

ADMISSION GUIDELINE

2019 GRADUATE (DOCTORAL)



This admission guideline is for those applying to the National Cancer Center Graduate School of Cancer Science and Policy (NCC-GCSP) for 2019 Graduate (Doctoral) admission.

Please carefully read all instructions as follow.

- Read all instructions in the application and be aware of the application deadlines.
- Confirm the email address you wish to use for your NCC-GCSP correspondence.
- Make sure whether it remains active for at least 6 months for us to communicate with you throughout the whole application process.
- Answer and fill out the application form.
- All documents should be written **in English**.

All applicants are asked to submit application **form 1,2,3,4 and form 6** first, on our **on-line submission system** at <http://admissions.ncc-gcsp.ac.kr>

After the on-line submission, **form 5 and other supporting documents** should be submitted via **postal mail or visit by application deadline (postal arrival date)**.

● Other supporting documents :

- 1) A certificate of degree (or expected graduation) of both undergraduate and graduate school
- 2) An official transcript of both undergraduate and graduate school
- 3) English proficiency test report
- 4) A copy of personal identification (passport)
*If you are an international applicant, both parents' passport/ID should be submitted
- 5) A certificate of career or employment (if applicable)
- 6) Financial proving document (for international student ONLY)

✉ **E-mail** adm_gcsp@ncc.re.kr

🌐 **Website** <http://ncc-gcsp.ac.kr>

📍 **Mailing Address** Office of Academic & Student Affairs Team
National Cancer Center Graduate School of Cancer Science and Policy
National Cancer Center, Prevention Building 10Fl.
323 Ilsan-ro, Ilsandong-gu, Goyang-si, Gyeonggi-do, 10408
Republic of Korea

**NCC-GCSP is affiliated with the NCC Korea, an institute leading anti-smoking culture; therefore, those smoking candidates will be exempted from the admission offer.*

NCC-GCSP PROGRAM

Department	Admission Quota	Degree
	General admission	
Cancer Control and Population Health	7	Ph. D. in Public Health
Cancer Biomedical Science		Ph. D. in Science

ELIGIBILITY REQUIREMENT

- **Academic Background:** Applicant must hold (expected to hold) a bachelor's degree and a master's degree from domestic or overseas. Or applicant's educational attainment should be equivalent to bachelor's and master's degree approved by law.
- **English Proficiency:** All applicants whose native language is not English must provide evidence of their English proficiency meets the NCC-GCSP minimum requirements for admission. See below section (English proficiency test) for more detailed information on test options and exemption.

IMPORTANT NOTE for APPLICANTS

- All documents should be written **in English**. The documents written in any other language should be translated into English and notarized/certified by a public notary service in the applicant's country where the document was originally published.
- NCC-GCSP only accepts original documents. Any supporting documents or evidences, the document we ask applicant to submit should be an original copy.
- All documents should be submitted before or on stipulated deadlines. Failure to submit any required documents will result in a withdrawal from the admission offers.
- Please take and keep photocopies of all forms you have completed prior to the submission. Any documents will not return to applicants once they have been submitted.
- Admissions offer for successful candidates may not be deferred. Anyone who wishes to defer the admission must re-apply.
- Applicant will not allow modifying or cancelling any contents in the documents after they have been submitted. Please make sure all information provided is correct prior to the submission.
- Applicant will take full responsibility for any disadvantages that may be resulted from omission, falsification and mistakes made on the application.

DEADLINES

We only consider applications submitted to NCC-GCSP on or before the deadline.

*DEADLINE for 2019 admission: **October 19, 2018***

APPLICATION REQUIREMENTS

- Application Form (Form 1)
- Personal Statement (Form 2)
- Research Plan (Form 3)
- Financial Certification (Form 4, for International Students ONLY)
- Two Letters of Recommendation (Form 5)
- NCC-GCSP Applicant Background Check Consent Form (Form 6)
- Supporting Documents
 - 1) A certificate of degree (or expected graduation) of both undergraduate and graduate school
 - 2) An official transcript of both undergraduate and graduate school
 - 3) English proficiency test report
 - 4) A copy of personal identification (passport)
*If you are an international applicant, both parents' passport/ID should be submitted
 - 5) A certificate of career or employment (if applicable)
 - 6) Financial proving document (for international student ONLY)

ADMISSION TIMELINE

The dates listed below table are the application process for 2019 admission.

Process/Date	Note
1 Application Submission September 17~ October 19, 2018	1) 1) On-line submission (form 1,2,3,4,6) ONLY 2) After the on-line submission, form 5 and other supporting documents should be submitted via postal mail or visit by application deadline (postal arrival date) . * We are only accepting Fedex or DHL For International postal mails. * Final Deadline : October 19, 2018 * IMPORTANT Note: Application package must be officially arrived at the office by October 19, 2018 .
2 Individual Interview October 31~ November 1, 2018	Interview for international students will be conducted via either video- or tele-conferencing. Presentation for 10 minutes about Form 3 Research plan on an interview day. A presentation file should be prepared in PowerPoint slides. * Note: Local interview for international students may be conducted sometimes during the application submission period.
3 Admission Decision November 14, 2018	E-mail acceptance letters will be sent to successful candidates.
4 Students Registration November 14~20, 2018	
5 Orientation/Class Registration February 26~27, 2019	
6 Beginning of Spring Semester March 4, 2019	

* Above dates are subject to change with a prior notice.

