
27	Wellspring Auditorium
28	Centennial Museum
29	Ewha Athletics Track
30	International Education Building
31	Ewha Womans University Church
32	West Gate
33	I-House A
34	I-House B
35	Ewha-Samsung International House
36	I-House D
37	I-House E
38	Ewha-ALPS Global Center
39	Ewha Kindergarten
40	Human Ecology Building (Morris Hall)Alumnae Building
41	Ewha-SKT Telecom Center
42	Ewha-Samsung Education Culture Building
43	Ewha-Shinsegae Building(Business) Upper Room
44	Ewha Elementary School
45	Ewha-Gumman Junior High School
46	Back Gate
47	Student Union
48	Pharmaceutical Science Building A (Appenzeller Hall)
49	Pharmaceutical Science Building B
50	Ewha-POSCO Building (Social Sciences)
51	Hak-gwan
52	Humanities Building
53	North Gate
54	Education Building A
55	Education Building B
56	Ewha-Gumman High School
57	Science Building A
58	Science Building B
59	Science Building C
60	Science Building Hyundai Motor
61	Asan Engineering Building
62	New Engineering Building
63	Industry-University Cooperation Building
64	Collaborative Research Building(tentative name)
65	Herb Garden, Green house
66	Ewha Halliday (The Ewha Foundation)
67	North A-Hyeon Gate
68	Tennis Court
69	Community Welfare Center
70	Hanwoori House (Undergraduate Student Dormitory)
71	Otogi Global House
72	I-House
73	ROTC Building
74	Hantsol Building
75	Ewha-Otogi Daycare Center(tentative name)

8) Medical Facilities in City

Type	Medical Facility	Location	Business Hour	Phone Number
General	Ewha Mokdong Hospital	1071 Anyangcheon-ro, Yangcheon-gu, Seoul	Mon-Fri 08:00 ~ 17:30	02-2650-5890
	Ewha health service center	2F, Alumnae Building, Ewhayeodae-gil, Seodaemun-gu, Seoul	Mon-Fri 08:00 ~ 17:00	02-3277-3172
	Shincheon Severance Hospital	50-1 Yonsei-ro, Sinchon-dong, Seodaemun-gu, Seoul	Mon-Fri 08:30 ~ 17:30	02-2228-1004
Orthopedics	Seoul Bone Pain Clinic	134, Tongil-ro, Jongno-gu, Seoul	Mon-Fri 09:30 ~ 20:00	02-6248-7575
Internal Medicine	Green Tree Internal Medicine Clinic	99, Songwol-gil, Jongno-gu, Seoul	Mon-Fri 09:00 ~ 18:00	02-737-7575
Otolaryngology	Yonsei Otolaryngology	205-1, Tongil-ro, Seodaemun-gu, Seoul	Mon-Fri 09:00 ~ 18:00	02-393-9752
Dermatology	LeeJiHam Dematology	170, Sinchon-ro, Mapo-gu, Seoul	Mon-Wed, Fri 10:00 ~ 19:00	02-706-7600
Dental	Yoon-Sun Dental	177, Tongil-ro, Seodaemun-gu, Seoul	Mon-Wed, Fri 10:00 ~ 19:00	02-312-7528
Ophthalmology	JeJung Eye Center	4 Jahamun-ro 2-gil, Jongno-gu, Seoul	Mon-Fri 09:00 ~ 18:30	02-542-8686

IV. ACADEMIC REGULATIONS

1. ATTENDANCE AND ABSENTEEISM

Students are expected to attend all of the classes she has registered for each semester. Any student who, without a good reason, has failed to attend class for at least two-thirds of the total class hours shall not qualify to graduate.

(1) If a student is absent for any of the reasons below, the student must notify the appropriate department, faculty, and dean and get an approval in advance:

- Death of an immediate family member (grandparents, parents, siblings) or equivalent circumstance
- Academic planning, field-trips, on-location training, etc.
- Participation in seminars or conferences (including international ones) as approved by the Dean of the Graduate School
- Other events as approved by the Dean of the Graduate School

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

2. MUST RESIDE IN DORMITORY

- Students must reside in dormitory
- Living off-campus is not allowed

3. MUST ABIDE BY RESIDENCY REGULATIONS

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

4. EXAMINATIONS AND GRADE EVALUATIONS

- Students must maintain at a minimum a B0 (3.0) grade point on average.
Anything below this grade will not be acknowledged as a passing grade.

