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| **Application Guidelines** |

**In completing the attached application form, please be advised to:**

1. Carefully read your **Application Guideline(AG)** and **Program Information(PI)** prior to completing the application form;
2. Application should be typed, not handwritten, except for your signature; handwriting is not acceptable. Fill in the form in English;
3. Fill in the form in **English**;
4. Be sure to fill in **every part** of the form;
5. Send the completed form to the KOICA Office in your country or the Embassy of Korea (if the KOICA Office is not available) together with a **copy of your passport;** and
6. Be reminded that your participation may be denied if you fail to provide the required information and documents completely and on time.

**Application Checklist**

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| --- | --- | --- |
| **Items** | **Page No.** | **Check(√)**  **if completed** |
| 1. Filled in every item of Applicant Information | 2-4 |  |
| 1. Ticked agree/disagree box for (a) **Agreement on Collection and Use Personal, Sensitive, and Unique Identifying Information**, (b) **Consent to Provide Personal, Sensitive and Personally Identifiable Information to a Third Party** and (c) **Agreement on Use of Personal Information for Sending Promotional Materials** | 5-9 |  |
| 1. Thoroughly read **Scholarship Program Guideline** and **Code of Conduct** | 9-13 |  |
| 1. Signed the **declaration** for terms and conditions | 13 |  |
| 1. Signed and filled in every part of **Medical History Questionnaire** | 14 |  |
| 1. Had an authorized official from your government to complete and sign the **Nomination** form | 15 |  |
| 1. Have a **copy of passport** ready for submission | - |  |

***This is to certify that I have completed every part of the application form***

***to apply for the KOICA Scholarship Program.***

**Date:**   **Applicant's Name:**                           **Signature:**

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| **Application Form for the KOICA Scholarship Program** |

(Photo)

This form is to be used to apply for the Scholarship Program of the Korea International Cooperation Agency (KOICA), which is implemented as part of the Official Development Assistance Program of the Government of Korea. Please complete the application form and consult with your respective country’s KOICA Office - or the Embassy of Korea in charge of your country, if the former is not available - for further information.

