

**MOST IMMEDIATE**


No.2(1)/2011-Admn-I  
Government of Pakistan  
Ministry of Commerce  
\*\*\*\*\*

Islamabad, the 1<sup>st</sup> April, 2013

**C I R C U L A R**

Copy of the Economic Affairs Division's O.M.No.2(15)/SEA/2013 dated 27<sup>th</sup> March 2013 alongwith enclosures is forwarded with the request that the nominations of suitable officers fulfilling the required eligibility criteria in the specific field for the **"KAIST Finance MBA Programme"** offered by the Korean International Cooperation Agency (KOICA) scheduled to be held from **21<sup>st</sup> August 2013 to 27<sup>th</sup> March 2015**, duly approved / recommended by their senior respective officers may kindly be furnished to the undersigned latest by **today before close of office hour** (EAD's deadline is 2-4-2013) for onward submission to the EAD, Islamabad.

2. The eligibility criteria, objectives & list of documents required are attached herewith. Further information can be downloaded from the websites. [www.ead.gov.pk](http://www.ead.gov.pk) and <http://www.business.kaist.ac.kr>.

  
( Dr. M. Adnan )  
Deputy Secretary (Admn-I)

Government of Pakistan  
Economic Affairs Division  
SEA Section

No. 2(15) SEA/2013

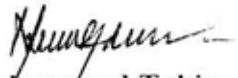
Islamabad, the March 27, 2013

**OFFICE MEMORANDUM**

**SUBJECT: KAIST FINANCE MBA PROGRAMME FOR GOVERNMENT OFFICIALS OF EMERGING ECONOMICS OFFERED BY THE KOREA INTERNATIONAL COOPERATION AGENCY (KOICA), KOREA FROM AUG 21, 2013 TO MAR 27, 2015.**

The undersigned is directed to refer to the subject noted above and to state that the Government of Republic of Korea under KOICA has invited four nominations for the subject fully funded Master's Degree training programme for the year 2013-2014. Please refer to the following site for more detailed information and application form <http://www.business.kaist.ac.kr> and [www.ead.gov.pk](http://www.ead.gov.pk)

2. The eligibility criteria, Objectives and list of documents required for subject Master Degree Programme are attached for information.
3. Nomination of suitable candidates fulfilling the laid-down eligibility criteria prescribed by the sponsoring agency duly approved by the competent authority may kindly be forwarded to this Division by **April 2, 2013** Positively.
4. Incomplete/late submission of documents/nomination will not be accepted. Moreover, any deliberate provision of wrong information on the part of the candidate shall be viewed seriously.

  
**Muhammad Tahir**  
Section Officer (SEA)  
Ph: 9202084

- 1) Secretary, Cabinet Division, Islamabad
- ✓2) Secretary, Ministry of Commerce, Islamabad
- 3) Secretary, Establishment Division, Islamabad.
- 4) Secretary, Finance Division, Islamabad.
- 5) Secretary, Ministry of Foreign Affairs, Islamabad.
- 6) Secretary, Ministry of Information Technology & Telecommunication, Islamabad.
- 7) Secretary, Planning & Development Division, Islamabad.
- 8) Chairman, Privatization & Investment Commission, Islamabad.
- 9) Chairman, Federal Board of Revenues, Islamabad.
- 10) Secretary, Statistics Division, Islamabad.
- 11) Chairman, Board of Investment (BOI), Islamabad
- 12) Governor, State Bank of Pakistan, Karachi
- 13) Joint secretary (Admn), Prime Minister's Secretariat (Public), Islamabad

Copy forwarded for similar action to:-

1. Chairman, P&D Board. Govt. of Punjab, Lahore.
2. Addl. Chief Secretary, P&D Deptt. Govt. of Sindh, Karachi.
3. Addl. Chief Secretary, P&D Deptt. Govt. of Balochistan, Quetta.

4. Addl. Chief Secretary, P&D Deptt. Govt. of NWFP, Peshawar.
5. Chief Secretary, Govt. of AJK, Muzaffarabad.
6. Chief Secretary, Northern Areas, Gilgit Baltistan
7. Secretary, S&GAD, Govt. of Punjab, Lahore.
8. Secretary, S&GAD, Govt. of Sindh, Karachi.
9. Secretary, S&GAD, Govt. of Balochistan, Quetta.
10. Secretary, S&GAD, Govt. of KPK, Peshawar
11. Secretary, S&GAD, Govt. of AJK, Muzaffarabad.
12. Secretary, S&GAD, Gilgit Baltistan.
13. Additional Secretary (Admn), Finance Department, Lahore
14. Secretary, Finance Department, Govt. of Sindh, Karachi.
15. Secretary, Finance Department Govt. of Balochistan, Quetta.
16. Secretary, Finance Department, Govt. of KPK, Peshawar
17. Secretary, Finance Department Govt. of AJK, Muzaffarabad.
18. Secretary, Finance Department Gilgit Baltistan.
19. Joint Secretary (Training), Establishment Division, Islamabad
20. SO (Admin.), EAD.

