

# KOICA-UOS

## Master's Degree Program in AI Digital Innovation

February 11, 2027 – June 23, 2028

Seoul, Republic of Korea



Korea International Cooperation Agency



International School of Urban Sciences,  
University of Seoul

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

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## ★ IMPORTANT NOTICE from KOICA

The 2027 KOICA Master's Degree Program application process consists of two main rounds: **(1) KOICA Round** and **(2) Institute (University) Round**.

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 country office, or in the case of countries without a KOICA country office, at an affiliated KOICA country office or the Korean Embassy. Detailed eligibility criteria and procedures can be found in **the KOICA Scholarship Program Application Guidelines** (hereinafter KOICA Guidelines).

The second round is the Institute (University) Round, which is the university selection process. Only those who pass the KOICA Round can apply to universities. The list of successful KOICA Round candidates will be forwarded to the universities that the applicants applied to. Each university will conduct its own selection process, including document review, local medical check-ups, and interviews (or exams), based on its specific admission requirements. Those who have been finally accepted at the university round are required to submit original documents to the university.

**This Program Information (hereinafter PI) serves as a guide for the second round, the Institute (University) Round.**

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 paying close attention to these specific details during the application process.

Lastly, please note that the schedule may be subject to changes depending on KOICA/Institute 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 **VII.CONTACTS** and contact us accordingly.

① KOICA Round Conducted by KOICA country Office (Korean Embassy)	
July 2026	Submission of Application (Via Email/ to KOICA country Office or Korean Embassy)
	Document Screening (Submitted documents are non-returnable)
	On-site Interview
	First Round Result
② INSTITUTE(University) Round (Only for those who pass the First Round)	
September to December 2026	Submission of Application Package (Via University email/system)
	Document Screening (Submitted documents are non-returnable)
	Local Medical Check-up
	Interview Test of University (or/and Exam/Essay)
	Second Round Result
	Original Document Submission (to the University)

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

# I . PROGRAM OVERVIEW

▣ **Program Title:** KOICA-UOS Master's Degree Program in AI Digital Innovation

▣ **Duration Details**

- **Academic Duration:** March 2, 2027 – June 20, 2028 (16 months)

*In accordance with the university regulations, the diploma will be issued in August 2028.*

- Pre-Course: (Online/Offline) : (Online) Feb 2, 2027 – Feb 5, 2027

(Offline) Feb 11, 2027 – Feb 28, 2027

- **Stay Duration:** February 11, 2027 – June 23, 2028 (17 months)

*During the 17 months, we strongly recommend that students complete their thesis.*

*The schedule is subject to change in accordance with internal circumstance or KOICA's instruction.*

▣ **Degree:** Master of AI Digital Innovation

*\* Please note that the course title and the degree title may differ. The degree will be conferred in accordance with the degree title indicated in the PI. (For KOICA certificates, the program title will be included.)*

▣ **Objectives**

- The program aims to provide government officials from KOICA's partner countries with theoretical and practical education in artificial intelligence, digital innovation, and urban development, enabling them to establish long-term national and urban development strategies.
- The program seeks to enhance participants' capacity to apply AI and digital technologies to data-driven policy making, smart city development, infrastructure management, and sustainable public sector innovation.
- The program provides participants with opportunities to build professional networks with scholars, experts, government officials, and practitioners from Korea and around the world.

▣ **Training Institute:** International School of Urban Sciences(ISUS),  
University of Seoul(UOS)

▣ **Number of Participants:** 20 Government officials from KOICA partner countries

▣ **University Admission Qualification**

- Applicants must be nationals of KOICA-eligible countries and officially nominated by their governments.
- Applicants must meet the academic qualification requirements: Bachelor's degree (or equivalent/higher) for the Master's program
- Applicants must be currently employed at a government institution, public organization, or other recognized public-mandate institution. Applicants must also be engaged in, support, or contribute to roles related to the application of AI and digital technologies for public sector innovation, policy development, data-driven decision-making, or socio-economic problem-solving. Relevant fields include, but are not limited to, ICT, data, science and technology, digital governance, public administration, policy planning, and related domains.

- Applicants must have sufficient English proficiency to complete English-taught degree programs. For detailed requirements regarding proof of English proficiency, please refer to the “Required Documents” section under “VI. HOW TO APPLY TO THE INSTITUTE (UNIVERSITY).”
- Applicants must satisfy KOICA's general eligibility criteria for degree training programs, including age, health condition, and restrictions related to prior Korean government scholarships.

**☐ Language: English**

**☐ Accommodations: 서울시립대학교 국제학사(서울 동대문구 서울시립대로 163)**

**International House Student Dormitory(University of Seoul, 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504)**

Single occupancy room furnished with a private bed, a desk, a bookshelf, and a closet.

A communal area in the dormitory includes a lounge, a laundry room, and a kitchen.

Accommodation is subject to change by university policy in case of emergency.

## II. PROGRAM CONTENTS

### 1. ACADEMIC SCHEDULE

Session	Date	Contents / Remarks
Preparatory Session (Pre-Courses)	February 2 - 5, 2027 (Online) February 11 – 28, 2027 (Offline)	Preparatory courses, UOS Orientation Medical Check-up in Korea
	February 11, 2027	Arrival
	February, 2027	KOICA Orientation
Spring Semester (1st semester)	March 2, 2027 – June 21, 2027	16 weeks
Summer Break	June 22, 2027 – August 31, 2027	Internship
Fall Semester (2nd semester)	September 1, 2027 – December 21, 2027	16 weeks
Winter Break	December 22, 2027 – February 28, 2028	Research Ethics Seminar Thesis Seminar (Colloquium)
Spring Semester (3rd semester)	March 2, 2028 – June 21, 2028	16 weeks Thesis Writing
Wrap-up Session	June 9, 2028	Thesis Printing
	June 16, 2028	Completion Ceremony
	June 23, 2028	Departure

**\*THE ABOVE SCHEDULE IS SUBJECT TO CHANGE.**

**\*\*A DETAILED PROGRAM SCHEDULE WILL BE PROVIDED UPON ARRIVAL.**

**\*\*\*ARRIVAL IN KOREA & KOICA ORIENTATION (OFFLINE) / THE SCHEDULE ABOVE IS TENTATIVE**

### 2. CURRICULUM

#### 1) Curriculum and Credits

Students are required to take 51 credits for graduation, including the thesis research. \*

