Checklist for KOICA-Ajou Scholarship Program 2021

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| **Application**  **Materials** | **Contents** | **Reference** | **Check** |
| * + - 1. **Document**   **Checklist** | Check all the documents you included in your admission package. **(Ajou-Form 1)** | Original copy | □ |
| * + - 1. **KOICA**   **Application Form** | Complete KOICA applications and print out. **(KOICA Form)**  The document should be clearly typed. | Original Copy | □ |
| **3. Ajou Application Form** | Complete Ajou Application form. **(Ajou-Form 2)**  The document should be clearly typed. | Original Copy | □ |
| **4. Statement of**  **Purpose (SOP)** | Using the questions listed in the Ajou Application form, state the purpose of your graduate study in a clear manner. **(Ajou-Form 2)**  The document should be clearly typed. | Original Copy | □ |
| **5. Recommendation**  **Letters**  **(TWO letters)** | Applicants should be a member of well-respected civil society organizations(CSOs) with a minimum of two years of experience on the job. Applicants should provide two letters of recommendation, one from each of the following two categories:  1) A senior member of your organization, an UN-associated organization, or other global civil society organizations.  2) A senior member of your government office, Korean Embassy, the KOICA Overseas Office within your region. **(Ajou-Form 3)** | Original Copy | □ |
| **6. Curriculum Vitae** | Please write your CV in detail focusing on your work experiences. **(Ajou-Form 4)** | Copy | □ |
| **7. Degree**  **Certificate(s)** | Bachelor’s degree certificate(s) from every institution you attended should be attached | Original Notarized Document | □ |
| **8. Transcripts** | 1) An original copy of transcript must include a year-by-year record of courses from every institution applicant have attended  2) The transcripts should include a record of grade in terms of rank in course/department, if available. | Original Notarized Document | □ |
| **9. Agreement form for Academic Verification** | You need to sign and submit this form for us to verify your academic records. (Ajou-Form 5) | Copy | □ |
| **10. English**  **Proficiency Test**  **Score Reports**  **OR**  **Any certificate of similar nature** | If you have any kind of English Proficiency Test Score or certificate to prove your English proficiency, please include it in your application materials for reference. (If available) | Original or  Certified Copy | □ |
| **11.Certificate of**  **Employment** | An official document proving your work  experiences including: duration of  employment, position, and job description | Original | □ |
| **12. Copy of**  **passport**  **(applicant’s)** | 1) A copy of passport  (Include a copy of page showing the passport number, date of issue and expiration, photo, and name.)  2) According to the Korean Law, the university cannot issue the Certificate of Admission without the passport number. Please double check the valid date of your passport as well. | Copy | □ |
| **13.Doctor’s Opinion paper** | health check-up review |  | □ |
| **Optional 1.**  **List of Honors and**  **Awards** | 1) If there are honors, awards, fellowships, or academic certificates and test reports received at the university please list them in order of importance in the list form. E.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc. (Form 6)  2) The list will be valid only when testimonials or evidences are submitted | Original Copy | □ |
| **Optional 2.**  **School Profile /**  **Credit**  **Rating System** | School profile and description of the grading system would help us better understand your documents for the purpose of evaluation.  e.g. 1) Grading system of Nepal:  - Distinction (80-100%), I (65-79%), II (50-64%), III (40-49%)  e.g.2) Grading system of Korea : A+(100-95), A0(95-90), B+(85-90)….etc. | Original | □ |