



Faculty Recruitment Required Documents for The Second-Round Review

1. Basic Principles for Submitting Second-Round Review Documents

- A. Previously entered application information may under no circumstances be modified.
- B. If any modification history is identified after the submission deadline, it will be regarded as misconduct and the applicant will be excluded from review.
- C. The file name of each document must be set in the specified format as below

[2027 Spring Department Name_Application Field_File Category_Name]

Example: 2027 Spring Philosophy_Logic_Academic Credentials_Goryeo Kim

2. Procedure for Submitting Second-Round Review Document

- A. Prepare a table of contents for each category of the second-round review documents (Hangeul or Word → PDF).
- B. Merge the table of contents and the documents for each category into a single PDF file.
- C. Log in to the Faculty Recruitment Application System (<https://gmsportal.korea.ac.kr/recruit/index.jsp>).
- D. Upload the files under the "Attachments" menu of the Faculty Recruitment Application System.
- E. Submit one PDF file per category (except when splitting is necessary due to file size)

2. Procedure for Submitting Second-Round Review Document

 **KOREA UNIVERSITY**

Faculty Invitation Application System

Hong, Gil-Dong Welcome, [LogOut](#) [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

Application for Faculty Invitation

- Personal Information
- Education
- Professional Experience
- Journal Article
- Academic Book
- Attachment**
- on Submit
- Desired Department

Attachment [Total 2 Cases] [Upload](#)

File Name	Upload Date	Download	Delete
자격증.pdf	2014-05-03	Download	Delete
Second Screening Materials of Faculty Invitation.pptx	2023-04-25	Download	Delete

3. List of Required Documents

- A. CV (please do not delete nor change your CV that you have already uploaded)
 - B. Degree Certificates (Bachelor's, Master's and Doctoral) → a single PDF file
 - Diploma + Academic Transcript
 - C. Certificates of Employment → a single PDF file
 - D. Final Degree Dissertation
 - E. Maximum 5 representative articles or books
(those published before March 2022 are acceptable)
 - In case the representative articles or books are published after **March 2022**, please just mark 'Representative Works #1, 2, ...' on the cover. You do not need to submit those works twice with item D.
 - In case of books, the copy of the cover and the content will do.
 - F. Any academic articles or books published since **March 2022** → a single PDF file.
 - In case of books, the copy of the cover and the content will do.
 - F. Course evaluation materials (**applicable only to those with teaching experiences**).
 - maximum 5 courses within 5 years
 - H. One copy each of relevant certificates/licenses (only for applicants in fields requiring them) → one PDF file.
 - I. Two letters of recommendation from the final-degree advisor or others (**optional**)
 - The referee may send the letter directly to us via e-mail (faculty@korea.ac.kr).
 - When submitting the letter by postal mail, the letter should be sent in sealed envelope.
 - * Address: Faculty Affairs Team (#206, Main Building), 145 Anam-ro, Seongbuk-gu, Seoul, 02841, Korea
- ※ Please upload the required documents(**in PDF file format**) to "Attachment" section of the Faculty Invitation Application System. (refer to next slide for more information)
- ※ The submission deadline is **September 7, 2026**. <KST>

4. How to submit

A. Submit all documents as PDF files

<Exceptions >

Books: Please submit the book cover and table of contents as a merged PDF file and submit the original separately by mail.

Letters of recommendation: Please submit sealed letters of recommendation by mail or email them directly to faculty@korea.ac.kr

B. Log-in to our faculty recruitment application system and attach it to the 'Attachments' field.

C. The file name of the submitted documents must be set in the specified format.

<Example> 2027 Spring Department_Field_Academic credentials_Name

D. The capacity of each file **must not exceed 30MB** (if the capacity is exceeded, the file can be split)

<Example> 2027 Spring Department_Field_ Recent 5 years of research output (1)_Name/ 2027 Spring Department_Field_ Recent 5 years of research output (2)_Name

E. When submitting multiple documents together—such as academic transcripts, certificates of career/employment, etc.—by merging them, insert a table of contents for the submitted documents on the first page (free format; refer to the example on the following page)

F. If documents are not submitted within the submission deadline, no additional submission will be permitted.

4. How to submit-example of table of contents

Second-Round Review Documents

- Academic Credentials -

Name: Goryeo Kim

Application Field: Department of Philosophy, Logic

1. Graduation Certificate of Korea University (Bachelor)
2. Graduation Certificate of Korea University (Master)
3. Graduation Certificate of Korea University (Doctor)

Second-Round Review Documents

- Certificate of Employment -

Name: Goryeo Kim

Application Field: Department of Philosophy, Logic

1. Career Certificate of Korea University (Lecturer)
2. Employment Certificate of Korea University (Researcher)

5. Submission Guidelines by Item—Academic Credentials

A. Required Documents:

Academic certificates (graduation certificates) for all programs—Bachelor's, Master's, and Doctoral degrees

B. File Name Format:

2027 Spring Department_Field_Academic credentials_Name → Submit as one merged PDF file

C. Additional Notes:

a. If the university does not issue a separate graduation certificate, it may be replaced with a diploma + transcript

(When submitting a diploma, a transcript indicating both the date of admission and graduation (degree conferral) must also be included)

b. Only copies issued after the graduation (degree conferral) date are acceptable (no separate restriction on the issuance date, provided it is after the graduation date).

5. Submission Guidelines by Item—Certificates of Employment

A. Required Documents:

Certificates of career (employment history) and current employment

- a. Supporting documents are required for all experiences listed in the application
- b. Proof is not required for positions that cannot be considered full-time employment (e.g., academic society officers, external advisory roles, etc.)
- c. Submit career records primarily from after obtaining the doctoral degree (pre-degree experience such as teaching/research assistantships need not be submitted).