Course Classification	Course Title (Credits)
Core Courses (5 courses)	<b>18 Credits</b>
	Thesis Seminar I (3)
	Global Digital Project Development (3)
	Machine Learning Algorithms (3)
	Data Analysis & Visualization (3)
	Thesis Research (6)
Elective Courses (15 courses, 8 selection)	<b>24 Credits</b>
	Global Digital Project Development II (3)
	Digital Platform and Electronic Government (3)
	Analysis of Urban Data and AI (3)
	Introduction to AI-Based Smart Infrastructure Planning (3)
	Generative AI-based Modeling and Urban Informatics (3)
	Probabilistic Disaster Risk Analysis (3)

		Digital Transformation and Sustainable Urban Mobility (3)
		Public Private Partnerships on Digital Infrastructure (3)
		AI-Driven ESG Strategy & Digital Sustainable Finance (3)
		Public Investment Management (3)
		Urban AI and Technology Policy (3)
		Climate Data Analysis and Future Projection (3)
		Global Smart City Seminar (3)
		Big Data-based Geospatial Information Systems (3)
		Introduction to Algorithms (3)
Basic		<b>9 Credits</b>
	Language	Basic Korean I (2)
		Basic Korean II (2)
		Academic Writing I (2)
		Academic Writing II (2)
	Internship	Internship (1)
Total		<b>51 credits</b>

*\* The courses are subject to change in case of inevitable circumstances.*

### 1-1) Pre-course

Students are required to complete a Pre-Course before the start of the first academic semester. This non-credit session is designed to support students' early adjustment to life in Korea and to ensure readiness for graduate study at the University of Seoul (UOS).

During this period, the program provides essential administrative support (e.g., alien registration procedures and medical checkups), cultural orientation, and foundational academic preparation, including Korean language and selected introductory lectures.

#### Components

- Preparing Your Life in Korea (Online): Pre-arrival guidance on immigration, housing, health insurance, and cultural basics.
- AI Bootcamp: Programming & Data Foundations (Offline): An intensive bootcamp focused on building minimum technical readiness for the AI degree curriculum through foundational Python programming and hands-on data processing using NumPy and Pandas.
- Survival Korean (1 Online + 2 Offline sessions): Introductory Korean language sessions to support daily communication.
- UOS ISUS Orientation (Offline): Program and campus orientation, including meetings with faculty and staff and guidance on academic policies.
- Korean Culture Tour (Offline): Field visits to major cultural sites with experiential activities.
- Crime Prevention Guide (Offline): Safety and legal awareness training delivered in cooperation with the Dongdaemun Police Station.
- Sexual Harassment Prevention (Offline): Mandatory session on consent, reporting channels, and cultural sensitivity.

※ Program contents are subject to change.

## 1-2) Regular course

Module	Main Focus	Key Courses / Activities
Foundation Module	Language and academic preparation	Basic Korean I–II, Academic English Writing I–II, AI Policy Needs Assessment & AI+X Domain Mapping Workshop
Module I	Digital innovation strategy and AI/data foundations	Machine Learning Algorithms, Digital Platform and E-Government, Data Analysis and Visualization, Introduction to Algorithms, Urban Big Data Analysis and AI
Module II	AI+X applications in policy domains	Thesis Research, Thesis Writing Seminar, Big Data-based Spatial Information System, AI-based Smart Infrastructure, Generative AI and Urban Informatics
Module III	Digital infrastructure and PPP project management	Digital Infrastructure PPP Project Management, Digital Environmental Economics and Green FinTech, Public Investment Management Seminar, AI-based ESG Strategy
Module IV	AI-based public services and digital inclusion	Urban AI and Technology Policy, Climate Data Analysis, Global Smart City Seminar, Sustainable Urban Mobility
Module V	Global digital leadership and PCP development	Global Project Development I–II, PCP Action Plan Preparation and Final Presentation

The regular semester curriculum is organized into one Foundation Module and five thematic modules. The modules are not necessarily offered in a fixed sequence; rather, they group related courses and activities by learning theme. The Foundation Module supports participants' language and academic preparation, while Modules I to V cover AI and data foundations, digital innovation strategy, AI+X applications, digital infrastructure, public service design, and PCP development.

Course-based field trips and practical activities are arranged in connection with relevant courses during the regular semesters. These activities help participants connect classroom learning with real policy, institutional, and project implementation contexts.

## 2) Graduation Requirements

To graduate from the program, students must satisfy all academic and administrative requirements set by the University and ISUS.

Graduation requirements include the following:

- Complete **51 credits**
- Maintain a minimum cumulative GPA of **B0, equivalent to 3.0 on a 4.5 scale**
- Pass the **Qualifying Exam**
- Meet the eligibility requirements for thesis registration, as specified by ISUS
- Follow the thesis schedule and guidelines announced by ISUS
- Pass the thesis presentation and interview with a **combined score of 80 or above**
- Submit an English thesis in accordance with ISUS guidelines

## 3) Internship

- The program will provide internship opportunities for the students to gain more practical knowledge of urban development in Korea at related organizations.
- The students will be able to do an internship during the summer/winter break session
- Students can take advantage of the opportunity to gain advice and collect data for thesis writing from the internship host organizations.
- However, if there is no chance to participate in the internship, students will be offered equivalent educational programs such as special lectures and group activities.



#### **4) Thesis Writing**

- An academic advisor will be assigned to an individual student based on his/her field of interest.
- A committee will be organized for each student. The committee should consist of three members, including the academic advisor.
- The student will begin writing a thesis during the 3rd semester after the thesis proposal has been approved by the committee.
- All students must submit their thesis to their committee by the designated deadline.

#### **5) 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 is B0 (3.0/4.5). Students with a GPA below 3.0 will be disqualified from acquiring a diploma and a graduation certificate.
- Students are required to complete 51 credits during the regular 3 academic semesters.

### 3. EXTRACURRICULAR ACTIVITIES (Tentative)

#### 1) ISUS Forum

- The International School of Urban Sciences (ISUS) hosts the ISUS Forum regularly during the academic semester as an official academic and networking event of ISUS.
- The Forum is held on the second Wednesday of each month during the semester, providing a consistent platform for academic exchange and professional networking.
- It brings together experts and practitioners from Korea and abroad to share insights and exchange perspectives.
- By convening public officials and professionals from diverse countries, the Forum serves as a platform for international networking, peer learning, and cross-country knowledge exchange aligned with the AI & Digital Innovation degree program.
- The 100th ISUS Forum was successfully held in November, 2025, demonstrating the Forum's continuity and institutional capacity to deliver high-quality academic events.