**PART 1. APPLICANT INFORMATION (to be completed by the applicant)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. PROGRAM OF APPLICATION** (as in the Program Information) | | | | | | | | | | | | | | | | |
| **Program Title** | |  | | | | | | | | | | | | | | |
| **Name of Degree** | |  | | | | | | | | | | | | | | |
| **Duration** | | from to *(DD-MM-YYYY)* | | | | | | | | | | | | | | |
| **II. PERSONAL DATA** | | | | | | | | | | | | | | | | |
| **Name**  (as in the passport) | | **First Name**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **Middle Name**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **Family Name**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | | | | | | | | | | |
| **Date of Birth** | | Day |  | | | | Month | |  | | | Year | | |  | |
| **Sex** | | **□ Male    □ Female** | | | | | | | **Airport of Departure** | | | | | |  | |
| **Nationality** | |  | | | | | | | **Religion** | | | | | |  | |
| **Home Address** | |  | | | | | | | | | | | | | | |
| **Contact Information**  (Including Country Code) | | Telephone | | |  | | | | | Fax | |  | | | | |
| Mobile | | |  | | | | | E-mail | |  | | | | |
| **Emergency Contact** | | Name | | |  | | | | | Relation | |  | | | | |  |  |
| Telephone | | |  | | | | | E-mail | |  | | | | |  |  |
| **Emergency Contact (2)** | | Name | | |  | | | | | Relation | |  | | | | |
| Telephone | | |  | | | | | E-mail | |  | | | | |
| **III. CURRENT EMPLOYMENT** | | | | | | | | | | | | | | | | |
| **Organization** | |  | | | | | | | | | | | | | | |
| **Department** | |  | | | | | | | | | | | | | | |
| **Present Position** | |  | | | | | | **Employment Duration** | | | from to present (*MM-YYYY)* | | | | | |
| **Type of Organization** | | Government | | | | | | □ Central □ Local | | | | | | | | |
| Institution | | | | | | □ Public □ Private  □ International □ NGO | | | | | | | | |
| Others | | | | | | (Please specify) | | | | | | | | |
| **Job Description** | | Describe your main duties. Specify any technical equipment or facilities you work on with if applicable. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Describe any themes, topics and places of interest you would like to see in the Program related to your tasks mentioned aforesaid. | | | | | | | | | | | | | | |
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| Elaborate on organizational setback or challenges that you wish to address through the Program. | | | | | | | | | | | | | | |
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| Elaborate on your plans to apply the lessons learned from the Program to your organization. | | | | | | | | | | | | | | |
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| **VI. CAREER RECORD** | | | | | | | | | | | | | | | | |
| **Career Background (Past 5 Years)** | | | | | | | | | | | | | | | | |
| **Organization** | | **Department** | | | | **Position / Responsibilities** | | | | | | | | **Period** *(MM-YYYY)* | | |
| From | | To |
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| **Educational Background (Higher Education)** | | | | | | | | | | | | | | | | |
| **Institution** | | **City / Country** | | | | **Field of Study and Degree** | | | | | | | | **Period** *(MM-YYYY)* | | |
| From | | To |
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| **Previous Attendance to Training Program in Foreign Countries** | | | | | | | | | | | | | | | | |
| Have you previously attended any courses sponsored under programs  of Korea (KOICA) or of other countries? | | | | | | | | | | | | | □ Yes    □ No | | | |
| If yes, please specify as below | | | |
| **Training Institute** | **City / Country** | | | | | **Course Title** | | | | | | | **Period** *(MM-YYYY)* | | | |
| From | | | To |
|  |  | | | | |  | | | | | | |  | | |  |
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| **V. LANGUAGE PROFICIENCY** | | | | | | | | | | | | | | | | |
| **Native Language :**  **English**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Excellent** | **Good** | **Fair** | **Basic** | **Remarks** | | **Listening** |  |  |  |  |  | | **Speaking** |  |  |  |  |  | | **Writing** |  |  |  |  |  | | **Reading** |  |  |  |  |  |   **Other Languages** *(please specify)* **:**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Excellent** | **Good** | **Fair** | **Basic** | **Remarks** | | **Listening** |  |  |  |  |  | | **Speaking** |  |  |  |  |  | | **Writing** |  |  |  |  |  | | **Reading** |  |  |  |  |  |   . Excellent: Refined fluency skills and topic-controlled discussions, debates & presentations. Formulates strategies to deal with various essay types, including narrative, comparison, cause-effect & argumentative essays.  2. Good: Conversational accuracy & fluency in a wide range of situations: discussions, short presentations & interviews. Compound complex sentences. Extended essay formation.  3. Fair: Broader range of language related to expressing opinions, giving advice, making suggestions. Limited compound and complex sentences & expanded paragraph formation.  4. Basic: Simple conversation level, such as self-introduction, brief question & answer using the present and past tenses. | | | | | | | | | | | | | | | | |
| **IV. OTHERS** | | | | | | | | | | | | | | | | |
| **Restriction on Food/Behavior/**  **Medication** | Any restrictions on food, behavior, or medication due to health or religious reasons? | | | | | | | | | | | | | | | |
| □ NO | | | □ YES >> □ No Beef □ No Pork □ No Fish  □ Others(        ) | | | | | | | | | | | | |

**PART 2. TERMS & CONDITIONS**

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| **I. PRIVACY & COPYRIGHT POLICY** |
| 1. Any information used for identifying individuals that is acquired by KOICA will be stored, used and/or analyzed only within the scope of KOICA activities, and in accordance with KOICA policy and regulations.  * **Personal Information Collected** : name, date of birth, sex, nationality, home address, contact information, emergency information, employment information including organization/department/type of organization/employment status, career background, language proficiency * **Purpose** : implementation and promotion of the KOICA Fellowship Program, identification of participants, record keeping, supporting KOICA Club activities, and strengthening the partnership between Korea and Partner Countries * **Retention Period** : 3 years for hard copy / permanent preservation for soft copy  1. KOICA may provide and disclose the collected information aforesaid to a third party in accordance with KOICA policy and regulations, with the relevant laws of Korea, or upon the request from the Government of Korea. 2. KOICA reserves the right to use all the documents or products produced by participants for the purpose of the Fellowship Program (e.g. country report, action plan, thesis, essay, etc.) including their duplication, translation, distribution, and/or posting on websites (KOICA website and/or other websites related to Korean ODA (Official Development Assistance). 3. KOICA takes measures required to prevent leakage, loss, or destruction of acquired information. Should you wish to inquire further about KOICA’s privacy policy and personal information management, please contact the program manager via the contact information provided in your Program Information (PI). 4. If you do not approve of the above conditions, you may also refuse to agree. However, please be informed that there may be limitations to your participation to the KOICA Fellowship Program if you do not agree with the above conditions.  |  | | --- | | **Agree □ Disagree □** | | **Date: Name: Signature:** | |

Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in dismissal from the program and report to applicant’s government and employer.

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| **Consent to Provide Personal Information to a Third Party**  According to Article 17 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of personal information to a third party.   |  |  |  |  | | --- | --- | --- | --- | | **The recipient of personal information** | **Purpose of use** | **Provided particulars of personal information** | **Term of retention and use** | | Koworks | checking personal information and qualifications for recruitment and selection, operation of training programs, records and performance management, management of participants including immigration and sojourn support, on/offline KOICA Club activities, database management, responding to audit, follow-up | name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, email, SNS/messenger ID | For 5 years from termination of work | | address, academic background, photos, bank account info/bankbook copy | destroyed upon termination of work | | Training institute (university)[[1]](#footnote-1) | operation of training programs, records management, on/offline KOICA Club activities, database management, follow-up, sojourn support | name, date of birth, gender, nationality, contact info (emergency contact included), affiliation/position, work experience and qualifications, academic background, photos, email | for 5 years from termination of work | | address, family information (parent info, etc.) | destroyed upon termination of work | | Insurance Company[[2]](#footnote-2)  (Samsung Fire & Marine Insurance Co., Ltd. , DB Insurance Co.,Ltd. | (registration) insurance purchase and roster management (compensation) document screening and claims management | name, gender, date of birth, bank account info/bankbook copy, nationality, contact info(emergency contact info included), alien registration number | (registration) 3 years  (compensation) 5 years | | Travel Agency[[3]](#footnote-3) (Hana Tour Travel Agency / HanaTour-Business Travel Agency /Hyundai Dream Tour Agency) | flight reservations and ticketing, performance management, etc. | name, date of birth, gender, nationality, passport info | destroyed upon termination of work | | Self-quarantine facility[[4]](#footnote-4) | self-quarantine support | name, date of birth, gender, email, contact info (emergency contact included), nationality, passport info | destroyed upon termination of work | | Soonchunhyang University Hospital | conducting medical check-ups for participants | name, date of birth, gender, nationality, | 10 years |   You have the right to disagree to the provision of the above personal information. However, should you disagree, be informed that there may be restrictions to KOICA’s support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA’s training programs. |
| **Agree □ Disagree □** |

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| **Consent to Provide Sensitive Information to a Third Party** |
| According to Article 23 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of sensitive information to a third party.   |  |  |  |  | | --- | --- | --- | --- | | **The recipient of personal information** | **Purpose of use** | **Provided particulars of personal information** | **Term of retention and use** | | Koworks | checking personal information and qualifications for recruitment and selection, operation of training programs and performance management, management of participants including immigration and sojourn support | religion, health information (medical history), treatment records (detailed statement of treatment, doctor’s note) | destroyed upon termination of work | | Training Institute (university) | operation of training and sojourn support | religion, health information (medical history), treatment records (detailed statement of treatment, doctor’s note) | destroyed upon termination of work | | Insurance company  (Samsung Fire & Marine Insurance Co., Ltd., DB Insurance Co.,Ltd.) | (registration) insurance purchase and roster management (compensation) document screening and claim payment management | treatment records (detailed statement of treatment, doctor’s note, etc.) | (registration) 3 years  (compensation) 5 years | | Soonchunhyang University Hospital | conducting medical check-ups for participants | health information (medical history, etc.) | 10 years |   You have the right to disagree to the provision of the above sensitive information. However, should you disagree, be informed that there may be restrictions to KOICA’s support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA’s training programs. |
| **Agree □ Disagree □** |