- Regular Exams and Make-up Exams

- Regular Exams : Mid-term (7th to 8th week of semester), Final (last two weeks of semester)
- Some classes will require a term paper

- Qualifications to Sit for an Exam

- Any student who, without good reason, has failed to attend class for at least two-thirds of the total classes shall be prohibited from sitting for the exam. In the event of illness or emergency situations, students need to provide a written explanation of their absence.

- Scholastic Performance Evaluation Method

- Scholastic performance will be based on the instructor's rule. In general grades will be based on classroom performance (presentations, attendance) and test performance (mid-term and final exams).

5. RETURN TO HOME COUNTRY DURING SEMESTER

- Student are not allowed to return to their home country during the semester. Students who wish to visit their home country during the break may do so with the permission of the Program Director of Ewha Woman's University and KOICA. In case of early return to home country students will not be eligible for the Master's Degree and need to follow the Ewha Academic Regulations.

V. PRECAUTIONS

1. **Possibility of Online Program:** According to arising circumstances due to the spread of any pandemic and public health regulations thereof, the academic program within this PI may be switched online. In accordance with academic regulations of each training institute, blended learning (or hybrid learning, a combination of online and face-to-face learning) may be implemented, including pre-sessions. In principle, even when the academic program is conducted online, participants must be physically present in Korea to participate (cannot participate in the program online from home country or outside Korea).
2. **Early Departure:** Due to various circumstances such as no flights operating or border closures, participants may be required to depart Korea before the program end date. In such cases, part of the academic curriculum, thesis defense, or closing ceremony may be conducted online.
3. **Living Costs:** In principle, costs of living are provided per diem; that is, participants receive living costs per diem based on the actual date of departure. In case of early departure, living costs are received per diem based on the date of early departure, and NOT the anticipated departure date or program end date.
4. **Adherence to Entry/Departure Guidelines:** Any additional costs occurring due to the participant's failure to adhere to the entry/departure guidelines are the participant's own responsibility.
5. **Vaccination Requirements:** Participants are to individually check with the training institute on whether vaccination is required and prepare accordingly; any disadvantages following are the participant's own responsibility.
6. **Check-in to Dormitory:** In principle, dormitory check-in is required of program participants
7. **Religious Meals & Personal Food Preferences:** Religious meals and personal food preferences are not provided during the scholarship program nor the self-quarantine period following entry to Korea. For further information, check the university guidelines (if necessary, personal fees may be incurred).
8. **Regulatory Compliance:** KOICA SP participants should observe KOICA CIAT Fellows' Guidebook and University internal rules and regulations, otherwise the participant would lose one's status as SP participants and a university student.

VI. HOW TO APPLY TO INSTITUTION(UNIVERSITY)

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

■ Application Method

- The school will notify successful applicants regarding university enrollment and will offer guidance on subsequent schedules related to those who have successfully completed the KOICA Round conducted by KOICA overseas Office (Korean Embassy)
- Submit the application by **April 21 (Sunday), 2024, 23:59 (Korea Standard Time)**
 - Online application system: email all application documents to the EWHA-KOICA office (ewhakoica@ewha.ac.kr) as electronic files in MS Word format
 - **ONLY applicants who meet the qualification below can apply.**
 - 1) Be a citizen of the KOICA scholarship program target country
 - 2) Be officially nominated by their government for KOICA program
 - 3) (Advantage) Be a **government employee with a minimum of 2 years of experience** in the field of study
 - 4) Only female officials can apply

Admission Steps	Contents	Period
Step 1	Online Application Submission	~2024.04.21.
Step 2	Document Screening	2024.04.22~04.25.
Step 3	Medical Check-up (Local)	2024.04.26.~05.01.
Step 4	Interview	2024.05.20~05.30.
Step 5	Interview Result Announcement	2024.06.12.
Step 6	Original Document Submission (Using DHL / to University)	~2024.06.20.
Post-Admission	Arrival in Korea/KOICA Orientation/University Orientation	2024.08.12~

*The above schedule is subject to change.

※ The deadlines are based on Korea Standard time. The final acceptance to the program will be confirmed after the medical check-up in Korea. For further inquiries, please contact EWHA-KOICA office by e-mail (ewhakoica@ewha.ac.kr) or phone call (+82-2-3277-3658)

1) Step 1: University Documents Submission

- Applicants who have successfully advanced through the KOICA Round are kindly requested to submit the requisite documents to the institution via designated online application system.
- Details about all the required documents can be found on page 18.