#### 2) Global Friends Night (GFN)

- Global Friends Night (GFN) is a flagship networking and partnership event in University of Seoul, hosted by the International School of Urban Sciences (ISUS). It brings together current ISUS students and alumni, training support institutions, relevant partner organizations, and ambassadors and embassy representatives from the trainees' home countries.
- The event serves as a platform to share program achievements, strengthen alumni and stakeholder engagement, and explore international development cooperation and practical avenues for cross-country collaboration.
- GFN is one of the largest events hosted at the University of Seoul, drawing approximately 300 participants. The most recent GFN was held on August 21, 2025, with around 300 attendees, including 22 ambassadors and embassy officials from 14 countries and 29 representatives from related institutions.





### 3) Outdoor Activities

The program can help students gain more practical knowledge of urban development.

- **Cultural activities**  
Help students better understand Korean culture and society.
- **Field trips**  
Provides students with opportunities to learn exemplary development projects in different parts of Korea.

### 4) Events

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

### III. TRAINING INSTITUTE

#### 1. GENERAL INFORMATION

##### 1) About the University:

##### 1-1) University of Seoul (UOS)



The University of Seoul (UOS) is a public university funded and supported by the Seoul Metropolitan Government, located in Seoul, the Republic of Korea's economic, political, and cultural center. UOS is positioned within an advanced environment for public administration, digital governance, and technological innovation, providing a strong foundation for policy-oriented education and applied research.

UOS maintains a distinctive academic identity grounded in public service, evidence-based decision-making, and policy relevance. Through close collaboration with public institutions, the University contributes to policy development and functions as both an educational institution and a policy-oriented research hub supporting national and local agendas.

UOS offers a broad range of academic programs across engineering, natural sciences, social sciences, public administration, economics, and the humanities, with growing emphasis on interdisciplinary education. In recent years, the University has strengthened its institutional focus on artificial intelligence (AI), big data, and digital technologies, expanding dedicated departments and research units and enhancing collaboration with government, research organizations, and industry partners.

By leveraging Seoul's digital infrastructure and policy environment as a real-world platform for learning and research, UOS enables students to apply AI- and data-driven approaches to complex societal challenges. This integrated approach provides a solid institutional foundation for international graduate programs, including AI and digital innovation-focused degree training.



## 1-2) International School of Urban Sciences (ISUS)



The International School of Urban Sciences (ISUS) at UOS was established in 2012 as a graduate education platform with extensive experience in delivering international Master's degree programs for government officials from developing countries. ISUS serves as a key hub for capacity development through policy-oriented education, applied learning, and international cooperation.

ISUS has accumulated institutional expertise through the long-term operation of multiple fully funded Master's programs in cooperation with Korean public institutions and international partners, including MUAP (with the Seoul Metropolitan Government), MUD (with KOICA), MGLEP (with the Ministry of Environment), and MUDSIP (with the Ministry of Land, Infrastructure and Transport). These programs have strengthened ISUS's capacity in international academic management, student support, and program administration for public-sector professionals.

Through this sustained experience, ISUS has built a global alumni network of 868 graduates from 76 countries, many of whom currently serve in government and policy-related organizations in their home countries. Building on its established strengths, ISUS is expanding its academic focus to incorporate AI, big data, and digital innovation for public-sector capacity development, in close collaboration with AI- and data-focused units within UOS. This integrated framework provides a strong institutional base for advanced graduate programs aimed at strengthening analytical, technical, and strategic competencies of partner-country officials.

## 2) Homepage:

- University of Seoul(UOS): <https://www.uos.ac.kr/en/main.do>
- 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>

## 2. ACCOMMODATION & FACILITIES OVERVIEW

### 2-1) AI & Digital Education and Research Infrastructure

UOS provides robust infrastructure to support hands-on learning, project-based learning (PBL), and research for the AI & Digital Innovation Master's degree Program.

#### Urban Big Data and AI for All (UBAI), Urban Science Big Data & AI Institute



UBAI is the University's core hub for AI- and data-driven education and research. It supports large-scale data analytics, AI model training, and simulation-based research, and provides an applied environment for coursework, PBL, and research activities. UBAI also maintains collaboration networks through multiple MOUs with public agencies, research institutes, and private-sector partners. UOS operates a high-performance computing (HPC) infrastructure (supercomputer) through UBAI to support computationally intensive training and advanced analytics.

#### UOS Fab (Cleanroom)



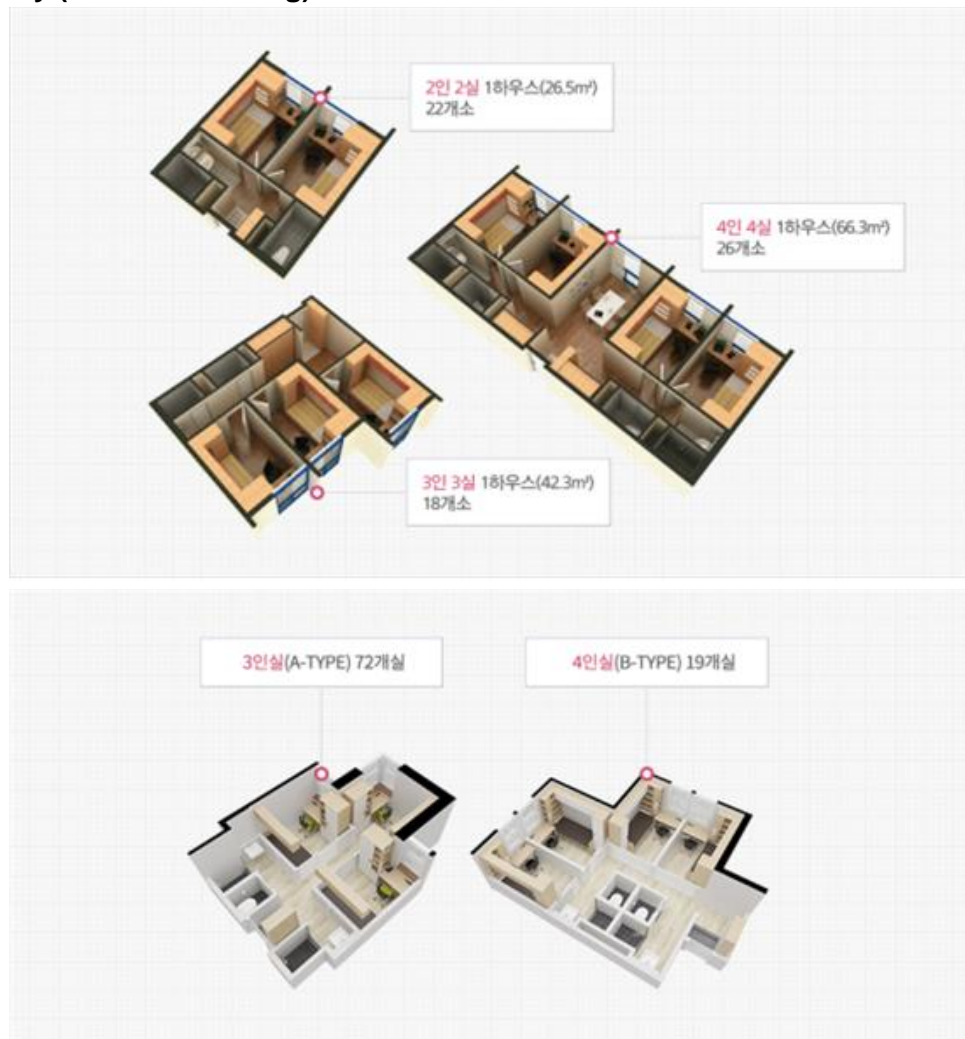
UOS operates UOS Fab, a cleanroom facility for semiconductor and advanced-technology education and research. The facility enables hardware-based practice and may be utilized to complement AI and digital innovation training.

