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பொது நிர்வாக, உள்ளாட்டலுவல்கள், மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government

මගේ අංකය
எனது இல
My No

HR/FTR/L/KOICA/03/2017

ඔබේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

18.02.2020

State Secretary, Ministry of Public Administration and Accounting
State Secretary, Ministry of Public Administration and Home Affairs
Additional Secretary, Administration (Public Administration Division)
Additional Secretary, Administration (Home Affairs Division)
Additional Secretary, Administration (Provincial Councils and Local Government Division)
Chief Financial Officer
Director General of Establishment
Director General of Combined Services
Director General of SLIDA
Director General of Department of Pensions

**“2020 Dream Together Master ”Global Sport Management Graduate Program
From – August 2020 to June 2022 in Korea**

The Embassy of the Republic of Korea has invited nominations from eligible government officials for the above Master degree program.

Accordingly, you are kindly requested to circulate this information among all eligible confirmed managerial level officers coming under this Ministry in your Division / Department / Institution including Additional Secretaries, District Secretaries, Senior Assistant Secretaries, Directors of all island services and Divisional Secretaries. Further, please inform them to submit completed application and other required documents electronically to snugsmadmission@gamil.com and submit the hard copy in 05 sets (original & 04 copies) with your recommendation to ERD through the respective divisions on or before **05th March 2020**. The applications of the officers in Public Administration Division should be submitted to HRD Division on or before 03rd March 2020.

For more information on the above program please visit www.erd.gov.lk , www.pubad.gov.lk or <http://dtm.snu.ac.kr>

K.D.N. Ranjith Asoka
Additional Secretary
(Human Resources Development)

- Copy : 1. All Additional Secretaries
2. Chief Internal Auditor
3. Directors of all Island Services

For necessary actions please

දුරකතන
தொலைபேசி
Telephone

011-2696211-13
011-2166000

ෆැක්ස්
தொலைநகல்
Fax

011-2695279

ඊ-මේල්
மின்னஞ்சல்
E-mail

information@pubad.gov.lk

ලිපිනය
முகவரி
Address

නිදහස් වතුරොය, කොළඹ 07, ශ්‍රී ලංකා.
சுதந்திர சதுக்கம் கொழும்பு 07 இலங்கை.
Independence Square, Colombo 07,

Admission Guide For International Students

Dream Together Master Global Sport Management Graduate Program (Fall 2020)



SEOUL NATIONAL UNIVERSITY

Welcome to SNU International Admissions for the Dream Together Master

Thank you for your interest in Dream Together Master. This program is supported by the Korean Ministry of Culture, Sports and Tourism (MCST) and the Korea Sports Promotion Foundation (KSPO) and operated by the Division of Global Sport Management Talent Development at Seoul National University (SNU) using the national sports promotions funds of Korea.

This Admission Guide contains important information and guidelines regarding your application procedure and requirements.

If you have other questions regarding admissions process, please feel free to contact us using the contact information provided below:

CONTACT INFORMATION

- ✓ **Mailing Address:**
Division of Global Sport Management Talent Development
Building 153, Room 316
Seoul National University
1 Gwanak-ro, Gwanak-gu
Seoul, KOREA, 08826
- ✓ **E-mail:**
snugsm@snu.ac.kr (for general questions)
snugsmadmission@gmail.com (submission of documents)
- ✓ **Telephone:**
+82-2-880-2984, 2985
- ✓ **Fax:**
+82-2-888-2985
- ✓ **Homepage:**
<http://dtm.snu.ac.kr>

