

Korea Green Promotion Agency (KGPA) Scholarship Program

1. Program Objective

Korea Green Promotion Agency (KGPA) is a public institute formed by Korea Forest Service to support Overseas Forestry Projects. From 2009, KGPA has been operating a scholarship program for the students from the developing countries.

The objective of the Program is to provide international students with the opportunity to conduct advanced studies at the graduate course of university in Korea in order to cultivate forestry experts and promote mutual friendship between countries.

2. Outline of the program

The scholarship is for students who want to study at the graduate courses (Master or Ph.D. course) of relevant universities in Korea. Preferably students who want to study the forestry related subjects and who from Asian countries such as Indonesia, Vietnam, Myanmar, Cambodia, Philippines, Malaysia, Thailand, Laos, China and Mongolia would be welcomed.

The scholarship will be provided from the semester starting from September 2010. Applicants may hurry up so as not to be late. The scholarship may cover the educational and living expenses in Korea.

3. Procedure

- (1) KGPA puts a notice regarding the program on the Web site (<http://www.kgpa.or.kr/eng/index.php>) or through the Forest related government agencies of above countries.
- (2) If an applicant is interested in this program, he/she should get each recommendation letter from the head of forest related government agency and the professor at university he/she graduated from.
- (3) Application documents could be delivered to KGPA through e-mail or by mail.
- (4) Final candidates are going to be selected and contacted by KGPA.
- (5) The selected candidates should go through all process needed to get the entrance admission into the graduate course in cooperation with the expectant professor in Korea or KGPA.
- (6) When the entrance admission is confirmed, KGPA supports him/her financially to come into Korea and to register for the course.

4. Qualifications

Prospective applicant must meet the following qualification criteria :

- (1) Applicant should be a citizen of the country described on the application form.
- (2) Have an adequate health, both physically and mentally.
- (3) Have finished or be scheduled to finish undergraduate course as of August 31 2010.
- (4) Not receives another scholarship from any Korean institute simultaneously.
- (5) Applicants who are good at Korean or English are welcomed.

5. Scholarship Selection

- (1) Selection is based on a comprehensive evaluation of the following information of the application documents provided by the applicant:
 - Study Plan (30%), Self-introduction Essay (30%), Work experience (30%), Language Proficiency (10%)
- (2) A forest government official may be preferred.

5. Scholarship Payment

- (1) Scholarship Period : **2 years** for Master course, and **3 years** for Ph.D. course
- (2) Scholarship Benefits
 - ① Airplane ticket or airfare : The grantees will receive an airplane ticket or be paid an economy class airfare of the shortest route between their country and Korea when they come to Korea, and, thereafter, when the grantees leave Korea after the completion of their study.
 - ※ Doesn't compensate fees for the domestic travel both in the grantee's country and in Korea.
 - ※ Airfare for entry into Korea will not be provided to a grantee who already have arrived and has been staying in Korea as of the confirmation date of selection of scholarship students.
 - ② Monthly Allowance : 800,000 ~ 1,000,000 KRW per month
 - ③ Settlement Allowance : 400,000 KRW upon first arrival
 - ④ Tuitions (an entrance and a registration fee) is paid directly to relevant University by KGPA
 - ⑤ Korean Language Training Expenses : Period within 6 month only, KGPA pays directly to the entrusted language training institution which is operated by the university.
 - ⑥ Expenses for textbooks and references : Within 200,000 KRW each semester
 - ⑦ Expenses for graduation qualifying examination and thesis reviewing : 500,000 KRW
 - ⑧ Graduation thesis printing : 1,000,000 KRW
 - ⑨ Any grantee who gives up one's study during the scholarship period will not receive airfare and allowance for repatriation except for the cases approved by KGPA such as severance of diplomatic relations, war or other natural disasters.
 - ※ Any grantee who quits the program in 3 months after one's entrance into Korea, should refund all scholarship fees (The airfare of arriving Korea, settlement allowance, monthly allowance, Korean language training expenses, etc.).