## Seoul Big Data UOS Campus



UOS operates the Seoul Big Data UOS Campus, a branch of the Seoul Metropolitan Government's Big Data Campus. It provides access to 318 public and private datasets and 98 analytics tools (e.g., QGIS, Hadoop, R, Python). The campus directly supports data analysis practice, PBL, and policy/urban problem-solving activities within the program.

### 2-2) Dormitory (Student Housing)





- **Housing Type and Assignment:** UOS operates student housing through the Residence Hall and the International House. Room assignments are made on a semester basis and are centrally administered by the UOS Dormitory Office. For KOICA trainees, a single-room assignment is applied in principle, primarily through the International House, to support stable settlement and academic focus.
- **Room Facilities:** A single room is provided, furnished with a bed, desk, bookshelf, and closet.
- **Shared Facilities:** Toilets and bathrooms are shared with 3–5 flatmates. Common areas include kitchens, lounges, laundry rooms, and other shared amenities such as convenience stores, seminar rooms, fitness areas, and outdoor rest areas. The International House operates a Global Kitchen to support religious and dietary needs, and a shared prayer room is also available.
- **Safety and Management:** Housing safety is supported by 24/7 access control, 24-hour staff coverage (including designated support for international students), and semester-based evacuation and emergency-exit guidance. In exceptional circumstances (e.g., natural disasters or infectious diseases), students may be required to relocate temporarily to an alternative location for safety reasons.
- **Address:** Residence Hall, University of Seoul, 163 Seoulsiripdaero, Dongdaemun-gu, Seoul 02504, Republic of Korea (서울특별시 동대문구 서울시립대로 163, 서울시립대학교 생활관)



## Notice

- **Certificate of Health (Tuberculosis test result):** All the residents have to submit the TB test result to the Dormitory Office. (Every participant is to have a medical check-up before and upon arrival in Korea. The medical check-up report may replace the certificate of health in the 1<sup>st</sup> semester. Before starting the 2nd Semester, participants should submit a Certificate of TB test.)
- **ISUS-Dorm Code of Conduct:** Every resident must sign the code of conduct before their check-in. Please read the attached document thoroughly and be notified of the key regulations.
- **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 home appliances, the goods will be seized with penalty points imposed to the user.
- **Prohibited electric appliances:** electric blanket, electric heater, electric cooker, TV, electric rice cooker, gas burner, fan heater, all the items that can cause fire, alcohol, trump card, etc.
- **List of Home appliances allowed:**

Type	Home appliances	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
	<b>Microwave</b>	<b>YES*</b>
	Electric frying pan	NO
	Gas burner	NO
	Electric rice cooker	NO
	Hot plate	NO
A/V equipment	VCR	NO
	TV	NO
	Electronic instrument	NO
Learning equipment	<b>Desk lamp</b>	<b>YES</b>
	<b>Laptop</b>	<b>YES</b>
	<b>Printer</b>	<b>YES</b>
Other equipment	Fan	NO
	Refrigerator	<b>YES</b>
	Mini air-conditioner	NO
	<b>Vacuum</b>	<b>YES</b>
	<b>Hair dryer</b>	<b>YES</b>
	<b>Mobile Charger</b>	<b>YES</b>

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

\*Microwave less than 1 kW produced within 10 years is allowed only.

\*Refrigerator less than 50L produced within 10 years is allowed only.

## 2-3) On-Campus Dining and Convenience Facilities

UOS operates dining and convenience services across campus to support students' daily life.

Dining (main hours)

- Student Cafeteria (Korean): 11:00–14:00 / 17:00–18:30 (Mon–Fri)
- Aneukan (Western): 11:30–14:00 (Mon–Fri)
- Natural Sciences Cafeteria: 11:30–14:00 / 17:30–18:30 (Mon–Fri)
- Irum Lounge: 17:30–18:30 (Mon–Fri)

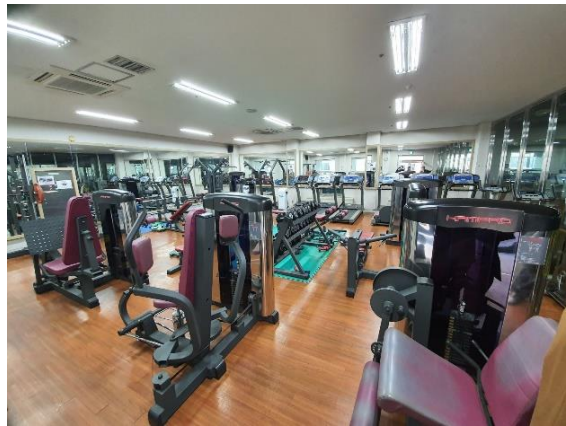
Convenience facilities

Cafes, bakery, fast food, and convenience stores are available across campus, including CU locations in the student union, main library, and dormitory. UOS also operates 33 vending machines, available 24/7.