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| **Consent to Provide Personally Identifiable Information to a Third Party** |
| According to Article 24 of the Personal Information Protection Act, KOICA would like to obtain your consent to the following on the provision of personally identifiable information to a third party.   |  |  |  |  | | --- | --- | --- | --- | | **The recipient of personal information** | **Purpose of use** | **Provided particulars of personal information** | **Term of retention and use** | | Koworks | Immigration and sojourn support such as flight arrangements and insurance claims | Passport number, alien registration number | destroyed upon termination of work | | Training Institute (university) | Immigration and sojourn support, Data management and certificate issuance | Passport number, alien registration number | For 5 years from termination of work | | Insurance company  (Samsung Fire & Marine Insurance Co., Ltd., DB Insurance Co.,Ltd.) | (registration) insurance purchase and roster management (compensation) document screening and claim payment management | Passport number, alien registration number | (registration) 3 years  (compensation) 5 years | | Hana Tour Travel Agency / HanaTour-Business Travel Agency / Hyundai Dream Tour Agency | flight reservations and ticketing, performance management, etc. | Passport number | destroyed upon termination of work |   You have the right to disagree to the provision of the above personally identifiable information. However, should you disagree, be informed that there may be restrictions to KOICA’s support such as visa issuance, immigration management, arrangement of flights and accommodations, KOICA Club activities, insurance and medical services; and to your participation in KOICA’s training programs. |
| **Agree □ Disagree □** |

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| **Agreement on Use of Personal Information for Sending Promotional Materials** |
| According to Article 15 of the Personal Information Protection Act, KOICA would like to obtain your consent on using your personal information as below for sending promotional materials relating to KOICA’s services and activities.   |  |  |  | | --- | --- | --- | | **Personal Information Used** | **Purpose of use** | **Term of retention and use** | | name, nationality,  email address | Sending COVID-19 Information Hub Weekly Briefing | 3 years |   You have the right to disagree to the use of the above personal information if you do not wish to receive KOICA’s promotional information. |
| **Agree □ Disagree □** |
| **Date: Name: Signature:** |

