



KEMENTERIAN PEKERJAAN UMUM BADAN PENGEMBANGAN SUMBER DAYA MANUSIA

Jalan Pattimura No. 20, Kebayoran Baru, Jakarta Selatan, 12110 Tlp. (021) 27515702

Nomor : SM 09-MS/162

Jakarta, 4 Februari 2025

Sifat : Segera

Lampiran : 1 (satu) berkas

Hal : **Penawaran Program Beasiswa ASEAN *Smart City Professional Program (SNU ASPP)* tahun 2025**

- Yth.
1. Direktur Jenderal Prasarana Strategis;
 2. Kepala Biro Kepegawaian, Organisasi dan Tata Laksana;
 3. Sekretaris Inspektorat Jenderal;
 4. Sekretaris Direktorat Jenderal Sumber Daya Air;
 5. Sekretaris Direktorat Jenderal Bina Marga;
 6. Sekretaris Direktorat Jenderal Cipta Karya;
 7. Sekretaris Direktorat Jenderal Bina Konstruksi;
 8. Sekretaris Direktorat Jenderal Pembiayaan Infrastruktur PU dan Perumahan;
 9. Sekretaris Badan Pengembangan Infrastruktur Wilayah;
 10. Para Kepala Pusat, Direktur Politeknik PU dan Kepala Balai di BPSDM.

Di tempat

Sehubungan dengan Penawaran Beasiswa ASEAN *Smart City Professional Program*, dengan hormat kami sampaikan informasi sebagai berikut :

1. ASEAN - Korea Cooperation Fund (AKCF) membuka penawaran beasiswa ASEAN *Smart City Professional Program* di Seoul National University Korea Selatan.
2. Biaya keikutsertaan program tersebut ditanggung oleh Pemerintah ASEAN - Korea Cooperation Fund (AKCF).
3. Persyaratan calon peserta :
 - a) Mahir berkomunikasi dalam Bahasa Inggris baik lisan maupun tulisan;
 - b) Kandidat memiliki pengalaman kerja minimal 3 tahun terkait bidang *Smart City*;
 - c) Sehat jasmani dan rohani;
4. Mekanisme pengajuan tugas belajar serta pemilihan program studi mengacu pada Peraturan Menteri PUPR nomor **02 tahun 2023 tentang Pengembangan Kompetensi Pegawai Aparatur Sipil Negara**.
5. Informasi, *application form* serta keterangan lebih lanjut terkait program beasiswa terlampir pada surat.
6. Calon peserta yang diusulkan telah memenuhi syarat berdasarkan analisa kebutuhan pengembangan kompetensi di masing-masing Unit Organisasi, serta memenuhi persyaratan tugas belajar dan persyaratan yang ditetapkan oleh lembaga beasiswa.
7. Calon peserta yang diusulkan oleh unit organisasi harus mendapatkan rekomendasi dari BPSDM sebelum mengikuti proses seleksi. Bagi calon yang direkomendasikan melakukan pendaftaran mandiri secara online sesuai dengan ketentuan pihak penyelenggara.
8. Bagi calon peserta yang lulus seleksi beasiswa namun tidak melapor kepada Pejabat Pembina Kepegawaian Unit Organisasi dan kepada BPSDM pada proses awal pendaftaran, maka rekomendasi untuk penerbitan SK Tugas Belajar dan administrasi lainnya tidak dapat kami proses.

9. Calon peserta yang memenuhi syarat beserta dokumen persyaratan lengkap dapat diusulkan kepada Sekretariat Badan Pengembangan Sumber Daya Manusia c.q. Bagian Hukum, Kerja sama dan Komunikasi Publik **selambat-lambatnya tanggal 26 Februari 2025** (Hanya kandidat dengan dokumen persyaratan lengkap yang akan diproses).

Demikian kami sampaikan atas perhatiannya diucapkan terima kasih.

**Plt. Sekretaris Badan Pengembangan
Sumber Daya Manusia**



Drs. Rudy Riwan Effendi, M.T.
NIP. 196801081998031002

Tembusan :

1. Kepala Badan Pengembangan Sumber Daya Manusia;
2. Kepala Biro Perencanaan Anggaran dan Kerjasama Luar Negeri.



Call for Scholarship for the Fall 2025

Study at SNU, Korea

ASEAN SMART CITY PROFESSIONAL PROGRAM / Master's Scholarship

Qualifications

- ♦ Government officer/ public university with a minimum of 3 years of 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 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/>

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>

Required Documents

- ※ All documents must be submitted in English.
- ※ All submission documents must be submitted by e-mail.

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	Official document indicating parent-child relationship between the applicant and parents (applicant's birth certificate or household register proving the parent-child relationship) 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 (curriculum vitae)

No	Document	Notes and Caveats
<p>㉔ 1-3: Should be written in English within the application period.</p> <p>㉔ 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>㉔ 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 <ul style="list-style-type: none"> ❖ 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>
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.
5	Academic Transcript (Bachelor's Program)	<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 a long time to complete the entire process in some countries or territories. · 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, <u>clearly indicating their (expected) graduation date.</u> 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).

6	Nationality Certificate of Applicants	<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.
7	Nationality Certificate of Parents (One for Each Parent)	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ✳ 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.
8	Certificate of Parent-Child Relationship	<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.