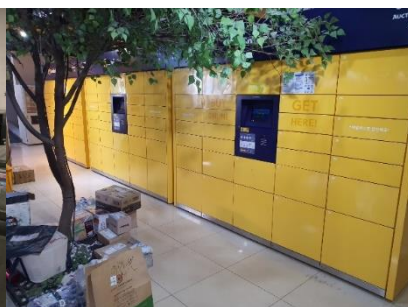


<Community Kitchen and Cafeteria>

The Dorm has laundry rooms and a gym for its residents. They are located on the ground floor and open from 7:00 a.m. to 12:00 a.m.



<Gym>



<Laundry Room, Parcel Delivery Locker, Convenience Store>

## 2-4) Libraries and Learning Support Facilities

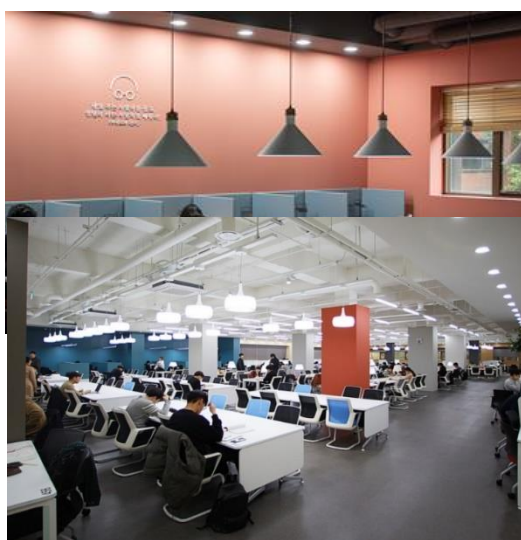
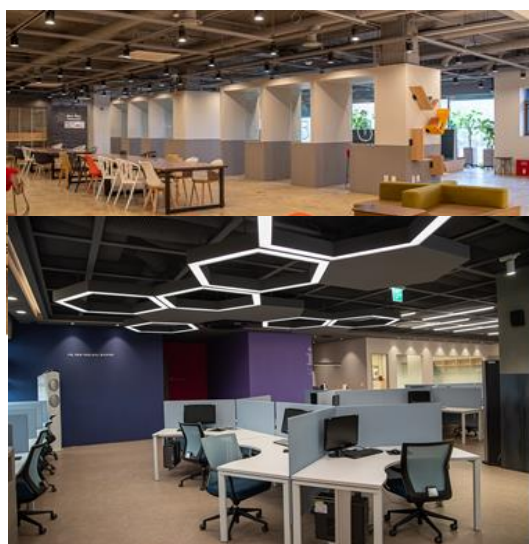
### Main Library



The Main Library provides structured learning and research spaces, including reading rooms, community lounges, laptop rooms, study rooms, and electronic information services. The University has improved library spaces through phased renovations since 2017 and provides individual carrels to support graduate research and thesis writing.

As of January 1, 2024, the library holds 1,136,571 volumes, 679 periodicals, and 346,053 electronic/non-

book resources. It also provides free access to academic support tools such as Copykiller, RefWorks, Writing Machine/Notii, and Turnitin, with user training.



### Specialized Libraries

- Law Library: 1,718 m<sup>2</sup>; ~120,000 volumes; 281 seats
- Business & Economics Library: 1,036 m<sup>2</sup>; ~58,000 volumes; 37 periodicals; 205 seats
- 100th Anniversary Memorial Library: reopened on Feb 26, 2025, as an art and media-specialized library

## 2-5) Other Welfare and Support Facilities

### ICT Infrastructure

Campus-wide Wi-Fi is available. The IT Help Desk (Student Union Building, 2F) provides online/offline support, including printing services.

### Sports and Health Support

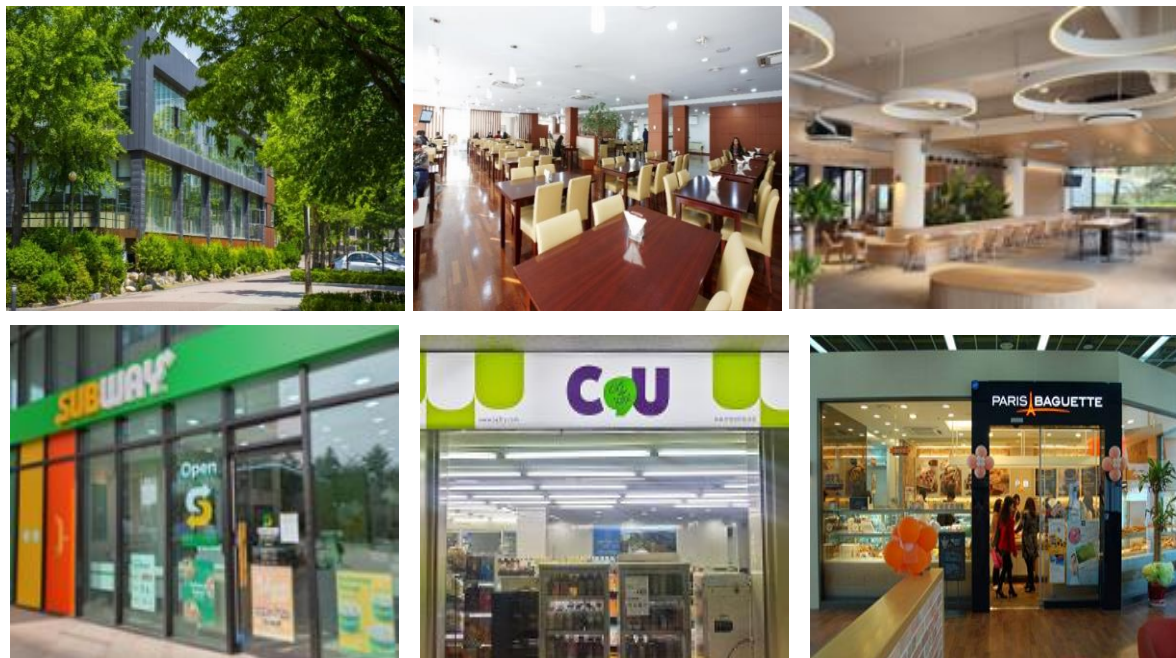
UOS operates diverse sports facilities (gymnasium, fitness, tennis/squash, outdoor courts, stadium/track). The campus health clinic operates 09:00–18:00 (Mon–Fri) and provides free basic medical services. A doctor is available once a week, enabling basic consultation in English.



