

Faculty Invitation Application System

– User Manual –



1. Accessing the Faculty Invitation Application System



KOREA
UNIVERSITY

About KU

Positions

Qualifications

Evaluation

Submission of Documents

Notes

Board



Notice



No new posts.

FAQ



No new posts.

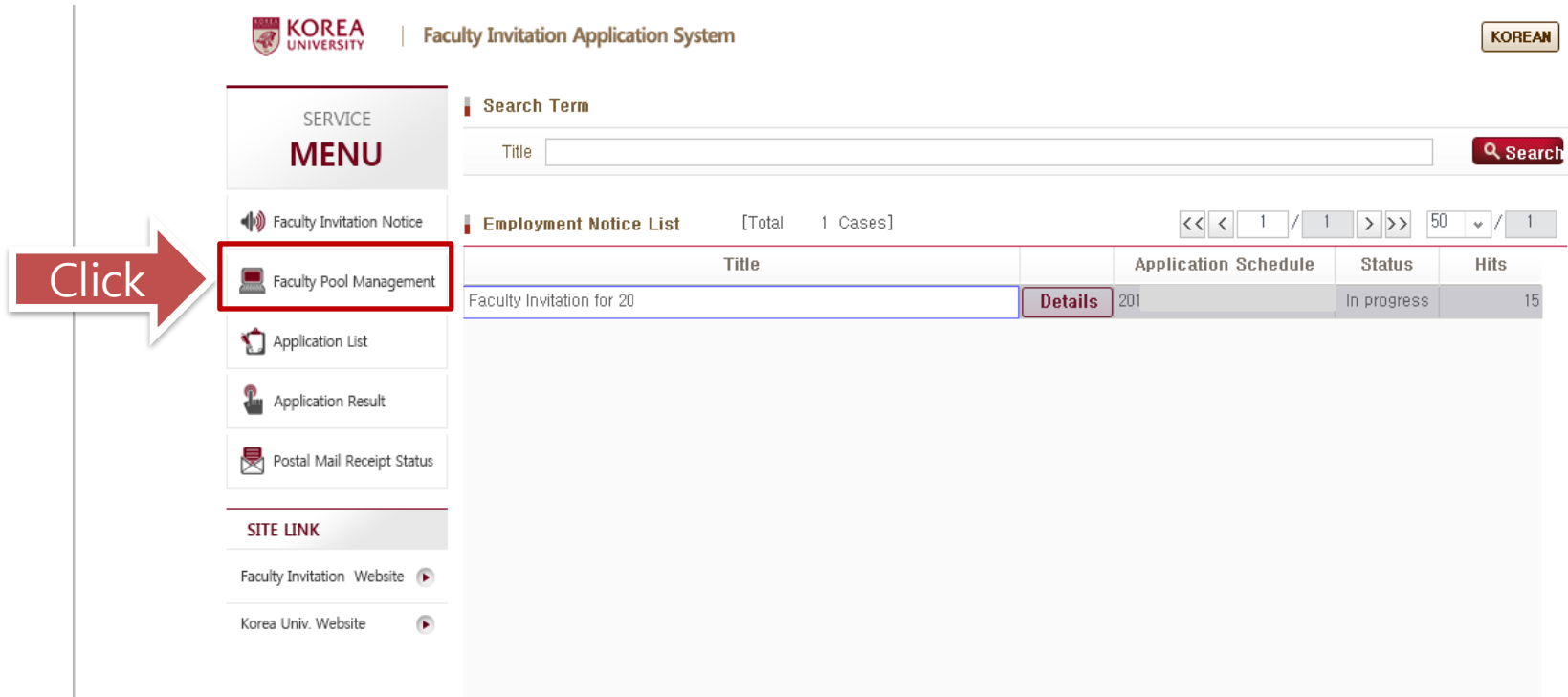
Faculty Appointment
On-line Application



Click

- Visit the Faculty Invitation website at <https://invite.korea.ac.kr>.
- Click the **Faculty Appointment On-line Application** banner in the bottom-right corner of the main page.

2. Creating a New Account (1/3)



The screenshot shows the Korea University Faculty Invitation Application System interface. On the left, a 'SERVICE MENU' is displayed with several options. A red arrow labeled 'Click' points to the 'Faculty Pool Management' option, which is highlighted with a red border. The main content area shows a search bar, a table of 'Employment Notice List' with one case, and a 'Details' button for the first entry.

