



SNU ASPP
Seoul National University



**ASSOCIATION
OF SOUTHEAST
ASIAN NATIONS**

Call for Scholarship Applications for the Fall 2025

Study at SNU, Korea

ASEAN SMART CITY PROFESSIONAL PROGRAM / Master's Scholarship

Qualifications

- ♦ A minimum of 3 years of demonstrated experience related to smart city.
- ♦ Level of Education: A bachelor's degree or higher.
- ♦ Nationality Requirements: Nationals of ASEAN Member States (Both the applicant and both parents must hold foreign citizenship).
- ♦ Additional points will be given when submitting recommendations from the ASEAN Smart Cities Network (ASCN).
- ♦ Applicants are not eligible if they are already scholarship beneficiaries, and/ or expected beneficiaries from other institutions of a similar smart city program.

Details of Funding

- ♦ Tuition Fee: Full Tuition Exemption (up to 2 years)
- ♦ Living Expenses: \$ 1,400 per month for up to 2 years
- ♦ Settlement Fee: \$ 300
- ♦ Airfare: (Up to \$ 400) ✕ *Economy class based on GTS system.*
- ♦ National Health Insurance.

Timeline for Admissions

Item	Dates
Email Application	By 5:00 PM (KST) on Feb. 28 (Fri.), 2025
Interview screening	Mid of March 2025
Preliminary Admissions Decisions	End of May, 2025
Final Admissions Decisions	End of June 2025
Registration/Enrollment Confirmation	July~ August 2025 (TBA)
Start of Scholarship	September 2025

How to apply

Applicants must submit their application documents by e-mail.

(E-mail Submission: grc@snu.ac.kr, cc: connectivity@asean.org).

Download Call for Application: <https://grc.snu.ac.kr/>

✕ All documents must be submitted in English.

✕ All submission documents must be submitted by e-mail.

Contact Information

Bldg. 39, Room 133, Seoul National University, 1 Gwanak-ro, Gwanak-gu, Seoul, Republic of Korea (08826)

Tel: +82-2-880-9140~1 / Fax: +82-2-873-7229

Email: grc@snu.ac.kr

Website: <http://grc.snu.ac.kr>

1	[Form 1] Completed Application Form
2	[Form 2] Personal Statement and Study Plan
3	[Form 3] Two letters of Recommendation *One Letter from Each Recommender
4	Certificate of Graduation or Academic Degree (Bachelor's Program)
5	Academic Transcript (Bachelor's Program)
6	A copy of the applicant's passport (or other official documents indicating your nationality)
7	Copies of both parents' passport (or other official documents indicating parents' nationality)
8	<p>Official document indicating parent-child relationship between the applicant and parents (applicant's birth certificate or household register proving the parent-child relationship)</p> <p>Submit a certificate that includes the names of the applicant and both parents, such as a birth certificate, citizenship certificate, or certificate of family relations.</p> <p>If an applicant comes from a single-parent family, or their parents are deceased or divorced, they are required to provide an explanatory statement and relevant supporting documents.</p>
9	[Form 4] Proposal: Data Driven Smart City project proposal related to ASEAN and Korea
10	CV (curriculum vitae)

No	Document	Notes and Caveats
<p>⚠ 1-3: Should be written in English within the application period.</p> <p>⚠ 4-12: Scan documents to the email within the application period. (Original documents must be sent by post or in-person after the preliminary admission decisions.)</p> <p>⚠ If the document is written in a language other than Korean or English, a notarized translation should be uploaded and submitted together.</p>		
1	Application Form	<ul style="list-style-type: none"> · Fill out on the application form. · Ensure that the personal information provided on the application form (name, date of birth) matches the information stated in all other submitted documents.
2	Personal Statement and Study Plan	<ul style="list-style-type: none"> · Fill out on the application form. · Each entry has a limit of 3,000 bytes, including spaces and line breaks (approximately 1,500 Korean characters or 600 English words). · <u>Do NOT include specific personal information, such as the names or occupations of the applicant's parents or relatives.</u>
3	Two Letters of Recommendation ✦ One Letter from Each Recommender	<ul style="list-style-type: none"> · Submissions must be made through the email or post. · Each entry has a limit of 3,000 bytes, including spaces and line breaks (approximately 1,500 Korean characters or 600 English words). · The applicant can check the submission status by phone or email. · If it is not feasible to receive letters from faculty members at the applicant's institution of enrollment, applicants may designate individuals who are well aware of their academic abilities (e.g., faculty members at another university, managers/supervisors at work). · <u>Do NOT include specific personal information, such as the names or occupations of the applicant's parents or relatives.</u>
<p>⚠ 4-12: Scan documents to the email within the application period. (Original documents must be sent by post or in-person after the preliminary admission decisions.)</p> <p>⚠ If the document is written in a language other than Korean or English, a notarized translation should be uploaded and submitted together.</p>		
4	Certificate of (Expected) Graduation or Academic Degree (Bachelor's Program)	<ul style="list-style-type: none"> · Submit a scanned copy of the original documents within the application period. - After receiving preliminary admission decisions, preliminarily admitted applicants should have the documents authenticated by the Korean diplomatic missions abroad or apostilled before submitting them by post or in-person visits. <ul style="list-style-type: none"> ✧ Apostille or consular authentication is not required for documents issued by Korean institutions. - Applicants are encouraged to have the documents apostilled or authenticated by the Korean diplomatic missions in advance, as it may take