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| **II. SCHOLARSHIP PROGRAM PARTICIPANT GUIDELINE** |
| **1. Purpose**  This guideline aims to provide necessary guidance to help to create a sound environment for the study of participants under the KOICA scholarship program.  **2. Definition of Terms**  The terms used in this guideline are defined as follows.  2-1. “KOICA,” a Korean organization dedicated to ODA, is in charge of the scholarship program, entrusting it to  universities and providing funding.  2-2. “Scholarship program (SP),” one of the Fellowship programs provided by KOICA, refers to a masters degree  program, aiming to nurture key leaders who can contribute to economic and social development of partner countries.  2-3. “University” refers to the university that is entrusted by KOICA to operate and be responsible for the SP.  2-4. “Participants” refer to individuals participating in the SP under the nomination of the governments of partner  countries. Upon enrollment, the participants are entitled to be provided with adequate support as students of the  university, and bear the corresponding responsibilities.  **3. Entering and staying in Korea**  3-1. In principle, participants are not allowed to accompany their family members. However, participants may invite their family members within the duration of one month.  3-2. It should be noted that only the person whose name appears in the invitation letter sent by KOICA is considered as a program participant. No others will be given any support and amenities when entering and staying in Korea  3-3. KOICA shall not be held responsible for any undertakings or consequences arising from the non-compliance of 3-1 and 3-2  **4. Leaving the Korea**  4-1. Participants shall leave Korea on the designated day for leaving the country  4-2. If a participant loses one’s status as a KOICA participant pursuant to the guideline 5. "Dismissal of Participant  Status", he or she shall leave Korea within 3 days from the date the dismissal is decided.  4-3. If a participant has to extend his or her stay in Korea, or leave for a third country other than his or her home  country, due to inevitable circumstances, a written approval from the home government should be submitted to the  KOICA head office through the Korean embassy in the home country.  4-4. Even in the case for the guideline 4-3, the relevant expenses shall be borne by the participant.  **5. Dismissal of Participant Status**  5-1. Participants will lose their status as SP participants if they commit any of the following acts or fall under any of the  situations described below.  ① Falsifying statements on any of their application documents or providing false information in their application documents.  ②Receiving serious disciplinary actions, such as suspension or expulsion from the university  ③ Violating the Korean law  ④ Temporarily leaving Korea for more than once without permission  ⑤ Involved in any political activities  ⑥ Violation of the agreement with KOICA  ⑦ Failure to follow the decisions made by KOICA regarding the program intentionally  ⑧ Behaving disgracefully as a participant of a SP  ⑨ Withdrawal from the program before completion  ⑩ Failing to leave Korea within the given time frame as stated in this guideline 4 of this guideline Leaving the Korea  5-2. If a participant loses his or her status as a KOICA SP participant, KOICA will notify the head of the Korean diplomatic establishment abroad and the government of the participant’s home country of the fact.  **6. Leaving Korea During the Program**  6-1. If a participant intends to return to one’s home country during the course of the program, due to unavoidable  reasons such as serious illness, domestic affairs, or an urgent summoning from the home government, he or she  must acquire prior approval from the university with the following documents.  ① A copy of the medical certificate (for sickness leave)  ② Letter of explanation   1. Any other documents required by the university   6-2. If a participant has to return to his or her home country due to his or her own fault, and not for any of the reasons listed in 6-1 of this guideline, KOICA will notify the participant’s original place of employment and the home government of the fact. The participant may not re-apply for any KOICA training programs in the future.  **7. Temporary Leave**  7-1. If a participant intends to leave Korea temporarily during the vacation, he or she must obtain approval from the  university with the following documents by the date set by the university.  ① Letter of confirmation from the advisor  ②A copy of a round trip air ticket  ③A copy of traveler insurance (when traveling to a third country)  ④Any other documents required by the university  7-2. Temporary leave during the semester (including during summer and winter schools and orientation programs) is  not allowed. Exceptions will be made only for inevitable reasons, such as death of family member or a marriage of  the participant. Even in these cases, a prior approval must be obtained from the university and KOICA.  7-3. For the days of the temporary leave, daily allowance will be deducted for each day of a leave (including days of  departure and re-entry). And there will be no exception for deduction.  7-4. In case of death of an immediate family member (only for participants’ own parents, spouse, and children),  KOICA will support round-trip air-ticket for temporary leave.  **8. Scholarship Payment and Receipt**  8-1. The matters regarding the payment and receipt of scholarship shall be defined by KOICA.  8-2. Scholarship may not be given out under the following cases. However, if KOICA acknowledges the inevitable  nature of the matter of the withdrawal from the SP, the participant may receive support for his or her return.  ① Failure to leave Korea within the given time frame, for reasons other than inevitable reasons for departure stated in 4-3 of this guideline  ② Dismissal of a KOICA participant status as stated in 5. Dismissal of Participant Status.   1. Withdrawal and leaving Korea during the program for reasons other than stated in 6-1   **9. Notification of Re-entry**  If a participant re-enters Korea within the allowed period for a temporary leave, the participant shall report his or her re-entry to the person in charge at the university.  **10. Notification of Changes in Contact Information**  If there are any change to the contact information of a participant, the change must be reported immediately to the university  **11. Internship**  11-1. Participants must follow the regulations regarding internship, in order to guarantee full commitment to SP and  create a "study-first" environment.  ① Participants must give first priority to their studies over any other activity.  ②Internship activities related to research and academic activities of a participant’s area of studies, are allowed upon approval of the university.  11-2. If a participant earns more than KRW 20,000 a day from the internship, any exceeding amount will be deducted from one’s daily allowance.  **12. Applicable Provisions**  For any other matters not stipulated in this guideline, the academic regulation of the participant’s registered university shall be applied. |