Search Term

Title [Search](#)

Employment Notice List [Total 1 Cases]

<< < 1 / 1 > >> 50 / 1

Title		Application Schedule	Status	Hits
Faculty Invitation for 20	Details	201	In progress	15

SERVICE MENU

- Faculty Invitation Notice
- Faculty Pool Management**
- Application List
- Application Result
- Postal Mail Receipt Status

SITE LINK

- Faculty Invitation Website
- Korea Univ. Website

- Click **Faculty Pool Management** to proceed to the login page.



2. Creating a New Account (2/3)



Faculty Invitation Application System

KOREAN

SERVICE MENU

-  Faculty Invitation Notice
-  Faculty Pool Management
-  Application List
-  Screening Result
-  Postal Mail Receipt Status

SITE LINK

- Faculty Invitation Website 
- Korea Univ. Website 
- Non-tenure track (Sejong)
Faculty Invitation Website 



LOGIN



E-Mail

Password

Access

Privacy Policy >

ID/Password Search >

Sign up >

Click

- Click **Sign up** to create a new account.
- To proceed, you must consent to the collection and use of personal information.
- If you already have an account, enter your registered email and password, then click **Access**.



2. Creating a New Account (3/3)



Faculty Invitation Application System

SERVICE
MENU

Faculty Invitation Notice

Faculty Pool Management

Application List

Screening Result

Postal Mail Receipt Status

SITE LINK

Faculty Invitation Website

Korea Univ. Website

Non-tenure track (Sejong) Faculty Invitation Website

LOGIN

Sign Up

Korean/
Foreigner

☐ Korean ☒ Foreigner

Name

Date of Birth
(yyyymmdd)

Gender

남

E-mail

Duplication Check

Password

Re-enter
Password

Authorization
Code

Request Authorization Code

E-mail

Please enter your primary email address.
You can use your email address to retrieve previous application documents to complete new applications.

Password

Authorization codes can only be used once.
If your authorization fails, please apply for a new code.

Your password should be between 8-15 letters and contain at least two of the following: numbers, special characters, and English letters.

Sign up

Cancel

- Fill in your personal information (Nationality, Name, DOB, Gender, Email, Password).
 - Click **Duplication Check** to verify your email, then click **Request Authorization Code**.
 - An authorization code will be sent to your email address.
 - Enter the code and click **Sign up** to complete your account creation.
- Note:** Your email address will serve as your Login ID.



3. Completing the Online Application(1/7)

KOREA UNIVERSITY

Faculty Invitation Application System

Welcome,
 LogOut
KOREAN

SERVICE MENU

- Faculty Invitation Notice
- Faculty Pool Management
- Application List
- Screening Result
- Postal Mail Receipt Status

SITE LINK

Application for Faculty Invitation

Personal Information

Education

Professional Experience

Journal Article

Academic Book

Attachment

Application Submit

Desired Department

Basic Information

※Photo Size & Format: 3cm*4cm, JPG file format only

고려대학교

Photo

Name

*

Gildong Hong

Nationality

*

USA

United States of America

Telephone

*

E-mail

*

agloh@hanmail.net

Date of Birth

*

1990-01-01

Male

Mobile

*

1234567891

Address

*

145 Anam-ro, Seongbuk-gu, Seoul 02841, Republic of Korea

Save

Save and Continue

Research Plan Upload

Research Plan

Upload

① Personal Information

- Enter all required information (fields marked with * are mandatory).
- Name:** Applicants with foreign nationality must enter their name in **English**.
- Mobile:** Enter numbers only. **Do not use spaces or hyphens** to avoid system errors.
- Important:** You must click **Save** after entering your basic information to enable the file upload function.

② Research Plan Upload

- Format:** Free format (Korean or English).
- File Name:** 2027 Spring_Department_Field_Name (eg: 2027 Spring Life Science_Molecular Biology_Kim One)
(If the department name or field of application consists of three or more words, enter only the first two words.)
- Requirements:** Maximum 5 pages (A4). Your **name and recruitment field** must be indicated at the top.
- File Size:** Max. 30MB.