A. Admissions Timeline

Order	Deadline	Notes
1. Submission of Documents	March 20, 2020 (Korean Standard Time by 6:00pm)	<p>* Please submit all completed forms and required documents electronically to: snugsmadmission@gmail.com</p> <p>* E-mail subject should read: [Nationality] - [Last name, First name]</p> <p>* Please submit your electronic documents via email before mailing the original hard-copy (or notarized/certified copy) documents.</p> <p>*Submitted documents will be reviewed and feedback regarding any missing or incomplete information and/or documents will be provided via e-mail.</p> <p>*After you receive a confirmation e-mail, please submit the original (or notarized) hard-copies of the documents by post to the following address: Division of Global Sport Management Talent Development Building 153, Room 316 Seoul National University 1 Gwanak-ro, Gwanak-gu Seoul, KOREA,08826</p> <p>* Please remember that application will be reviewed based on the submission of the hard copy documents.</p> <p>*The original hard-copy (or notarized/certified copy) documents must be received by the office by the deadline (March 20, 2020).</p>
2. Announcement of Interview Schedule	April, 2020 (TBD)	* Hard copy documents review results will be announced via e-mail. Those who are short-listed for interviews will be notified of interview schedules on the same day.
3. Interview	April, 2020 (TBD)	* Video conference (Skype), phone, or face-to-face interviews will be conducted.
4. Announcement of Admissions Decision	May 22, 2020	*The official admissions decisions will be available on the SNU admission website on June 7: https://world.snu.ac.kr/index2.jsp (International Student Graduate Admission Tab)
5. Date of Arrival in Korea	August, 2020	* A detailed schedule will be notified individually to those who are admitted.
6. Start of Semester	September 7, 2020	

The dates above are subject to change; please check our homepage (<http://dtm.snu.ac.kr>) for any changes

B. Things you should know before you apply

Submission of Documents

- ✓ Applicants are fully responsible for any disadvantages they may incur due to errors and omissions in the information provided.
- ✓ **Submitted documents will not be returned in any circumstances. If a document is not re-issuable, you may submit a validated/attested/notarized copy from the issuing institute or a notary office.** SNU does not offer validation service, so you need to prepare a notarized copy in advance.
- ✓ The admissions staff reserves the right to require additional documents from applicants, should there be any need to clarify the eligibility or verify the authenticity of the submitted materials.
- ✓ **Original documents should be submitted. However, should they be unavailable, copies must be authorized by the originating institution or notarized by a public notary in the country in which the document was originally produced before submission.**
- ✓ Documents which are not in **English or Korean** will not be accepted. If it is in any other language, you must submit a notarized/certified translation (in English or Korean) completed by a public notary in the country in which the document was originally produced.
- ✓ Admissions offers will be rescinded if false information or unfair practice for admissions is found to have been used at any time during the application period. This condition applies even after the admission or enrollment at SNU.

Others

- ✓ Applicants who are expected to graduate from undergraduate course must prove their graduation after the final results are released. If not, the admissions offer will be rescinded.
- ✓ Admitted students to SNU are not allowed to register for any other universities in Korea which are scheduled to hold the same academic year for admissions as that of SNU. If an admitted student does not comply with this regulation, the admissions will be rescinded.

C. Admissions Criteria

- ✓ Admissions decisions are based on the candidate's academic achievements and potential, as well as his or her work experience and personal accomplishments.
- ✓ The admissions committee reviews a number of factors-records of past studies such as Grade Point Average (GPA), study plan, personal statement, and letters of recommendation. Other achievement records and specific qualifications such as language proficiency are also taken into consideration. The candidate's application is reviewed in the context of the level

of studies completed, quality of achievements, and characteristics of institutions/organizations attended.

- ✓ The appropriateness of the applicant's academic and career goals and the suitability of preparation for the proposed program of studies are assessed.
- ✓ Interviews, examinations, and/or additional documents may be required from the applicant.

D. Admission Eligibility

1. Former and current sport administrators or athletes
 - ☞ *Applicant and both parents of the applicant must be of non-Korean nationality.*
2. Bachelor's degree or higher (in any field)
3. Sufficient command of both spoken and written English to take classes conducted entirely in English
4. Potential and passion for sport management
5. Physically and mentally able to successfully complete the program

※ Preferred Qualifications

- ✓ Sport administrators from countries recognized in the List of Official Development Aid (ODA) recipients by the Development Assistance Committee (DAC) who works for the government, National Olympic Committees, National Federations or any other sport organizations under the government.
- ✓ Athletes from countries recognized in the List of ODA recipients provided by the DAC who have participated in major international sporting events (Olympics, Asian Games, World Championships) with recommendation from government sport organizations or National Olympic Committees
- ✓ Sport administrators from countries recognized in the List of ODA recipients provided by the DAC with recommendation from government sport organizations or National Olympic Committees.