| **III. CODE OF CONDUCT** |
| **1. Purpose**  The Code of Conduct for participants of the KOICA Scholarship Program (hereafter “Code of Conduct”) aims to provide both ethical and behavioral standards for the participants to ensure the successful completion of the KOICA Scholarship Program (hearafter “SP”).  **2. Application and Compliance**  This Code of Conduct applies to all participants of the KOICA SP.  **3. Academic Performances**  3-1. Participants follow the instructions and guidance provided by the professors and faculty of the university that they  have enrolled in (hereafter “university”) to facilitate their studies.  3-2. Participants faithfully attend their university classes and become fully involved in their studies in accordance with  the regulation and guidelines of the universities.  3-3. In order to ensure appropriate academic achievement, temporary leave or travel to a third country during the  course of the semester is, in principle, not allowed. For temporary leave or travel to a third country during the  summer and winter vacations, a participant must gain approval from the university.  3-4. Participants shall not seek employment or commercial activities for personal gains, except for internship programs  approved by the University.  **4. Program Outcome**  Participants shall return to their organization of origin upon the completion of SP and try to apply knowledge and skills they acquired from SP to contribute to the development and advancement of their home country.  **5. Health Management**  Participants are recommended to make efforts to stay healthy by working out regularly and seeking medical care if necessary. If and when Participants experience a deterioration in health that may require care from medical professionals, they must report such medical issue to the university to get necessary help.  **6. Safety Measures**  6-1. Participants must refrain from visiting places that may be dangerous, or getting involved in acts that may cause  safety accidents. For any damages caused by voluntary actions that violate the code of conduct, the participant in  question shall bear full responsibility.  6-2. If and when accidents or situations occur that may put participants at risk, SP participants shall immediately report the matter to the University to seek necessary help. However, if it is found and determined that SP participants are responsible for the occurrence of the reported accident or situation, whether intentionally or otherwise, the University may take disciplinary actions against SP Participants in accordance with their relevant regulations, after the resolution of such accident or situation.  **7. Policy on Misconduct**  7-1. Participants shall always behave, act and speak responsibly and honorably, recognizing that their words and  actions represent the University and KOICA as well as the country of their origin.  7-2. Participants shall refrain from accessing inappropriate establishments that could impair their dignity.  **8. Discriminatory Actions and Sexual harassment**  8-1. Participants shall complete mandatory courses designed to prevent discrimination and sexual harassment  provided by KOICA and the university and shall act accordingly.  8-2. Participants shall not engage in any aggressive or insulting behavior or use of words of discrimination against  gender, religion, disabilities, age, nationality, physical appearance, marital status, family status, ethnicity, political opinion or sexual orientation.  8-3. Participants shall not engage in any sexual harassment including sexually oriented jokes or innuendos,  unwelcome invitation for outings, unwelcome sexual advances, requests for sexual favors, and other verbal or  physical harassment of a sexual nature.  8-4. Participants shall be cognizant of the fact that sexual harassment herein is defined in accordance with international  norms and standards. It is to be noted that sexual harassment shall be judged and determined on the basis of  claims and feelings of victims, not the intent of the behavior.  8-5. Participants shall also acknowledge that both discriminatory actions or sexual harassment shall not only be  regarded as cause for disciplinary actions including dismissal from the SP, according to rules and regulations, but  also be subject to legal actions under the Korean law.  8-6. It is strongly recommended that participants who fall victim of or witness to any act of discrimination or sexual harassment must immediately report the case to the university and seek assistance.  **9. Prohibition of Political Activity**  Participants shall not take part in any political activity, such as supporting a certain political group or getting involved in any political movements.  **10. Compliance with the Regulations of the University and KOICA**  10-1. Participants shall fully comply with the academic regulations of the university and guideline of KOICA.  10-2. If a participant violates any of the regulation of the university or KOICA, he or she shall be subject to disciplinary  measures, as stipulated in such regulation, can be enforced. |
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| **IV. DECLARATION** |
| ***I, , of ,***  ***(name of applicant) (name of country)***  *certify that the statements I made in this form are* ***true and correct*** *to the best of my knowledge.*  *If accepted for the program, I agree to* ***respect SP Participant Guideline*** *and* ***Code of Conduct*** *set forth above.*  *If I fail to comply the terms and conditions of KOICA Scholarship Program,*  *I will* ***accept any penalties and consequences*** *including dismissal from the Program*  *and report to my government and/or employer.*  **Date:**   **Applicant's Name:**                        **Signature:** |