3. Completing the Online Application(2/7)



KOREA UNIVERSITY

Faculty Invitation Application System

Welcome, [LogOut](#) [KOREAN](#)

SERVICE MENU

- Faculty Invitation Notice
- Faculty Pool Management
- Application List
- Screening Result
- Postal Mail Receipt Status

Application for Faculty Invitation

Personal Information

Education

Professional Experience

Journal Article

Academic Book

Attachment

Application Submit

Desired Department

Education Achievement Details

[Total 0 Cases]

①

New

Delete

Save

Save and Continue

※ The entire background of your education must be filled out (Bachelor's degree or higher)

⑥

⑤ Most Recent Degree	② Classification	Date of Admission	Date of Graduation	③ School Code	④ School Name	Location of Sch	Depart
N					Enter Text		

School Search - Chrome

gmsportal.korea.ac.kr/modules/common/ncom/NCOM9906P.xrf

School Type: University School Name: harvard [Search](#)

School List [Total 2 Cases]

학교코드	KEDI코드	Country	Place	School Name
28083210	8400028	United States of Ame		Harvard University
29004837	8400028	United States of Ame		Harvard University

Select **Education** tab.

Note: Please enter your full educational history, **starting from your Bachelor's degree**.

① **New** Click **New** to add an entry.

② **Classification** Select degree.

- If you select '**Graduation with a master's degree**' or '**Graduation with a doctoral degree**', you must enter the **Thesis Title**.

③ & ④ **School Search / Manual Entry**

- Search:** Click the **magnifying glass** (③) to find your institution.
- Manual Entry:** If not listed, click **Enter Text** to manually type the **School Name** (④).

⑤ **Most Recent Degree** Check the box for your **highest degree** (Select one only).

⑥ **Save** Click **Save** or **Save and Continue**.

Important:

- Advisor:** Name/Affiliation required for Master's or higher.
- Dates:** Must **exactly match** your official certificates.



3. Completing the Online Application(3/7)

SERVICE MENU

Faculty Invitation Notice

Faculty Pool Management

Application List

Screening Result

Postal Mail Receipt Status

> Application for Faculty Invitation

Personal Information

Education

Professional Experience

Journal Article

Academic Book

Attachment

Application Submit

Desired Department

Professional Experience

[Total 0 Cases]

①

New

Delete

Save

Save and Continue

※ You must include your all previous and current job information

※ When applying for an adjunct teacher position, checking affiliation is required.

	N	Name of Institution(Company)	Classification of Care	Position	Affiliation	Career at Korea Univ.	Start
	N						

Select the **Professional Experience** tab to manage your career history.

① **New** Click **New** to add teaching or research experience.

⚠ Important Guidelines:

- **Verification:** Enter **only** experiences that can be **verified by official documents**. (You will be required to submit proofs if you pass the first-stage screening).
- Enter only experience gained after obtaining a doctoral degree.
- **Date Accuracy:** The start and end dates must **exactly match** the dates stated on your official certificates.

※ How to enter the 'End Date' for Current Employment:

- **If your resignation date is confirmed:**
Enter the confirmed resignation date.
- **If you are currently employed (resignation date undetermined):**
Enter the **day before** your expected appointment date at Korea University.
Example: If the expected appointment date is **March 1, 2027**, enter **February 28, 2027** as the end date.



3. Completing the Online Application(4/7)



Faculty Invitation Application System



Welcome,

LogOut

KOREAN

SERVICE MENU

Faculty Invitation Notice

Faculty Pool Management

Application List

> Application for Faculty Invitation

Personal Information

Education

Professional Experience

Journal Article

Academic Book

Attachment

Application Submit

Desired Department

② Article Upload

③ Article Check and Registration

Article Upload

Attachment List

[Total 0 Cases]



① Download Manual

File Upload

Delete

Save

Submission of Selected Articles

	N	Title	Journal Name	Document Type	Submission	Publication (YYYYMM)	Volume (Issue)
--	---	-------	--------------	---------------	------------	----------------------	----------------

조회된 내역이 없습니다. (Result not Found)

Select the **Journal Article** tab to enter and manage your publication records.

① **Download Manual Before** entering data, you **must** click the **Download Manual** button to review the instructions.