6. Cancellation or temporary suspension of Scholarship

- (1) If a grantee is found engaged in any of the following activities during one's stay in Korea, his/her scholarship will be suspended and then will be disqualified from a grantee position.
 - ① When any documents of the scholarship application has been found false.
 - ② When the grantee is punished by the graduate school or involved in any form of political activity.
 - ③ When the grantee has violated the written pledge which he/she has given to KGPA.

- ④ When the grantee has been cautioned more than 2 times due to an unexcused absence or the temporary departure without permission or notification
 - ⑤ When the grantee has not earned at least 2/3 of the registered credit courses of the semester.
 - ⑥ When the grantee has not submitted a request for re-enrollment to the graduate school and not notified KGPA of re-enrollment without any proper reasons within one month after the period of ‘temporary absence from school’ has ended.
 - ⑦ When the grantee has given up one’s studies.
- (2) After the grantee begins the study at graduate course, the grantee should obtain a proper approval from the supervising professor where he/she studies in order to exit Korea for more than 30 days. Neglecting this rule will cause their monthly allowance to be cut for the period of absence exceeding 30 days.

7. Required Documents

(1) The documents should be submitted to KGPA not later than **19 March 2010**.

- ① E-mail address : kgpa@kgpa.or.kr
- ② Postal address : Korea Green Promotion Agency,
#206 Honor’s ville, 1380 Dunsan-dong, Seo-gu,
Daejeon, Korea, 302-121
Tel) +82-42-603-7312 or 7316, Fax) +82-42-603-7310

(2) Required Documents

- ① A completed application form (on the prescribed form 1)
- ② Two 3 cm x 4 cm size color photos (passport photo)
- ③ A self-introduction essay (on the prescribed form 2)
- ④ A study plan (on the prescribed form 3)
- ⑤ A copy of certificates of graduation, degree, and transcript for the latest course.
- ⑥ A copy of certificate of nationality or a copy of passport.
- ⑦ Each recommendation letter from both the applicant's professor in his/her country and the head of forest related government agency (on the prescribed form 4)
-Optional requirement: A recommendation letter from a professor who would look after him/her in Korea, if you already found (on the prescribed form 5).
- ⑧ A Pledge (on the prescribed form 6)
- ⑨ A personal medical assessment (on a prescribed form 7)
- ⑩ A Certificate of Health authorized by a doctor
- ⑪ One copy of a certificate of English or Korean proficiency (if applicable)

(3) Note

- ① All required documents should be expressed by English or Korean. Certificates, credentials, etc. issued in languages other than English or Korean must include official translation verified by a notary. (Check the Apostille requirements)
- ② Submitted documents will not be returned to the applicant.
- ③ Incomplete or incorrect documents are subject to rejection by KGPA.

8. Important things

(1) Entry into Korea

- ① The grantee must arrive in Korea by August 31, 2010.
- ② If the grantee does not enter to Korea by the date stated above without any special reason, the scholarship award may be canceled.

(2) Preparation for Entry

- ① Prior to arrival, the grantee should acquire some knowledge about the Korean climate, customs, culture, etc.
- ② The grantee will begin to receive their monthly allowance from the beginning of education course.
- ③ The grantee is required to get a Visa before arriving in Korea.
- ④ The grantee is strongly asked not to bring one's family to Korea in principle. However, if the grantee who is already married wants to bring his/her family, then the one can bring only his/her spouse and children. If the grantee wishes to be accompanied by one's family, the living expenses will not be provided for family dependents and the grantee should make a proper preparations.

Important Notes about APOSTILLE Requirements

Since July 14, 2007, the Republic of Korea has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification or public (including notarized) documents to be used in countries that have joined the convention. The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

A. Applicants from countries which are signatories to the convention must meet the following requirements:

☞ Please refer to [*The list of signatory countries on Apostille certificates*](#) in Appendix 1.