Application Form

The NCC-GCSP asks all applicants to submit their application form (form 1,2,3,4,6) via online-application. And then, whole application package (required forms and supporting documents) should be submitted by postal mail or in person. Domestic applicants should submit their application package via any registered postal mail, whereas international applicants should submit them via Fedex or DHL ONLY. The application form must be completed, dated, signed and submitted on or before the deadline.

You should choose 1 of 2 majors with 1~2 tracks among 5 tracks in each major when applying.

Personal Statement

Limit to 500 words explaining your purpose in undertaking graduate study in your particular program. This would be a great opportunity to introduce yourself and let NCC-GCSP know about your professional goal, interests, and career plans as relating to your intended academic pursuits.

Research Plan

Applicants should choose the desired track after referring to the NCC-GCSP homepage. (Each applicant can select up to two tracks.) Write research plan in relation to the desired track within 1000 words. (If you apply 2 tracks, the research plans should be written respectively total of 2000 words.) * NCC-GCSP Website: <http://ncc-gcsp.ac.kr>

Please note that all students applying for a doctoral program will **have presentation for 10 minutes** about **Form 3 Research plan** on an interview day. A presentation file should be prepared **in Power Point slides**. Interviewees outside of Korea should present their research plan via video-conference. Interviewees in Korea should bring individual USB with the presentation file before attending the interview.

Transcripts

The NCC-GCSP requires all applicants to submit an original copy of official transcript of your undergraduate and graduate school (**English Version**). Applicant who is currently in master's degree program may submit a certificate of attendance in lieu of submitting the proof of expected graduation date. Transcripts must include a record of all courses you have taken in each year of university with the final grades indicated. Please submit the official transcript issued directly by the institutions you have attended or attending. All transcripts from all schools that the applicants have ever attended should be submitted. Those who have graduated from universities outside of Korea should submit an original copy of bachelor's degree. Web printouts of an unofficial transcript are not acceptable.

English Proficiency Test

- English proficiency test is mandatory for all applicants.

The test must have taken within 2 years prior to the deadline of application submission.

(October 20, 2016 ~ October 19, 2018)

- An applicant who already had submitted English Proficiency Test Transcript at the time of entering or during master's program at NCC-GCSP may submit the same transcript. However, if it is a TOEIC score report, it won't be accepted in 2019 admission. You have to submit one of the following test score.

Test score received after the application is not acceptable. Please refer to the following table for required minimum scores.

TOEFL			TEPS		IELTS
PBT	CBT	IBT	TEPS	NEW	
550	210	80	550	297	5.5

Note: The NCC-GCSP does not accept scores from other exams than options mentioned above.

- **except:** Those who have stayed English-speaking countries (the U.S., the UK, Canada, Australia, Ireland and Republic of South Africa) to obtain (or expected to obtain) Bachelor's or Master's degree.

Verification of Citizenship (for International Students ONLY)

A copy of the applicants' passport and both parents' passports. If the applicant's parents do not have a passport, a copy of their national IDs will be accepted. A copy of the applicant's birth certification or official document should indicate the relationship between the applicant and parent.

Financial Certification Form (for International Students ONLY)

This financial certification form is used to determine applicant's ability to make a payment for the cost of attending NCC-GCSP. This form is fully complete only when financial supporting documents (e.g, bank of statement certifying availability of funds, letter of certificate of sponsorship from government, employers or institutions, income tax statement or other types of documented evidence of sufficient funds) are attached. The availability of fund should cover the total expenses of study abroad in Korea. The applicant or his/her sponsor should prove the financial capability to cover **20,000\$(USD)** on an annual basis to issue a student visa at Korea.

NOTE: If applicant successfully admitted to our program, the documents such as bank statement, certificate of employment, business registration, and income tax statement will be required for visa issuance.

Letter of Recommendation

All applicants are required to submit two letters of recommendation from different recommenders (**in English**). Letters should be sealed an official envelope, signed across the back and mailed by individual recommender, not directly from the applicant.

NCC-GCSP Applicant Background Check Consent Form

All applicants should authorize NCC-GCSP to perform their background check. NCC-GCSP has right to investigate all information provided from applicants in their application package. Any falsification found from this background check may result in the denial of admission.

Other Documents

Applicant should write his/her career or affiliation on the application if applicable. The original proof documents should be submitted. Applicant is allowed to submit the documents that can prove his/her excellence such as other thesis paper, patent or awards upon the applicant's willingness.

Applicants who apply for special admission quota should submit the documents to prove eligibility.