Alternatively, you can refer to the **Applicant Manual** in the **FAQ** section of the Korea University Faculty Invitation website (<https://invite.korea.ac.kr>).

② **Article Upload** Use this feature to upload publication data files **exported** from academic databases (Scopus, Web of Science, KCI website).

③ **Article Check and Registration**

a) **Manual Entry** Use this feature in the following cases:

- To enter publications **not indexed** in international databases (Scopus, Web of Science).
- If you **do not have access** to international academic databases.
- To register **accepted papers** or **recently published papers** that are not yet indexed.

b) **Review Uploaded Data:** Use this feature to verify publications imported via the **Article Upload** tab.

⚠ **Important:** Only publications that are **finalized and saved** in the **Article Check and Registration** tab will be included in your faculty application. You **must** review and confirm that all entries are correctly saved.



3. Completing the Online Application(5/7)

KOREA UNIVERSITY | Faculty Invitation Application System

Welcome, [LogOut](#) [KOREAN](#)

SERVICE MENU

- Faculty Invitation Notice
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- Application List
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SITE LINK

- Faculty Invitation Website
- Korea Univ. Website
- Non-tenure track (Sejong) Faculty Invitation Website

Application for Faculty Invitation

Personal Information | Education | Professional Experience | Journal Article | **Academic Book** | Attachment | Application Submit | Desired Department

Academic Book [Total 0 Cases]

① New Delete Save Save and Continue

② Book Details - Chrome

gmsportal.korea.ac.kr/modules/ngen/njob/NPER3240P_ENG.xrf

Book Details List **Save**

Achievement Academic Book **Book Category ***

Title *

Original Title

Publication Date * **Domestic / Overseas ***

ISBN *

Original Author

Achievement Number

Publisher *

Number of Authors *

Revision

Original Book Publication Date

Publication City

Book Category *

- Overseas General Academic
- Overseas Professional Academic Book
- Overseas General Academic Book
- Domestic Professional Academic Book
- Domestic General Academic Book
- Translated book/Annotation book
- Academic/ Arts Source Book
- Edited(Compiled) Book
- International Major Book
- Domestic Major Book
- Middle and High School Textbook
- Revised Edition

Select the **Academic Book** tab.

Note: Academic book records **cannot be uploaded** via file; they **must be entered manually**.

① **New** Click the **New** button to open the **Book Details** popup window (②).

② **Enter & Save** Fill in all **required fields (*)** in the popup window and click **Save**.

③ **Classification Criteria** Please refer to the definitions below to select the correct **Book Category**.

- **Professional Academic Book:** Books containing specialized, creative content written primarily for **experts and researchers** in the relevant field.
- **General Academic Book:** Books containing specialized, creative content written for **researchers in other fields** or the **general public**.
- **Overseas:** Books published **outside of Korea** in a foreign language. / **Domestic:** Books published **in Korea**.
- **Translated Book:** Books translated from a foreign language into Korean, or from Korean into a foreign language.
- **Annotation Book:** Books providing commentary on classics, original ideas, or theoretical systems.
- **Academic / Arts Source Book:** Collections of academic materials, indices, databases, or audio/visual resources.
- **Edited (Compiled) Book:** Books compiled of research papers or literary works by various authors (Anthologies/Edited Volumes).
- **International / Domestic Major Book:** **University-level textbooks** or major coursework materials.
- **Middle and High School Textbook:** Textbooks designed for secondary education curriculums.
- **Revised Edition:** A re-published book with significant amendments or updates to the original content.



3. Completing the Online Application(6/7)

KOREA UNIVERSITY | Faculty Invitation Application System

Welcome, [LogOut](#) [KOREAN](#)

SERVICE MENU

Application for Faculty Invitation

Personal Information | Education | Professional Experience | Journal Article | **Academic Book** | Attachment | Application Submit | **Desired Department**

Academic Book [Total 1 Cases] [New](#) [Delete](#) [Save](#) [Save and Continue](#)

Book Details - Chrome

gmsportal.korea.ac.kr/modules/ngen/njob/NPER3240P_ENG.xrf

Original Author Original Book publication Date

Achievement Number

Publisher * Oxford Publication City

Keywords

Notes

Author Information

Single Author
Collaboration(1st Author)
Collaboration(Corresponding Author)
Collaboration(Participation)

☐ N Applicant ☐ Name in English

[New](#) [Delete](#) [Save](#)

바랍니다.