**Cc:**

1. Joint Secretary (EC), EAD
2. Joint Secretary (Admin.), EAD
3. Secretary (FTC), EAD
4. Network & System Administrator, EAD

**Part II**

**PROGRAM OVERVIEW**

- ▣ **Program Title:** KAIST Finance MBA Program for Government Officials of Emerging Economies
- ▣ **Duration:** August, 2013 ~ March, 2015 (19 months)
- ▣ **Course Objectives**
  - 1) To train finance professionals for the growth of developing countries' financial and capital market
  - 2) To build partnership with developing countries for future overseas expansions of Korean finance institutions
  - 3) To share Korea's experience in financial and capital market growth and spread Korean culture to developing countries
- ▣ **Training Institute:** KAIST College of Business  
(<http://www.business.kaist.ac.kr/>)
- ▣ **Number of Participants:** 17 persons
- ▣ **Language:** English fluency that requires no translation
- ▣ **Accommodations:** KOICA International Cooperation Center(ICC),  
(<https://training.koica.go.kr>)  
KAIST College of Business Dormitory  
([http://www.business.kaist.ac.kr/main.asp?klang=ENG&cate\\_code=20091008102342](http://www.business.kaist.ac.kr/main.asp?klang=ENG&cate_code=20091008102342))

**Part III****HOW TO APPLY****1. APPLICATION ELIGIBILITY**

KOICA-KAIST Scholarship Program applicants must satisfy all of the following requirements:

- (1) Bachelor's degree by August 31, 2013
  - GPA 3.3/4.3 preferred
  - Business, Natural Science and Computer Science majors (e.g. Economics, Mathematics, Statistics, Business, Engineering, etc.) with quantitative education/training preferred
- (2) Citizen of Korea not held.
- (3) Government Officials (Ministry of Finance and Central/State Bank)
  - Minimum of 3 years of experience preferred
- (4) Eng. Proficiency
  - Applicants must meet one of the English proficiency test minimum score requirements: TOEFL 550 (210 for computer-based; 80 for internet-based), IELTS 5.5, TEPS 550, TOEIC Listening & Reading 750 + Speaking level 6 + Writing level 7 or higher.
  - English proficiency tests conducted before April 23, 2011 will not be considered for admission. The test should be taken two years prior to the online application deadline.
  - ETS can send your score report directly to KAIST. The KAIST reporting code is 0195. Score reports must be received by the deadline.
  - Institutional Testing Program (ITP) is not valid.
  - Applicants whose native language (not official language) is English are exempt from submitting the EPT score.
  - If an applicant is not a native English speaker, he/she must submit the EPT score even if he/she attended an English speaking university.
  - EPT report submission can be waived only for those who apply from a country where EPT is not available. In this case, applicants are required to submit an

official letter from the minister or governor of one's affiliation guaranteeing one's Eng. proficiency equivalent to the required scores listed in 1).

## 2. ADMISSION TIMELINE

Categories	Period (2013)	Notes
Application Package Submission	Wed., Mar. 14 ~	Application package (including both KAIST and KOICA application forms and all required documents list in '3. Required Documents')..
1 <sup>st</sup> Round Selection Process	Mon., April. 5 ~ Fri., April 19	Korean Embassy or KOICA offices will hold on-site interviews at either the Korean Embassy or KOICA office. If an applicant lives in a country where the Korean Embassy/KOICA office does not exist or lives far from the capital city, he/she could have a phone interview with the Korean Embassy/KOICA office.
	Wed., April 17 ~ Tue., April 23	Applicants who pass the on-site interview by the Korean Embassy or KOICA office must apply online through <a href="http://apply.kaist.ac.kr">http://apply.kaist.ac.kr</a> . Please read the instructions carefully before you begin your application. Application Fee: 80,000 KRW or 80 USD *The application fee will be reimbursed to those who are successfully admitted upon their arrival in Korea.
	Wed., April 24 ~ Tue., May 14	Document screening (application package as well as the onsite interview result) will be processed by KAIST.

2 <sup>nd</sup> Round Selection Process	Wed., May 15 ~ Wed., May 29	An opportunity for phone interview will be given to only those who pass through the 1st selection process successfully.
Admissions Notification	Fri., June 28	Admissions results will be notified to the regional KOICA offices or relevant government offices and will also be posted on the KAIST admissions website along with registration instructions. <a href="http://admission.kaist.ac.kr">http://admission.kaist.ac.kr</a>
<b>Post Admission</b>		
Project Paper Proposal Submission	August 26	For those who successfully get admission should submit 'Project Paper Proposal' upon their arrival at KAIST.
First Day of Class	Mon., September 2	

※ The timeline in this table is based on local time in South Korea and subject to change.