<p>5 Academic Transcript (Bachelor's Program)</p>	<p>a long time to complete the entire process in some countries or territories.</p> <ul style="list-style-type: none"> Applicants who are unable to obtain a certificate of (expected) graduation from their previous or current university may submit substitute documentation, such as a certificate of enrollment, academic transcript, or official documents issued by university authorities, clearly indicating their (expected) graduation date. The substitute documentation must be accompanied by an explanatory statement. Applicants who have completed their academic program from universities in China are required to submit the following documents, all of which must be verified by the embassy: ① Graduation Certificate ② Degree Certificate ③ Academic Transcript. Additionally, applicants must provide the ④ Online Verification Report for Higher Education Degree Certificate (中国高等教育学位在线验证报告) issued by CHSI (中国高等教育学生信息网). For applicants who are expected to graduate from universities in China are required to submit the following documents, all of which must be verified by the embassy: ① Certificate of Expected Graduation (issued by their school with graduation date indicated) ② Academic Transcript. Additionally, applicants must provide the ③ Online Verification Report of Student Record(教育部学籍在线验证报告) issued by CHSI (中国高等教育学生信息网). Applicants who attended more than one college or university before completing their academic program must submit academic transcripts from all institutions they attended. Applicants who have not completed their final semester or academic year may submit the most up-to-date transcript available. For instance, if applicants are in the second semester of their final year, they may submit their most recent transcript reflecting their academic progress up to the end of the first semester of their final year.
<p>6 Nationality Certificate of Applicants</p>	<ul style="list-style-type: none"> Submit a scanned copy of the valid, unexpired passport ID pages. If this is not possible, you may submit either the original or a notarized original copy of the nationality certificate, or a notarized copy of an identification card clearly indicating the nationality. ❖ Documents such as driver's licenses or other documents for which nationality cannot be confirmed are not acceptable. If an applicant comes from a single-parent family, or their parents are deceased or divorced, they are required to submit the proof of nationality of the current legal guardian with custody. An explanatory statement and relevant supporting documents must be provided in this case. (If the applicant's parents are divorced, proof of custody should be included in the document confirming the divorce.) Applicants(or parents) who previously held Korean nationality must submit the government-issued Korean nationality renunciation document(s) pertaining to each individual.
<p>7 Nationality Certificate of Parents (One for Each Parent)</p>	
<p>8 Certificate of Parent-Child Relationship</p>	<ul style="list-style-type: none"> Submit a certificate that includes the names of the applicant and both parents, such as a birth certificate, citizenship certificate, or certificate of family relations. If an applicant comes from a single-parent family, or their parents are deceased or divorced, they are required to provide an explanatory statement and relevant supporting documents.

9 [Form 4] Proposal: Data Driven Smart City project proposal related to ASEAN and Korea

10. CV

○ Apostille Convention

Multilateral agreement that replaces the complicated traditional legalization process with the issuance of a certificate called an Apostille. This certificate is issued by the state of origin and authenticates the origin of a public document so that it can be simply presented abroad in another Contrasting Party.

- Official name: Convention Abolishing the Requirement of Legalization for Foreign Public Documents.

For information about Apostille organs for each country, please visit www.hcch.net → Members & Parties → HCCH Members.

- Applicants from Korean universities do not need an Apostille or authentication, but must submit the original documents of enrollment certificates, (expected) graduation certificates, and transcripts.

1. Applicants from member nations

- Apostille-required documents: enrollment certificates, (expected) graduation certificates, and transcripts.
- Issuing institutes: national organs for each nation. • Submission procedures: submit the required documents with the Apostille issued from the designated institutes.
- ※ Applicants may replace the Apostille with the “Certificate of Overseas Education Institutions” or an “Authentication issued from the Korean Embassy/Consulate.”

2. Applicants from non-member nations • Authentication-required documents: enrollment certificates, (expected) graduation certificates, and transcripts. • Issuing institutes: Korean Embassies/Consulates in each nation. • Submission procedures: submit the required documents with the “Certificate of Overseas Education Institutions” or an “Authentication issued from the Korean Embassy/Consulate.”

3. Notice Documents in a language other than Korean or English must be translated into Korean or English and notarized.

- **Original Document** Documents issued directly by the corresponding institution with a signature or official seal of the authority. If applicant is unable to submit original copies because the documents are not re-issuable, he/she **must submit an explanatory statement** along with the documents. ○ **Original Document with Notarized Translation** Documents translated into Korean or English by an authorized notary office with a notary seal on it. • If the original is written in a language other than Korean or English, submit a notarized translation along with the original.