④ **Author Information Entry** Scroll down to the **Author Information** section inside the **Book Details** popup.

- Click **New** to enter author details (Name, Role, etc.).

⚠ **Important:** After entering the details, you **must** check the box in the **Applicant** column next to your own name to identify yourself as the candidate.

⑤ **Save Author Details** Verify the entered information, then click the **Save** button located **inside the popup window**.

⑥ **Final Submission** Once all book details and author information are saved, close the popup window.

- Click **Save** or **Save and Continue** at the **top right of the main page** to finalize your entry.



3. Completing the Online Application(7/7)



KOREA
UNIVERSITY

Faculty Invitation Application System



Welcome,

LogOut

KOREAN

SERVICE MENU

Faculty Invitation Notice

Faculty Pool Management

Application List

> Application for Faculty Invitation

Personal
Information

Education

Professional
Experience

Journal Article

Academic
Book

Attachment

Application
Submit

Desired
Department

● Attachment [Total 1 Cases]

① Upload

File Name	Upload Date	Download	Delete
CV+KU.pdf	2025-11-25	Download	Delete

Attachment

① **File Upload** Click the **Upload** button to attach required and supplementary documents.

- **Curriculum Vitae (CV) (1 copy) [Mandatory]:**

Your CV **must** include details of **conference presentations, research grants, technology transfers, and awards/honors.**

- **Professional Licenses/Certificates:**

Required only for applicants in specific fields where a license is mandatory (e.g., Medical Specialist License for applicants to the College of Medicine).

- **Supplementary Materials:**

Any other documents that demonstrate your academic excellence.

4. Submitting the Application(1/2)

The screenshot shows the 'Faculty Invitation Application System' interface. On the left is a 'SERVICE MENU' with options like 'Faculty Invitation Notice', 'Faculty Pool Management', 'Application List', 'Application Result', and 'Postal Mail Receipt Status'. Below this is a 'SITE LINK' section. The main area is titled 'Application for Faculty Invitation' and includes tabs for 'Personal Info', 'Education', 'Professional E', 'Journal Article', 'Academic Book', 'Attachment', 'Application Submit', and 'Desired Depart'. A 'Search Term' section has a dropdown for 'Academic Year' (set to 201), a dropdown for 'Semester', and a 'Title' input field, with a 'Search' button. Below this is an 'Application' table with 79 cases. The table has columns: 'Academic Year', 'Semester', 'Position', 'Title', '(Graduate) School / Department', 'Application Field', and 'Apply'. The 'Apply' column contains 'Apply' buttons. An arrow points from the 'Apply' button in the last row to the 'Application List' section below. The 'Application List' section shows 1 case with columns: 'Academic Year', 'Semester', 'Position', 'Title', '(Graduate) School / Department', 'Application Field', and 'Cancel'. The 'Cancel' column contains a 'Cancel' button.

① & ② **Select Year/Semester and Search** Select the relevant **Academic Year** and **Semester**, then click **Search**.

Example: Spring 2027: Select Academic Year **2027** and Semester **Spring** / **Fall 2027:** Select Academic Year **2027** and Semester **Fall**.

③ **Apply** Find your desired Department and Recruitment Field from the list, then click **Apply**.

④ **Application List (Confirmation)**

- **Finalizing Submission:** You **must** confirm that your application record appears in the **Application List** section at the bottom of the screen. (See ④ in the image)

Important Notes:

- **One Field Only:** You may apply to **only one field**, even if your major qualifies for multiple recruitment fields.
- **Editing:** You can modify your application content at any time **before the deadline** without canceling your submission.

Submission Verification

- **Applicants are solely responsible** for verifying that their application has been successfully submitted.



4. Submitting the Application(2/2)



SERVICE MENU

Faculty Invitation Notice

Faculty Pool Management

Application List

Screening Result

Postal Mail Receipt Status

SITE LINK

Faculty Invitation Website

Korea Univ. Website

Non-tenure track (Salary)

> Application List [Total 1 Cases]

Title	Application Field	Application Date
Spring 20 Faculty Invitation		

①

① **Checking Application History** Once the application submission deadline has passed, you can view your submission details in the **Application List** menu.