



# **Faculty Invitation**

## **Required Documents**

### **for The Second Screening**

# List of Required Documents

- A. CV (please do not delete your CV that you have already uploaded)
- B. Degree Certificates (Bachelor's, Master's and Doctoral)
  - Diploma + Academic Transcript
- C. Certificates of Employment
- D. Final Degree Dissertation
- E. Any academic articles or books published since **September 2020**
  - In case of books, the copy of the cover and the content will do.
- F. Maximum 5 representative articles or books  
(those published before September 2020 are acceptable)
  - In case the representative articles or books are published after **September 2020.**, 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.
- G. 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
- H. 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 **May 27<sup>th</sup>, 2025**. <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	Download	Delete
Second Screening Materials of Faculty Invitation.pptx	2023-04-25	Download	Delete