### 3. REQUIRED DOCUMENTS FOR ADMISSION PACKAGE

<b>0.Document Checklist</b>	Check all the documents you included in your admission package. (Form 1)	Original copy
<b>1.Application Forms</b>	Complete both KOICA and KAIST applications and print out. Should be clearly typed. (Form 2 and 3)	Original Copy
<b>2.Recommendation Letters</b>	1) Two recommendation letters from your professors are required. Letters should be typed, signed and sealed across the back of its envelope by a recommender. (Form 4) 2) Applicants who are currently working can also get recommendation letters from their supervisors. Supervisors are not required to use the letter form provided by KAIST but the company letterhead showing the company's full address, telephone and fax numbers. The letter must be stamped with the company's official seal. 3) Students recommended by a ministry or a central bank of developing countries should obtain one of the recommendation letters(signed and sealed) from his/her minister or the central bank governor endorsing the	Original Copy

	student and stating that the candidate will return to his workplace after finishing her/his degree at KAIST.	
<b>3. Degree/Diploma</b>	1) Certified or attested copies of bachelor's degree (for master's applicants) or of bachelor's and master's degree (for doctoral applicants) and diploma from every institution you have attended or are attending are required.	Original or Certified Copy
<b>4. Transcripts</b>	1) Certified or attested copies of transcript with a year-by-year grade records of courses you have taken from every institution you have attended or are attending are required. 2) The transcript should contain your college record to date, with a statement of your rank in your department, if available. 3) If your grades/GPA does not appear on your transcript, give us a brief explanation of your school's grading system.	Original or Certified Copy
<b>5. English Proficiency Test Reports (EPT)</b>  <b>OR</b>  <b>Official Letter from Ministry</b>	1) Applicants must meet one of the English proficiency test minimum score requirements: TOEFL 550 (210 for computer-based; 80 for internet-based), IELTS 5.5, TEPS 550, TOEIC Listening & Reading 750 + Speaking level 6 + Writing level 7 or higher. 2) English proficiency tests conducted before April 23, 2011 will not be considered for admission. The test should be taken two years prior to the online application deadline. 3) ETS can send your score report directly to KAIST. The KAIST reporting code is 0195. Score reports must be received by the deadline. 4) Institutional Testing Program (ITP) is not valid. 5) IELTS takers are allowed to submit a photocopy instead of an original copy of score report. Test score will be verified via your own Test Report Form (TRF) number. 6) Institutional Testing Program (ITP) is not valid. 7) Candidates whose native language (not official language) is English are exempt from submitting the EPT score. 8) If an applicant is not a native English speaker,	Original or Certified Copy

	<p>he/she must submit the EPT score even if he/she attended an English speaking university.</p> <p>9) EPT report submission can be waived only for those who apply from a country where EPT is not available. In this case, applicants are required to submit an official letter (free style) from the minister or governor of one's affiliation which states that one's Eng. proficiency is equivalent to the required scores listed in 1.</p>	
<b>6. Curriculum Vitae</b>	Free style personal résumé	Copy
<b>7. Sworn Statement</b>	An official sworn statement indicating one's determination on completion of study at KAIST and recognition of the financial support status from KOICA and KAIST stated in 'Financing for KOICA-KAIST Scholarship Program' in 'Program Contents' should be signed. (Form 5)	Original Copy
<b>8. Identity Documents I</b>	An official document indicating your nationality, e.g. passport, national ID card, etc. (Include copies of pages showing the passport number, date of issue and expiration, photo and name.)	Copy
<b>9. Identity Documents II</b>	An official document indicating parents' nationality, e.g. passports, national ID cards, etc. (Include only copies of pages showing the passport number, date of issue and expiration, photo and name.)	Copy
<b>10. Family Relation Certificate (Korean origin only)</b>	Official documents indicating an applicant's loss of Korean nationality, e.g. an applicant's Certificate of Personal Records or his/her father's Family Census Register. These documents will be used for verification of denationalization.	Copy
<b>11. List of Honors and Awards</b>	<p>1) If you have obtained any honors, awards, or fellowship during your university, or any academic certificates and test reports, please list them in order of importance in the list provided (e.g. General Record Examination (GRE), Graduate Management Admissions Test (GMAT), Test of Proficiency in Korean (TOPIK), Korean Language Proficiency Test (KLPT), etc.). (Form 6)</p> <p>2) The list will be valid only when certified testimonials or evidences are submitted.</p>	Original Copy