1. Official certificates (transcripts, diplomas, etc.) from *public* schools or institutions should be submitted with the attachment of "Apostille".
2. Official certificates (transcripts, diplomas, etc.) from *private* schools or institutions, however, 1) should be officially notarized by a notary, agency or any other authority competent under the law of the country of origin of the certificates, and then, 2) should be submitted with the attachment of "Apostille".

B. Applicants from countries which are NOT signatories to the convention and do not recognize the apostille must meet the following requirements:

1. Official certificates (transcripts, diplomas, etc.) must be legalized by a Korean consular officer in the country which issued the certificates.
2. Applicants from these countries should submit the official certificates with the attachment of an Authentication (ex. Certificate of Authentication or Certificate of Overseas Educational Institutions) issued by the Korean embassy or consulate.

C. For information regarding how to get an Apostille, please refer to the website www.hcch.net.

N.B. All documents should be in English or Korean. Document in another language should be accompanied by a notarized English or Korean translation.

Appendix 1: *The list of countries for Apostille certificates*

<ul style="list-style-type: none"> • ALBANIA* • AMERICAN SAMOA • ANDORRA • ANGOLA • ANGUILLA • ANTIGUA AND BARBUDA • ARGENTINA • ARMENIA • ARUBA • AUSTRALIA • AUSTRIA • AZERBAIJAN* • BAHAMAS • BARBADOS • BELARUS • BELGIUM • BELIZE • BERMUDA • BOSNIA-HERZEGOVINA • BOTSWANA • BRITISH VIRGIN ISLANDS • BRUNEI • BULGARIA • CAYMAN ISLANDS • CHINA (Hong Kong SAR) • CHINA (Macau SAR) • COLOMBIA • COMOROS ISLANDS • COOK ISLANDS • CROATIA • CYPRUS • CZECH REPUBLIC • DENMARK • DJIBOUTI • DOMINICA • ECUADOR • EL SALVADOR • ESTONIA • FALKLAND ISLANDS • FIJI • FINLAND • FRANCE • FRENCH POLYNESIA • GEORGIA* • GERMANY 	<ul style="list-style-type: none"> • GIBRALTAR • GREECE • GRENADA • GUAM (TERRITORY OF) • GUERNSEY • HONDURAS • HONG KONG SAR (China) • HUNGARY • ICELAND • INDIA* • IRELAND • ISLE OF MAN • ISRAEL • ITALY • JAPAN • JERSEY • KAZAKHSTAN • KOREA, REPUBLIC OF • LATVIA • LESOTHO • LIBERIA* • LIECHTENSTEIN • LITHUANIA • LUXEMBOURG • MACAU SAR (China) • MACEDONIA • MALAWI • MALTA • MARSHALL ISLANDS • MAURITIUS • MEXICO • MOLDOVA* • MONACO • MONTSERRAT • MOZAMBIQUE • NAMIBIA • NETHERLANDS • NETHERLANDS ANTILLES (Curacao, Bonaire, St. Martin, St. Eustatius and Saba) • NEVIS • NEW CALEDONIA • NEW ZEALAND • NIUE • NORTHERN MARIANA ISLANDS (COMMONWEALTH OF) • NORWAY • PANAMA • POLAND 	<ul style="list-style-type: none"> • PORTUGAL • PUERTO RICO • ROMANIA • RUSSIAN FEDERATION • SAMOA • SAN MARINO • SERBIA • SEYCHELLES • SLOVAKIA • SLOVENIA • SOLOMON ISLANDS • SOUTH AFRICA • SPAIN • ST. CHRISTOPHER (Kitts) AND NEVIS • ST. GEORGIA AND SOUTH SANDWICH ISLANDS • ST. HELENA • ST. KITTS • ST. LUCIA • ST. PIERRE AND MIQUELON • ST. VINCENT • ST. VINCENT AND THE GRENADINES • SURINAME • SWAZILAND • SWEDEN • SWITZERLAND • THE DISTRICT OF COLUMBIA • TONGA • TRINIDAD AND TOBAGO • TURKEY • TURKS AND CAICOS • TUVALU • U.S. VIRGIN ISLANDS • UKRAINE* • UNITED KINGDOM • UNITED STATES • VANUATU • VENEZUELA • VIRGIN ISLANDS, BRITISH • WALLIS AND FUTUNA • YUGOSLAVIA
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Korea Green Promotion Agency