2) Step 2: Document Screening

- Documents of the applicants who have been nominated by the regional KOICA office or Korean Embassy (if KOICA office is unavailable) will be screened and evaluated by the university. The university will assess the education and work experiences of the applicants based on their submitted documents. The university will also scrutinize whether or not the nominated applicants have properly prepared the required documents.
- The application package will be comprehensively reviewed. The application package will include academic records, statement of purpose, essay, and work experience (**see below "Required**

Documents for detailed information). Factors such as the reputation of the applicant's undergraduate school, undergraduate GPA (including the grading scale), English proficiency, current affiliation, and work experience will be carefully considered.

- The results of the first round of the selection process will be communicated to both the applicants and KOICA, respectively.

3) Step 3 : Submission of Local Medical Check-up Result

- Those who have successfully passed the step2 of the selection process (Successful applicants of document screening) must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

4) Step 4: Interview

- Online interview will be conducted in English. Applicants' potential and educational and career goals are to be evaluated.

5) Step 5 : Interview Result Announcement

6) Step 6 : Original Document Submission:

- Applicants are respectfully requested to submit original documents to the university. The university will provide precise information concerning the requisite documents in their original version, along with the stipulated period for document submission. Kindly be advised that KOICA pre-paid DHL envelope which will be provided on a singular occasion only by KOICA. For details information of sending original document, please refer to Section VII. HOW TO SEND ORIGINAL DOCUMENT

Post-Admission : Admission Notification:

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

■ Required documents :

☞ All documents should be **emailed directly to the EWHA-KOICA office (ewhakoica@ewha.ac.kr) as electronic files in MS Word format**

1. Completed Application Form for EWHA GSIS [Form 1]
2. Statement of Purpose (SOP) [Form 2]
3. Essay on “Gender equality and women’s leadership” [Form 3]
4. Two letters of recommendation [Form 4]
 - *One recommendation letter should be from the applicants’ government/public institution
5. Certificate of current employment
6. A copy of passport (Scanned in a PDF file)
7. Two passport-sized photos (Scanned in a PDF file)
8. Photocopied bachelor’s degree and official transcripts (translated in English)
 - It should include an accumulated GPA or total score.
 - Those who attended more than one college must submit official transcripts from all colleges or university-level educational institutions they attended.
 - If the transcript does not indicate GPA, the total score should be converted to percentage (out of 100%) and be stated officially.

☞ Important: Please Zip all files and name the folder as: ‘2024 Last name First name’

■ Document Authentication (must be in ENGLISH)

*Important Notes for All Applicants:

- 1) All forms and supporting documents **should be original (i.e. directly from the institution) and typed in English**. Documents in any other language should be accompanied by a notarized English translation. If original copies are unavailable, the institution must authorize copies before they are submitted.
- 2) If any of the submitted materials contain false information, admission will be revoked.
- 3) Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
- 4) Applicants should take full responsibility for any disadvantages due to mistakes or omissions in the application.

VII. HOW TO SEND ORIGINAL DOCUMENT

▣ **This page is reserved for applicants designated by the institution, who are required to submit original documents for processing.** The institution will correspond via email with applicants obligated to submit original documents, furnishing comprehensive details regarding the specific documents required, along with the stipulated deadline for submission. Applicants are required to adhere to the following procedures for dispatching documents via DHL. Kindly be advised that KOICA pre-paid DHL envelope will be provided on a **singular occasion only**. In step 5, please consult the attached document on the CIAT website for the DHL call center phone number.

Step 1	Step 2	Step 3
		
<p>KOICA will dispatch a KOICA Document envelope and a return invoice to your address. Kindly provide your home address for completion.</p>	<p>Upon receiving the item, please examine the return airway bill and the enclosed invoice.</p>	<p>Kindly place the original documents inside the envelop you have received.</p>
Step 4	Step 5	
		
<p>Please request a pickup. You can verify the details in step 5. Please choose between a visit reservation and telephone reservation.</p>	<p>Visit reservation Visit nearest DHL service center *Kindly check the attached file (DHL Call Center)</p>	<p>Telephone reservation *Kindly check the attached file (DHL Call Center)</p>
Q & A		
	<p>Should you have any inquiries, please utilize the DHL call center *Attached file (DHL Call center phone number) is available on the CIAT website</p>	

VIII. CONTACTS

1. UNIVERSITY

▣ Graduate School of International Studies(GSIS), Ewha Womans University

- Program Manager : Ms. Gayoung Lee(Kyla Lee)
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- Tel: +82-2-3277-3655
- Fax : +82-2-365-0942
- E-Mail : ewhakoica@ewha.ac.kr
- Homepage : <http://ewhakoica.ewha.ac.kr>

2. KOICA & KOWORKS

▣ General requests regarding application process

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

*The schedule in PI (Program Information) is changeable according to the KOICA and EWHA University