B. File Name Format:

2027 Spring Department_Field_Employment Certificates_Name

C. Additional Notes:

- a. For overseas work experience that cannot be verified through formal certificates, a confirmation letter from the head of the institution (or equivalent) may be submitted as a substitute
- b. Only copies issued after the actual final employment end date are acceptable (no separate restriction on the issuance date, provided it is after the employment end date).

5. Submission Guidelines by Item—Final Degree Dissertation

A. Required Documents: Final Degree Dissertation

B. File Name Format :

2027 Spring Department_Field_ Final Degree Dissertation_Name

5. Submission Guidelines by Item—Representative Outputs

A. Required Documents: Representative research outputs (papers or books)

B. File Name Format:

2027 Spring Department_Field_ Representative Outputs_Name

(If submitting multiple outputs, please include a table of contents)

C. Additional Notes:

a. Up to five works may be selected regardless of publication date

b. Submissions may consist of only papers, only books, or a combination of both

c. For books, only the cover and table of contents should be scanned and submitted as a file. The original copy must be sent separately by mail (courier or delivery service is allowed; in-person submission is not accepted)

Mailing Address:

Faculty Affairs Team (Main Building, Room 206) Korea University

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

Contact: +82-2-3290-5393

※ Please indicate “Faculty Recruitment Review Documents (Department, Field, Name)” on the package

5. Submission Guidelines by Item—Outputs in 5 Years

- A. Required Documents: Research outputs from the past five years (papers or books published since March 2022)
 - B. File Name Format: **2027 Spring Department_Field_Outputs in 5 Years_Name**
(If submitting multiple outputs, please include a table of contents)
 - C. Additional Notes:
 - a. Submit in the following order: papers → books, and within each category, in reverse chronological order (most recent first)
 - b. For forthcoming publications, a certificate of expected publication must be included
 - c. If there is overlap between representative outputs and outputs in 5 years, include them only under the representative outputs section
 - d. For books, only the cover and table of contents should be scanned and submitted as a file. The original copy must be sent separately by mail (courier or delivery service is allowed; in-person submission is not accepted)
- Mailing Address: Faculty Affairs Team (Main Building, Room 206) Korea University
145 Anam-ro, Seongbuk-gu, Seoul, Republic of Korea (02841)
Contact: +82-2-3290-5393
- ※ Please indicate “Faculty Recruitment Review Documents (Department, Field, Name)” on the package

5. Submission Guidelines by Item—Course Evaluation Materials

- A. Required Documents: Teaching evaluation materials
- B. File Name Format: [2027 Spring Department_Field_Course Evaluation_Name](#)
(If submitting multiple items, please include a table of contents.)
- C. Additional Notes:
 - a. Applicable only to applicants with teaching experience.
 - b. If the university does not issue official teaching evaluation reports as certificates, a printout of the teaching evaluation results page may be submitted as a substitute.
 - c. Submit teaching evaluation materials for up to five courses taught within the past five years.

5. Submission Guidelines by Item—Copies of Certificates/Licenses

- A. Documents to submit: Copies of relevant certificates/licenses
- B. File name format: **2027 Spring_Department_Field_Certificate_Name**
(Prepare a table of contents when submitting multiple supporting documents)
- C. Additional notes:
Applicants other than those for the Department of Medicine (College of Medicine) and the Department of Nursing (College of Nursing) are not required to submit certificates; however, certificates directly related to the recruiting field may be submitted as reference materials.

5. Submission Guidelines by Item—letters of Recommendation

A. Required Documents: Letters of recommendation

B. Submission Method (Choose One):

- a. The referee submits directly via email (faculty@korea.ac.kr) or by mail (see the address below)
- b. The applicant submits the letter by mail in a sealed envelope

Mailing Address:

Faculty Affairs Team(Main Building, Room 208), Korea University
145 Anam-ro, Seongbuk-gu, Seoul, Republic of Korea (02841)
Contact: +82-2-3290-5393

C. Additional Notes:

- a. The applicant's name and the field of application must be clearly stated
- b. The letter must include the referee's signature or seal
- c. If submitted by the applicant, it must be in a sealed envelope
- d. This is not a mandatory document; up to two letters may be submitted optionally

6. Confirmation of Recommendation Letter and Mail Submission

How to Check Whether Recommendation Letters and Mail (Publications) Have Been Received: [Faculty Recruitment Application System] - [Mail Receipt Status]
→ When a recommendation letter or mail is received by the Faculty Affairs Team, it will be recorded in the Mail Receipt Status.

※ Mail receipt results will be entered sequentially in the order of arrival; please note that it may take some time to confirm receipt and enter the information.

※ Until Thursday, September 3, we will not respond to phone or email inquiries. Please check the receipt status through the relevant screen, and contact us by phone or email only if it has not been updated by Thursday, September 3.

The screenshot displays the 'SERVICE MENU' on the left, with 'Postal Mail Receipt Status' highlighted. The main area shows the 'Application List' with a table containing columns for 'Semester', 'Position', '(Graduate) School/Mail', 'Title', 'Application Field', 'Submission', and 'Details'. A red box highlights the 'Submission' and 'Details' columns, showing 'Complete' and '2 Recommendation...' respectively. Below the table, a red box highlights the 'Postal Mail Receipt Status' section, which shows '2 Recommendation letters / 2 books'.

Semester	Position	(Graduate) School/Mail	Title	Application Field	Submission	Details
Spring	Full time				Complete	2 Recommendation...

2 Postal Mail Receipt Status

2 Recommendation letters / 2 books