Form 1 : Application for KGPA Scholarship Program

1. Personal Information

(Please TYPE or PRINT clearly. Use black ink.)

Full Name	Native language				Color Photo 3×4 cm
		Family Name	First Name	Middle Name	
	English				
		Family Name	First Name	Middle Name	
Nationality		Date of Birth: yyyy/mm/dd			
Gender	<input type="checkbox"/> Male	Marital Status		<input type="checkbox"/> Single	
	<input type="checkbox"/> Female			<input type="checkbox"/> Married	
Place of Birth					
Home	Address				
	Telephone	(Country Code- Area Code-Phone Number)			
	Fax	(Country Code- Area Code-Phone Number)			
	E-mail				
University or Office	Address				
	Telephone	(Country Code- Area Code-Phone Number)			
	Fax	(Country Code- Area Code-Phone Number)			

2. Education

Period:yyyy/mm/dd	Institution	Location	Years of study	Major	Degree/ Diploma
~					
~					
~					

3. Work Experience

Period (yyyy/mm)	Institution or Company	Position	Address	Phone
~				
~				
~				

4. Language Proficiency

Language	Title of Test	Score	Date of Test	Level		
				Advance	Intermediate.	Beginner
English						
Korean						

5. Family Background

Relationship	Name	Date of Birth	Occupation	Address

6. Previous Scholarship Awards Received in Korea

Title of Award	Period: yyyy/mm/dd	Field & Institution
	~	
	~	
	~	

7. Previous Visits to Korea

Period: yyyy/mm/dd	City or Region	Purpose of Stay	Organization Concerned
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~			
~			

8. List of References

Name	Position	Organization	Address	Phone	E-mail Address

2010.

Name _____ (Signature)

Korea Green Promotion Agency
Form 2 : Self-introduction Essay

Write an essay for self-introduction not exceeding 4 pages on an A4 size format, one-sided only. It is recommended to contain the following things and must be typed or printed clearly using black ink.

Family Background

※ Place of birth, birth-date, family members, remarks

Education

※ Name(s) of university or school(s), date(s) of attendance(yy,dd), remarks

Experience

※ Name(s) of organization(s), date(s) of employment (yy, dd), position(s), department(s), duty(duties),

Awards

※ The awards you have received in your field of study or scientific research

Skills

※ Particular skills or Languages, computer skills, etc.

Others

※ Books, publications, dissertations, etc.; dates published; conferences, community service activities, etc.

2010. . . .

Name _____(Signature)

Korea Green Promotion Agency
Form 3 : Study Plan

Write a study plan not exceeding 4 pages on an A4 size format, one-sided only. The study plan must be written in English. Please refer to the sample format below and include your purpose and plans for future academic study or research. It must be typed or printed clearly using black ink.

<Sample>

Name		
Date of Birth		
Previous Major if there is		
Preferred major	1)	
	2)	
Purpose of Academic Study or Research and Detailed Plan		
How would you use your knowledge acquired in Korea after returning to your home country? Pleas write a plan		
Contact Information	Address	
	Phone	
	E-mail	

2009.

Name _____(Signature)

Korea Green Promotion Agency
Form 4 : Letter of Recommendation

To be completed by the applicant:

Full Name (Last Name/M/First name)	
Preferred Institution	
Preferred Study Field or Research	

To the person giving a referral:

Thank you for writing this letter on behalf of the person named above. Please indicate your candid and prompt assessment of the above named applicant.