## Daily Living Support

A bookstore/stationery shop (Student Union Building, B1F), a post office (Natural Sciences Building, 1F), and a bank branch (Main Building, 1F) support daily needs. ATMs are available across major campus buildings.

## Student Cafeteria and Snack Bars



## Health services

### On Campus Health Services

The University Health Service Center is in 2F, Student Hall. Examination, prescription, and medicine for simple illnesses such as cold, indigestion, and cuts will be treated free of charge. The opening hours are from 9:00 to 18:00 (Mon-Fri).

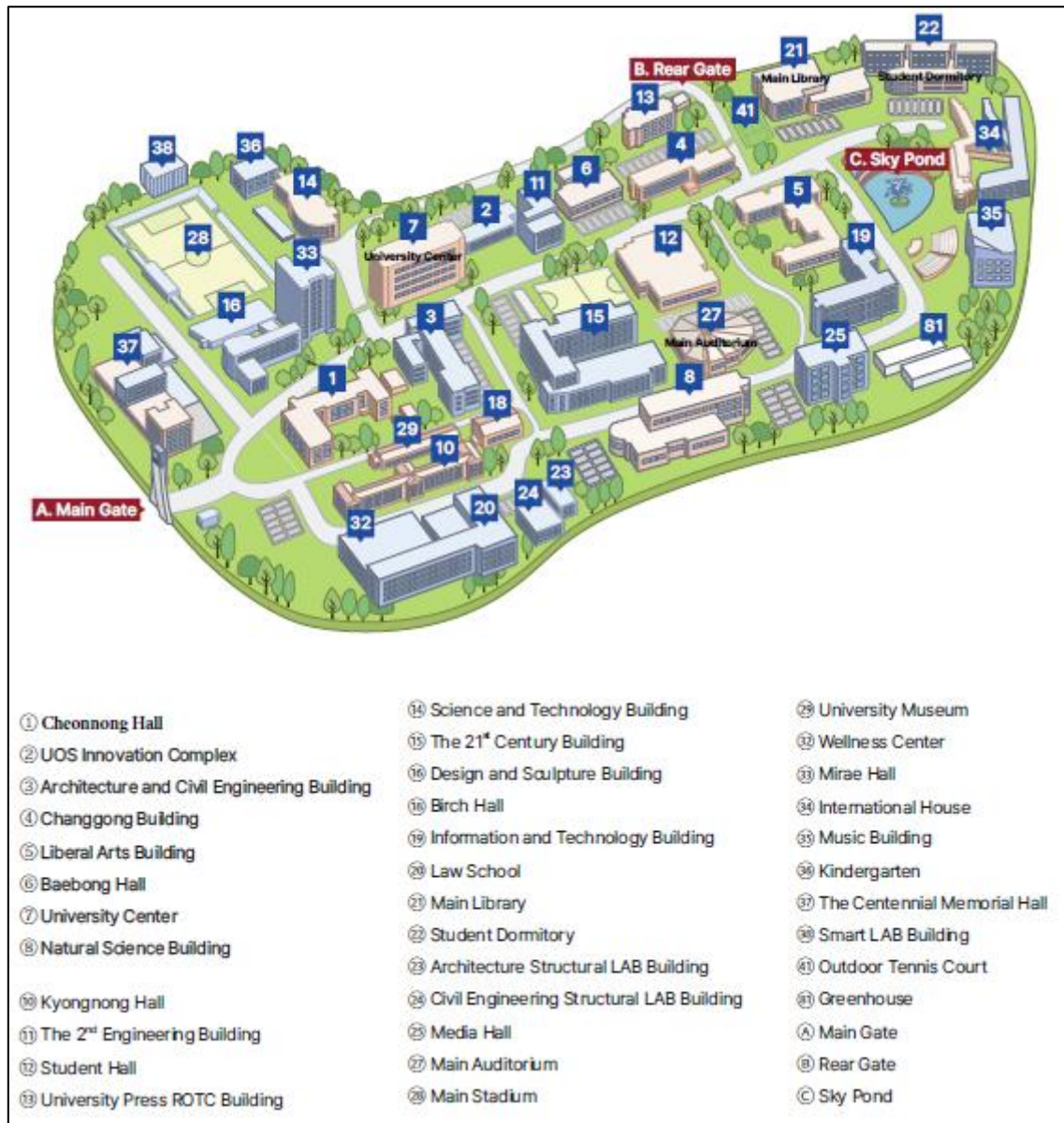
Four or five times a month, there is a campus visiting doctor in the health service center. The exact date and time will be notified through the coordinator every month.

### Off-campus Hospitals (General)

Medical Facility	Business hours	Contact
Samyook Medical Center (삼육서울병원)	Sundays and Weekdays: 09:00-17:00 Fridays: 09:00-12:00 Saturday: Closed	1577-3675
St. Paul's Hospital (성바오로병원)	Weekdays: 08:30-17:00 (12:30-13:30, Lunch Break), Saturdays: 08:30-12:00 Sunday: Closed	02-958-2114
Seoul Sungsim General Hospital (서울성심병원)	Weekdays: 09:00-17:30 (12:30-13:30, Lunch Break), Saturdays: 09:00-13:00 Sunday: Closed	02-966-1616

\* These are the general hospitals located within 1.5 km of the campus.

## Campus Map



- 20. ISUS office: #412, Law School building
- 12. Student cafeteria: Student Hall, Natural Science Building
- 8. Student cafeteria: Natural science building
- 12. Health service center: 2<sup>nd</sup> floor, student hall
- 8. Post office: Natural science building
- 7. Bank: ground floor, University Center

### 3. OTHER INFORMATION

#### 3-1) Safety Management

University of Seoul and International School of Urban Sciences will provide participants with a series of education to support their smooth settlement in terms of individual's physical and mental safety.

- Crime prevention education
- Sexual harassment prevention education
- Dormitory life education
- Seasonal climate education

#### 3-2) Support for Maladapted students

When students have some troubles in adjustment to Korean life, UOS will take the following steps to support their situation.

- First of all, ISUS professors, program coordinators, and fellow participants will provide primary support.
- If professional treatment is required, basic psychotherapy could be provided by a counselor at the student counseling center.
- If necessary, more specialized treatment at a general hospital could be performed.

