



**Faculty Invitation**  
**Required Documents**  
**for The Second Screening**

# List of Required Documents

- A. Degree Certificates (Bachelor's, Master's and Doctoral)
    - Diploma + Academic Transcript
  - B. Certificates of Employment
  - C. Final Degree Dissertation
  - D. Any academic articles or books published since **2019.09**
    - In case of books, the copy of the cover and the content will do.
  - E. Maximum 5 representative articles or books (those published before 2019 are acceptable)
    - In case the representative articles or books are published after 2019.09., 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. 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](mailto: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
  - G. Course evaluation materials (**applicable only to those with teaching experiences**)
    - maximum 5 courses within 5 years
- ※ 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 **March 26, 2024**. <KR Local Time; GMT+09:00>

# How to submit

1. Submit all documents as PDF files

<Exceptions >

Books: Please submit the book cover and table of contents as PDF files, but please 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](mailto:faculty@korea.ac.kr).

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

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

<Example> (2nd screening) Academic credentials\_Name

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

<Example> (2nd screening) Recent 5 years of research output (1)\_Name/ (2nd screening) Recent 5 years of research output (2)\_Name

5. If you are submitting multiple submissions such as academic credentials and career certificates, please insert the table of contents on the first page (see free form or back page for examples).

6. Failure to submit within the deadline may result in disadvantages in the second round of screening.

# List of Required Documents

- ※ Please upload the required documents to “Attachment” section of the Faculty Invitation Application system. ([https://gmsportal.korea.ac.kr/recruit/index\\_close\\_eng.jsp](https://gmsportal.korea.ac.kr/recruit/index_close_eng.jsp))
- ※ All materials should be submitted in PDF file format.



### 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**
- Application Submit
- Desired Department

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

File Name	Upload Date	Download	Delete
자격증.pdf	2014-05-03	<a href="#">Download</a>	<a href="#">Delete</a>
Second Screening Materials of Faculty Invitation.pptx	2023-04-25	<a href="#">Download</a>	<a href="#">Delete</a>