1. How long and in what capacity have you known about the applicant?

2. What are the strengths and aptitude of the applicant?

3. What are the applicant's weaknesses? What weak points does she/he need to improve?

4. How do you think the applicant can apply his or her study plan at a graduate school in Korea? Do you think she/he will succeed in utilizing his/her knowledge acquired in Korea in the future?

5. Please assess the applicant's qualities in the evaluation table given below. Rate the applicant compared to other individuals whom you are familiar with.

	Truly Exceptional	Excellent	Very Good	Good	Below Average	No Comments or Not applicable
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Leadership Potential						
Interpersonal Skills						
Oral Communication Skills						
Written Communication Skills						
Imagination and Creativity						
Motivation						
Independence						
Flexibility						

6. Please provide us with some comments on the ratings you have made in Section 5.

Referee's Information	
1. Full Name (Last/First/Middle)	2. School or Firm
3. Position or Title	4. Address
5. Phone Country code / Area code / Phone number	6. Fax Country Code / Area Code / Phone Number

2010.

Name _____ (Signature)

양식 5: 추천서

본 추천서는 한국에서 수학할 대학원의 지도교수가 작성해 주십시오.(2장 이내)

학 생 이 름	
대학원 및 학과	
주 요 전 공	

1. 지원자가 작성한 수학계획에 대해 어떻게 생각하십니까?

2. 지원자가 한국에서 습득한 지식의 향후 활용도에 대하여는 어떻게 생각하십니까?

3. 지원자에 대한 귀하의 전반적인 의견을 적어주십시오.

추천자 인적 사항	
1.성 명 (성/이름)	2.소속기관
3.직 위	4.주 소
5.전화번호 (국가번호/지역번호/전화번호)	6.팩스번호 (국가번호/지역번호/팩스번호)

2010.

추천자 _____ 서명

Korea Green Promotion Agency

Form 6 : Pledge

As a grantee of the Korea Green Promotion Agency scholarship, I pledge to abide by the following rules;

1. To refrain from violation of university regulations, and to fulfill my obligations as a student to the best of my ability.
2. To behave in a manner appropriate to the Korean culture and society, and not to participate in any form of political activities (such as organizing a political party, joining a political party, attending political meetings, publishing political articles and declarations, organizing or participating in demonstrations of a political nature, and so on).
3. To accept responsibility for paying any debts incurred in Korea

If I am proved to have violated any of the above articles, to have made a false statement in my application documents or to have failed to comply with academic standards or the rules of university or research institute, I shall accept the decision of KGPA, even though it may include the suspension or revocation of the scholarship.

2010. . . .

Name _____ (Signature)

Korea Green Promotion Agency
Form 7 : Check List
(Personal Medical Assessment)

Name : _____
FIRST NAME
MIDDLE (INITIAL)
LAST NAME

Please provide accurate information for the following questions.

QUESTION	YES	NO	EXPLAIN
① When and for what reason did you last consult a physician? (Please explain)			
② Have you had any serious ailment, injuries or diseases in the last five years? (If yes, please explain)			
③ Have you been hospitalized in the last two years? (If yes, please explain)			
④ Have you ever been treated by a doctor for any mental, emotional, or anxiety disorder? (If yes, please explain and attach a report from your doctor)			
⑤ Have you ever been addicted to any substance? (If yes, please explain)			
⑥ Do you have any allergies? (If yes, please list them)			
⑦ Are you taking any prescribed medication? (If yes, please explain)			
⑧ Are you on a special diet? (If yes, please explain in detail)			
⑨ Have you ever suffered from depression? (If yes, please explain)			

THE ANSWERS I HAVE GIVEN ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF MY ANSWERS CONTAIN ANY KIND OF FALSEHOOD, I WILL TAKE ANY LEGAL RESPONSIBILITY.

DATE (mm/dd/yyyy)

SIGNATURE OF THE APPLICANT