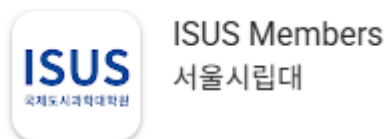
#### UOS human rights center – Counselling service

- Monday through Friday 09:00 ~ 18:00
- Psychological examination
- Counseling human rights violations
- Consultation and declaration of sexual harassment and sexual violence

#### 3-3) Mobile Application “ISUS Members”

The Mobile Application “ISUS Members” will be operated for continuing relationships and sharing information among professors, students, and alumni. It aims to facilitate deeper connections among ISUS members, and it also serves the role of boosting more engagement in ISUS events thanks to more exposure. This app could be downloaded from Google Play or Apple Store(search “ISUS Members”).

Android: <https://play.google.com/store/apps/details?id=com.laonstory.addressbook&hl=ko>



iOS: <https://apps.apple.com/us/app/isus-members/id1559178750>



- Contact information
- Noticeboard, Group-noticing, News of ISUS, Student association, Alumni association

## IV. ACADEMIC REGULATIONS

### 1. Academic Regulation

All participants must comply with the ISUS Participant Guidelines, ISUS Code of Conduct, and ISUS Dormitory Code of Conduct.

This section summarizes key academic regulations applicable to participants of the program. In case of any inconsistency between this Program Information and the official regulations, the official University and ISUS regulations shall prevail.

#### Attendance Policy

Students are expected to attend all registered classes. A minimum attendance rate of **75%**, equivalent to three-fourths of the total class hours, is required for each course.

For unavoidable absences, students must notify the relevant office or faculty member in advance and obtain approval, except in emergencies. Supporting documentation may be required.

Approved reasons for absence may include:

- Bereavement involving immediate family members, including parents, spouse, or children, or comparable circumstances
- Official academic activities, such as academic planning, field trips, or on-location training
- Participation in seminars or conferences, with prior approval from the Program Chair Professor
- Other cases approved by the Program Chair Professor

#### Examinations and Evaluation

Students are expected to maintain satisfactory academic performance throughout the program.

Students whose GPA falls below B0, equivalent to 3.0 on a 4.5 scale, for two consecutive semesters may be subject to academic review and possible dismissal in accordance with University and ISUS regulations.

Regular examinations generally consist of a mid-term examination around Week 8 and a final examination at the end of the semester, as determined by each course.

Students who do not meet the minimum attendance requirement of 75% may be restricted from taking examinations. In cases of illness or emergencies, students must submit a written explanation and supporting documents as required.

#### Grading Scale

Grade	Grade Points	Grade	Grade Points	Grade	Grade Points
A+	4.5	C+	2.5	F	Fail
A0	4.0	C0	2.0		
B+	3.5	D+	1.5		
B0	3.0	D0	1.0		

### 2. Mandatory Dormitory Residence

*\* If a fellow stays in external accommodations due to personal responsibility, separate KOICA support will not be provided.*

Students are required to reside in the designated dormitory during the training period.

Off-campus accommodation is not permitted in principle. Exceptions may be granted only under special circumstances and must be approved in advance by the program or the University.

Participants must follow the dormitory assignment and residence arrangements designated by the program and the University.

### **3. Compliance with Residency Rules**

Students must comply with all applicable dormitory regulations, including the ISUS Dormitory Code of Conduct, during their stay.

Violations of residency regulations may result in disciplinary action, including eviction from the dormitory, in accordance with applicable rules.

If a participant stays in external accommodation for personal reasons without prior approval, KOICA financial support may be limited or not provided, as applicable.

### **4. Participant Responsibilities**

Participants are responsible for understanding and complying with all academic, administrative, and residency-related regulations of the program.

Participants must:

- Comply with the ISUS Participant Guidelines, ISUS Code of Conduct, and ISUS Dormitory Code of Conduct
- Attend classes regularly and meet the minimum attendance requirement
- Maintain satisfactory academic performance throughout the program
- Notify the relevant office or faculty member in advance in case of unavoidable absence
- Submit required documents, explanations, or supporting evidence when requested
- Follow examination, thesis, graduation, and dormitory procedures announced by ISUS
- Obtain prior approval for any exceptional circumstances, including participation in external academic activities or temporary off-campus accommodation

Failure to comply with participant responsibilities may result in academic review, disciplinary action, restrictions on examinations or graduation, dormitory eviction, or limitations on KOICA financial support, depending on the nature and severity of the violation.

***\* Participants must follow all instructions and regulations stated herein and proposed by KOICA and UOS during the training period. \****



## V. PRECAUTIONS

### 1. Possibility of Online Program

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.

### 2. Religious Meals & Personal Food Preferences

University of Seoul, as a public institution, does not show preferences for any religion in terms of food, facilities, or activities. Students have the option to dine in three different on-campus cafeterias or prepare their meals in the dormitory kitchen.

### 3. Dorm Requirements

Participants cannot reside in the dorm with contagious diseases such as tuberculosis. Every dorm resident must take the TB test (chest X-ray) and submit it to the dorm office every semester, in accordance with the public health regulation by Dongdaemun Healthcare Center.

### 4. Regulatory Compliance

KOICA SP participants should observe KOICA Scholarship 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 THE INSTITUTE(UNIVERSITY)

▣ **This section is intended as a reference for applicants who have successfully passed the KOICA Round(1<sup>st</sup> round), conducted by the KOICA country office or the Korean Embassy.**

Eligible applicants will proceed to the University admission process, which consists of document screening (2<sup>nd</sup> round) and an interview (3<sup>rd</sup> round). Final successful applicants and waitlisted applicants will be selected through this process.

### ▣ **Application Method**

- The University will provide guidance on application procedures, university enrollment, and subsequent schedules to applicants who have completed the KOICA Round conducted by the KOICA overseas office or the Korean Embassy.

- Applicants are required to submit their application package through the official ISUS application system.

Step	Contents	Details	Period
1	Application Package Submission	Online application only (ISUS Website)	Aug 12 – Sep 4, 2026
2	Document Screening(2 <sup>nd</sup> Round)	Application review by the Admissions Committee	Sep 7 – Sep 17, 2026
3	Local Medical Check-up	Submission of medical report by applicants	Sep 18 – Oct 19, 2026
4	Interview(3 <sup>rd</sup> Round)	Online Interview(Zoom) for 1 <sup>st</sup> Round passers only	Oct 20 – Oct 26, 2026
5	University Admission Result	Results notification via email	Oct 28, 2026
6	Submission of Original Documents (To University)	Submission required for admitted applicants only	Oct 28– Nov 20, 2026
7	Admission Notification and Registration Guidance		Oct 28 – Nov 30, 2026

\*The above schedule is subject to change.