<b>12. School Profile/ Credit Rating System</b>	Please attach your school profile and describe the grading system so that we can understand your school better.	Copy
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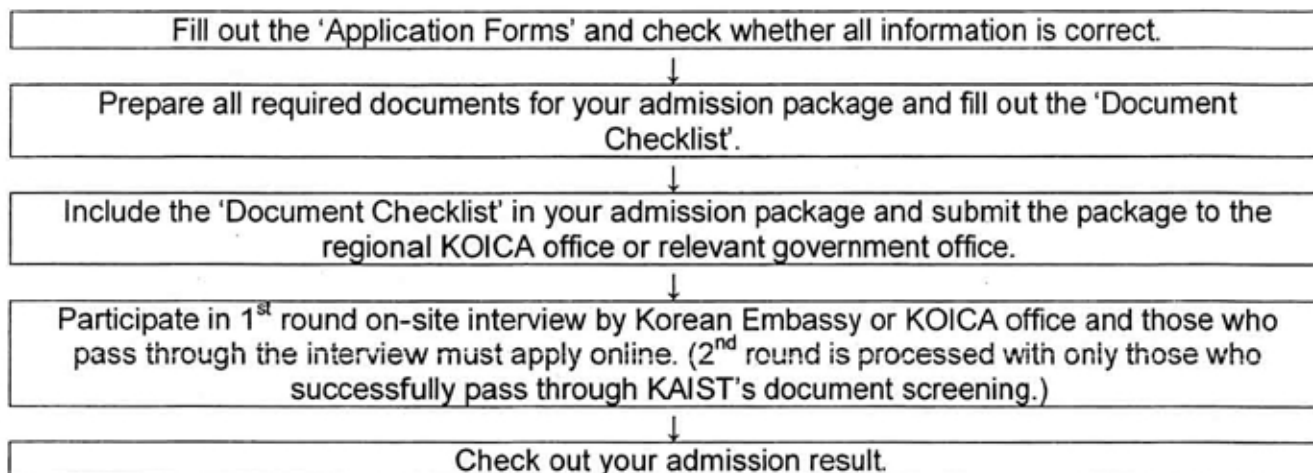
**\* Important Notes for All Applicants:**

1. All forms should be **typed in English** and all the supporting documents should be **in English**. Documents in any other language should be accompanied by a notarized English translation.
2. Original documents should be submitted. Should they be unavailable, however, copies must be authorized by the originating institution before they are submitted.
3. If any of the submitted materials contain false information, admission will be rescinded.
4. Applicants whose forms and supporting documents are incomplete or unsatisfactory will be disqualified from the admission process.
5. Applicants should take full responsibility for any disadvantage due to the mistakes or omissions on the application.

**4. REQUIRED DOCUMENTS FOR POST ADMISSION**

Applicants who are successfully admitted should fill out 'Project Paper Proposal' and submit it on the date they arrive at KAIST (August 26, 2013). A form for proposal will be distributed after the admission result comes out and it is strongly recommended that applicants choose a financial subject that is closely related to the development of one's ministry and country. This proposal will be the basis of the project paper that all KOICA-KAIST scholarship program students should complete and submit while taking 'Independent Study' course in 2015 spring semester.

## 5. APPLICATION PROCEDURE



## 6. SELECTION PROCESS

### 1<sup>st</sup> Round Selection Process

#### **On-site Interview by Korean Embassy or KOICA Office**

**April 5 (Mon.) ~April 16 (Tue.)**

The Korean embassy or KOICA office will conduct an interview for each applicant.

If an applicant lives in a country where the Embassy/KOICA office does not exist or lives far from the capital city, he/she may be exempted from the interview in the 1st round in consultation with the Embassy/KOICA office.

#### **Online Application: April 17 (Wed.) to April 23 (Tue.)**

Applicants who pass the on-site interview must apply online through <http://apply.kaist.ac.kr>. The applications will be activated from April 1 to April 23. Please read instructions carefully before you begin your application.

Application Fee: 80,000 KRW or 80 USD (Fee should be paid by the deadline)

\* The application fee will be reimbursed to those who are successfully admitted after your arrival to Korea.

**Document Screening: April 24 (Wed.) to May 14 (Tue.)**

Application package- KAIST application form, KOICA application form, all required documents- as well as the on-site interview result will be thoroughly reviewed by Finance MBA Admission Committee of KAIST College of Business. Every component included in the application package such as the reputation of undergraduate school, undergraduate GPA, English proficiency, current affiliation, working experience will be evenly evaluated.

**2<sup>nd</sup> Round Selection Process****Phone Interview: May 15 (Wed.) to May 29 (Wed.)**

Phone interviews will be conducted for only those who successfully pass through the document screening. Phone interview schedule will be notified individually by the regional KOICA offices or relevant government offices with 2~3 day notice in advance.

**Selection Result: June 28 (Fri.)**

Admissions results will be notified to the regional KOICA offices or relevant government offices. It will be also posted at KAIST Admissions Website on Fri., June 28 (5:00 p.m.) along with registration instructions. Please visit <http://admission.kaist.ac.kr> to find your admission result.