**PART 3. MEDICAL HISTORY QUESTIONAIRE**

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| **MEDICAL HISTORY QUESTIONAIRE** (to be completed by the applicant) |
| **1. Present Status**   1. Do you currently use any drugs for the treatment of a medical condition? (give name & dosage)  |  |  | | --- | --- | | □ No | □ Yes >> Name of Medication (                      ), Quantity (             ) |  1. Are you pregnant? (female only)  |  |  | | --- | --- | | □ No | □ Yes >> (            months ) |  1. Please indicate any needs arising from disabilities that may require additional support or facilities.  |  | | --- | | ( )  *Note: Disability does not lead to dismissal or exclusion from the Program. However, upon the situation, you may be directly inquired by the KOICA Program Manager for more detailed account of your condition.* |   **2. Medical History**   1. Have you had any significant or serious illnesses? (If hospitalized, give place & dates.)  |  |  |  | | --- | --- | --- | | **Past:** | □ No | □ Yes >> Name of illness (                  ), Place & dates (               ) | | **Present:** | □ No | □ Yes >> Present condition (                                               ) |  1. Have you ever been a patient in a mental hospital or have been treated by a psychiatrist?  |  |  |  | | --- | --- | --- | | **Past:** | □ No | □ Yes >> Name of illness (                  ), Place & dates (               ) | | **Present:** | □ No | □ Yes >> Present condition (                                               ) |  1. High blood pressure  |  |  |  | | --- | --- | --- | | **Past:** | □ No | □ Yes | | **Present:** | □ No | □ Yes >> • Present condition (         ) mm/Hg to (           ) mm/Hg  • Are you taking any medicine?    □ No □ Yes |  1. Diabetes (sugar in the urine)  |  |  |  | | --- | --- | --- | | **Past:** | □ No | □ Yes | | **Present:** | □ No | □ Yes >> • Present condition (         )  • Are you taking any medicine or insulin?    □ No □ Yes |  1. What illness(es) have you had previously?  |  |  |  |  | | --- | --- | --- | --- | | □ Thyroid Problem | □ Liver Disease | □ Heart Disease | □ Kidney Disease | | □ Tuberculosis | □ Asthma | □ Stomach and Intestinal Disorder | | | □ Infectious Disease >> Specify the name of illness (                                               ) | | | | | □ Others >> Specify (                                                                       ) | | | |  1. Has the above illness(es) been cured?  |  |  | | --- | --- | | □ Yes | □ No  - Specify the name of illness ( )  - Present condition (         ) |   *I certify that I have answered all questions truthfully and completely to the best of my knowledge.*  **Date:**   **Applicant's Name:**                           **Signature:** |

**PART 4. NOMINATION**

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| **I. OFFICAL NOMINATION** (to be completed by nominating government / organization) |
| *The Government of officially nominates*  *(Name of Country) (Full Name of Nominee)*  *to participate in as organized by the Korean Government(KOICA)*  *(Title of Program)*  *and I,   , on behalf of the Government of       , certify that*  *(Name of Authorized Official) (Name of Country)*   1. *All information including career and educational background quoted by the nominee in this form is true, complete and accurate to the best of my belief and knowledge.* 2. *The nominee has an adequate knowledge of and/or expertise in the training field and has a sufficient proficiency of the language required, both spoken and written, to undergo the Scholarship Program.* 3. *On behalf of the organization I agree to the terms and conditions of KOICA.* 4. *My organization shall be responsible for dealing with claims by KOICA and third parties where the loss or damage to their property, or death or personal injury was caused by gross negligence or willful misconduct of the Nominee during the participation to the KOICA Scholarship Program.* 5. ***Nominee’s unsatisfactory performance or failure to conform to the code of conduct may lead to limited opportunities for the organization’s nomination to the KOICA Fellowship Program.***   **Name(Authorized Official) :**  **Position/Title:**             **Organization:**  **Telephone:**              **Email:**    **Date:**                  **Signature:**  *(Official Stamp Included)* |
| **II. ORGANIZATION CHART** with an appropriate marking of the nominee’s position |
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1. Cooperative partners of KOICA, on consignment for the Capacity Enhancement Training Programs (government agencies, public institutions, research institutes, universities, etc.) [↑](#footnote-ref-1)
2. Insurance company is subject to change upon the contract termination [↑](#footnote-ref-2)
3. Travel Agency is subject to change upon the contract termination [↑](#footnote-ref-3)
4. An accommodation facility where you will stay during the mandatory self-quarantine when you get into Republic of Korea [↑](#footnote-ref-4)