### ▣ **Detailed Information**

#### **1) Step 1: University Documents Submission**

- Applicants who have successfully advanced through the KOICA Round are requested to submit the requisite documents to the institute by uploading them through ISUS application system.

Those applicants must ensure that all required documents are accurate, complete, and submitted by the designated deadline.

#### **2) Step 2: Document Screening**

- Documents of the applicants who have been nominated by the KOICA country office or the Korean Embassy (if the 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 examine whether or not the nominated applicants have properly prepared the required documents.

#### **3) Step 3: Local Medical Check-up**

- Those who have successfully passed Step 2: Document Screening must submit the medical examination result by the designated date.
- Further guidance will be given by the university.

#### **4) Step 4: Interview (or/and Exam/Essay)**

- Applicants who have successfully passed the Step 2: Document Screening will be invited to participate the interview, which will be conducted by the University of Seoul.
- Further guidance will be given by the university once the results of Step 2: Document Screening have been announced.

## 5) Step 5: Submission of Original University Documents:

Only applicants who are finally accepted by the University are required to submit their original university documents.

Those applicants are strongly advised to prepare document authentication in advance. Documents requiring authentication must be properly **Apostilled or Consular Authenticated**, as applicable.

Applicants are required to prepare in advance for document authentication (which must be Apostilled/Consular Authenticated), and have them ready to be sent to the university as soon as the result of the 2<sup>nd</sup> round(Step 4: Interview) has been announced. Those who have been finally accepted at the university round are required to submit original documents to the university directly by international courier(e.g., DHL, EMS). Shipping costs will be reimbursed by the university upon submission of the original receipt after arrival in Korea. If there are issues with the original documents, the final candidates may be placed on hold or disqualified. Please ensure that the submitted documents are accurate and complete. And please check with the university staff accurately.

○ **Recipient: University of Seoul** (412, Law School Building, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul, 02504, Republic of Korea

서울특별시 동대문구 서울시립대로 163, 법학관 412호 (국제도시과학대학원 행정실) 우.02504)

○ Submitting Deadline: **November 20<sup>th</sup>, 2026**

If any original documents are missing, incomplete, inaccurate, or not properly authenticated, the applicant's admission may be placed on hold or canceled. Applicants are responsible for ensuring that all submitted documents are accurate and complete.

※ Bear in mind that if the documents are not properly authenticated OR if there are any missing documents, you may have to supplement them again through express mail at your own expense.

## 6) Admission Notification

The admission result will be notified to the regional KOICA country office or the Korean embassy. Registration instructions, course registration, and information on other necessary steps will be provided to the successful applicants individually.

Final admission is subject to the results of the medical examination and interview, as well as the timely submission and accuracy of all required original documents. Admission results will be announced through the relevant KOICA Country Office or the Korean Embassy. Successful applicants will receive individual guidance on registration procedures, course registration, the submission of any additional documents, if required, and other necessary steps for enrollment.

### ☐ Required Documents

No.	Documents	Remarks
1	Application Form	Online application must be completed through the following website → <a href="https://isus.uos.ac.kr/">https://isus.uos.ac.kr/</a> → Admission.
2	Photos, 3.5X4.5 cm (with white-colored background)	Two original photos with a white background must be submitted after final acceptance.
3	Two letters of recommendation	Letters must be issued by the applicant's current institution or organization, or by a professor, principal, or authorized official of the applicant's most recently attended educational institution.

4	Curriculum Vitae	Applicants must submit an updated curriculum vitae.
5	Official transcripts of all colleges/graduate schools	<p>The document must be apostilled or authenticated by the Korean Embassy or Consulate. Further information is available at:  <a href="https://www.apostille.go.kr/index.do">https://www.apostille.go.kr/index.do</a></p> <p>※ The name of the school and the date of graduation must be identical on both the application form and the submitted documents.</p>
6	Certificate of (Expected) graduation from all colleges/graduate schools	
7	Certificate of Employment	The document must be apostilled or authenticated by the Korean Embassy or Consulate.
8	Two copies of Medical Reports	One report must be completed by the applicant, and the other by an authorized physician.
9	TOEFL, TOEIC, IELTS score report, or any proof of English proficiency	<p>Applicants must submit at least one of the documents listed below. Official English test score reports must be valid as of the application deadline.</p> <p>a) Official English Test Score Report  Minimum required scores: TOEFL PBT 530, TOEFL CBT 197, TOEFL iBT 71, IELTS 5.5, CEFR B2, TEPS 600, or New TEPS 326. Test scores issued by official institutions in the applicant's country are acceptable.</p> <p>b) Documents Proving English Proficiency</p> <ul style="list-style-type: none"> <li>▪ Document showing the applicant's country of birth</li> <li>▪ Official certificate of English language courses taken at the university</li> <li>▪ Certificate of English-medium high school diploma or undergraduate degree from countries such as the USA, Canada, UK, Ireland, Australia, New Zealand, or the Republic of South Africa.</li> <li>▪ Official letter, in free format, issued by the minister or governor of the applicant's affiliated institution, confirming that the applicant's English proficiency is equivalent to the required scores listed above.</li> </ul> <p>★ The Korean Embassy may require applicants to submit a TOEFL, TOEIC, or IELTS score report for visa issuance. Applicants are advised to confirm visa requirements in advance.</p>
10	(Optional) Project/Policy-making Concept Note	Optional

11	A certificate of family relations between the applicant and his/her parents	<p>This document is required only for applicants who pass Round 2.</p> <p>A government-issued certificate, such as a birth certificate or family registration certificate, must be submitted.</p>
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## VII. CONTACTS

### 1. CONTACT INFORMATION

#### 1) University of Seoul

- **Admissions Division**
- E-mail: [aidi@uos.ac.kr](mailto:aidi@uos.ac.kr)
- **Student Affairs Division**
- Email: [aidi@uos.ac.kr](mailto:aidi@uos.ac.kr)
- **Homepage:** <https://isus.uos.ac.kr/isus/web/main>
- **Address:** 412, Law School Building, University of Seoul, 163 Seoulsiripdae-ro, Dongdaemun-gu, Seoul, 02504, Republic of Korea

#### 2) General requests regarding the application process

- E-mail : [koica.sp@koworks.org](mailto: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 the University's schedule.