E. Required Documents to be Submitted (For more details, please refer to p. 6)

1. Application Form (Form 1)
2. Personal Statement and Study Plan (Form 2)
3. Two Letters of Recommendation (Form 3) from your professors and/or employers
4. Official Bachelor's (Undergraduate Studies) Transcript (in English)
5. Official Bachelor's Certificate of Graduation (in English)
6. A copy of the applicant's passport (or other official document indicating applicant's

- nationality)
7. Copies of both parents' passport (or other official documents indicating parents' nationality)
 8. Official document indicating parent-child relationship between the applicant and his/her parents
 - ☞ Applicant's Birth Certificate or Household Register proving the parent-child relationship
 - ☞ In case parents' divorce or death, related documents must be submitted (e.g. Document indicating divorce and custody/parental authority, death certificates, etc.)
 9. Proof of English Proficiency
 - ☞ A score report of a recognized English proficiency test (TOEFL iBT 80, IELTS 6.0, TEPS 551 (new TEPS 298) or higher). (*) TOEFL ITP not acceptable.
 - ☞ or any other official documents indicating proof of language proficiency (E.g. School profile/medium of instruction letter; if fully taught in English)
 10. Curriculum Vitae (must clearly state current and/or previous position and affiliation)
 11. Certificate of Employment (Certificates from current and/or all previous workplaces must be submitted)
 12. Supplementary Material (Awards, Scholarships, Proof of Language Proficiency except English, etc.) – Optional
 13. Explanatory Statement (If an applicant needs to provide additional documentary evidence for his/her eligibility for Admissions) – if applicable
 14. Checklist

F. Application Instructions

[\[Form 1\] Application Form](#)

- ✓ Your name should match the name on your passport or official certificate of nationality.

[\[Form 2\] Personal Statement & Study Plan](#)

- Personal Statement:
 - ✓ This is an opportunity for you to convey the information about yourself and your accomplishments that could not be adequately expressed in other portions of the application.
 - ✓ Include your background, academic achievements, extracurricular commitments and accomplishments, volunteer work, employment experience, and your reasons for applying to SNU, and to the Dream Together Master. Other appropriate topics may include the following but not limited to: personal interests, pastime activities, etc.
 - ✓ **4000-Byte limit including spaces and line breaks**

- Study Plan:

- ✓ The Study Plan should state your academic goals and career aspirations. You may include questions that you hope to answer through your program of study and/or timeline for how you plan to meet your objectives. It is advised that you review the requirements for the desired degree.
- ✓ Please do not include any detailed information regarding your parents and relatives such as names or occupations in the Personal Statement and the Study Plan.

[Form 3] Recommendation Letters

- ✓ Two letters of recommendations from two different professors and/or professionals are required. You cannot submit more than two recommendation letters.
- ✓ Complete your part of this form, and along with a stamped and addressed envelope, supply them directly to *two recommenders* who know you well. Be sure to give them adequate time to complete the forms before the application deadline. Recommendations should be sealed in an official envelope and signed across the back by the recommenders.

Transcripts, Graduation Certificates, Degree Certificates

- ✓ These documents detail your academic achievements and are required from every institution that you have attended in the past.
- ✓ Transcripts must provide a record of the courses you have taken in each year of study along with the final grades. If an institution cannot provide a year-by-year record, then the school official must at least provide us with a listing of the disciplines you have studied and a summary of your achievements in each.
- ✓ Please submit official transcripts as issued directly by the institutions you have attended. You must also submit official evidence of the conferrals of all degrees, diplomas, or professional titles showing the date of the conferrals (month and date).
- ✓ If you are currently enrolled in a program, you should submit an official document that indicates your expected date of graduation.
- ✓ **The Apostille or an Authentication issued by Korean Embassy or Consulate of your graduation/degree certificate along with the final transcript must be submitted.**
- ✓ **Please note that Apostille or Korean Embassy certifications are the only types accepted.**
- ✓ Transcripts and certificates from universities in China MUST be accompanied by the verification from the China Academic Degree & Graduation Development Center (<http://www.cdgd.edu>.)

Certificate providing the English proficiency

- ✓ Applicants must submit a score report of a recognized English Proficiency Test: TOEFL iBT 80, IELTS 6.0, TEPS 551 (New TEPS 298) or higher (TOEFL ITP not acceptable)
- ✓ Or any other official documents indicating proof of language proficiency (E.g. School profile/medium of instruction letter; if fully taught in English, English part from a standard test as SAT, GRE, and so on)
- ✓ University transcript (only for applicant who graduated (expect to graduate) from university in **English-speaking country**)
- ✓ Any proof of English proficiency notarized by a public notary is not acceptable. Only originals or score reports are acceptable.

Additional Materials

- ✓ Most updated Curriculum Vitae (CV) is required. It should include: Full Name, Address, Number (including country code), Schools & University attended, Awards, Work Experience, Sport related Work Experience, etc (All items organized from new to old).
- ✓ If you are currently employed, you must submit a “Certificate of Employment”.

Supplementary Materials (Optional)

- ✓ Academic awards, Scholarships, Proof of Language Proficiency except Korean and English, certificates, test reports (GRE, GMAT, etc.)

Explanatory Statement (if applicable)

- ✓ If you need to provide additional documentary evidence for your eligibility for Admissions

G. How to Apply

1. Complete forms 1~3.
2. Make sure that all additional documents are originals (or notarized/certified copy) and translated into English or Korean.
3. Please mark and place the application checklist in front of the application packet, and arrange the application materials in the order listed on the checklist.
4. Scan the package and send it to snugsmadmission@gmail.com
5. The e-mail subject line should be: “*Nationality - Last name, First name*”
For example: *Korea - Kim, ChulSoo*

6. Your electronic submission of documents will be reviewed for any missing or incomplete information or forms and feedback will be provided.
7. After receiving a final confirmation e-mail, mail the **original hard-copy** documents by post to:

Division of Global Sport Management Talent Development

Building 153, Room 316

Seoul National University

1 Gwanak-ro, Gwanak-gu

Seoul, KOREA, 08826

- ✓ *Original documents should be submitted. However, should they be unavailable, copies must be authorized by the issuing institution or notarized by a public notary in the country where the document was issued. Colored photocopies of document are not acceptable.*
 - ✓ *Documents in languages other than Korean or English must be notarized and translated into English or Korean. Notarization must be done in the country where the document was issued.*
8. The documents **MUST ARRIVE** by **MARCH 20, 2020 (Korean Standard Time)** to the program office.
 9. The admission staff reserves the right to require additional documents from the applicant, should there be a need to clarify the eligibility or verify the authenticity of submitted materials.

H. Things you should know after you are admitted

- ✓ Since July 14, 2007, Seoul National University has complied with the Apostille Requirements in accordance with the 1961 Hague Convention. Accordingly, applicants from countries which are signatories to the convention must attach and submit the Apostille. Applicants from countries which are NOT signatories to the convention must submit substitute documents; which can be official documents legalized by a Korean consular office, or another form of authentication (e.g. a Certificate of Authentication or a Certificate of Overseas Educational Institutions) issued by the Korean Embassy or Consulate **during application.**
- ✓ The University issues only the Certificate of Admissions for student VISA (type: D2) application for the admitted students.

- ✓ Students are required to enter Korea in early August (exact date to be announced) for extracurricular programs which are mandatory for all accepted applicants.
- ✓ Admitted students may not defer enrollment to a later semester.
- ✓ After the announcement of admissions decision, admitted students will be given a booklet; ‘Reference Guide for the Admitted International Student’

I. Important Notes for All Applicants

- ✓ All documents must be in **English** or **Korean**. If it is in any other language, you must submit a notarized /certified translation (in Eng. or Kor.) completed by a public notary in the country in which the document was originally produced.
- ✓ If any of the submitted materials contain false information, admission will be rescinded.
- ✓ **Original documents** should be submitted. However, should they be unavailable **copies must be authorized by the originating institution** before they are submitted.
- ✓ Students whose graduations were pending at other institutions during the time of application should submit their Graduation Certificates and the Certificates of their degrees to the Office of Admissions within 15 days after their enrollment at SNU. Failure to submit this document may revoke the admission offer.
- ✓ Be sure to make and keep photocopies of all completed forms. **Submitted documents become property of SNU and will not be returned to the applicants.**
- ✓ Korean citizens who hold dual citizenship are considered as “Applicants of Korean Origin”. They are not eligible to apply as foreign students.
- ✓ Graduate applicants must submit a document that verifies the institution attended is equivalent to a four-year college/university.
- ✓ Detailed account of individual admissions decision for each applicant cannot be disclosed.
- ✓ Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application.