

Additional Instructions on How to Apply

1. How to Submit Research Achievements

- A. Apply online through <https://professor.snu.ac.kr>
- B. **Download and print the application form** from <https://professor.snu.ac.kr>
- C. Submit 6 copies of Research Achievements (including the original) that have been published within the past 5 years
 - a. **Research achievements should be listed in order of how it appears on the application form.**
 - b. **The publication dates specified on the application form should be exactly the same as they appear on the published originals.**
 - c. All submitted research achievements must be published originals.
 - ✓ If a research achievement is an online-only article, 6 printed copies should be submitted; One copy must include the detailed information on the publisher, publication date, table of contents, etc.; URL access should be also clearly indicated on the application form.
- D. Submit 6 copies of the Full List of Research Achievements

2. How to Submit Application Forms, Transcripts, Certificates of Graduation, Certificates of Employment, and Recommendation Letters

- A. **List the application materials in 1 PACKAGE in the following order:**
 - 1) Application form
 - 2) Undergraduate Transcript and Certificate of Graduation
 - 3) Master Transcript and Certificate of Graduation
 - 4) Doctoral Transcript and Certificate of Graduation
 - 5) Certificates of Employment
 - *The Certificates of Employment should be listed in chronological order.
 - 6) Personal Essay
 - 7) Statement of Research Plan and Teaching Objectives
- B. **Submit 2 PACAKAGES** of the application materials indicated above (2-A)
- C. **If Certificate of Graduation is not officially issued by your graduate school, the applicant MUST submit a copy of Diploma(s).**
- D. Recommendation Letters can be sent either by recommenders or applicants via regular postal mail; they must be sealed with the recommenders' signature if sent by applicants.
 - a. Recommendation letters should be from at least two scholars in the same

field of specialty (1 copy each).

- b. **The applicant's name should be clearly indicated on the envelope exactly as they appear on the application form.**
- c. If and only if a recommender emails a copy of the recommendation letter (kay@snu.ac.kr) BEFORE OR BY the application deadline, late submission will be accepted.
 - ✓ Only PDF and JPG files will be accepted
 - ✓ **The applicant's name should be included in the email subject line.**
 - ✓ The original letter must be submitted within a week after the application deadline.

3. **If the applicant's doctoral advisor or doctoral committee chair is a Korean national, his or her name should be notified via email (kay@snu.ac.kr)** (In this email, the applicant's name and the area of application must be included in the subject line).

4. Regarding Certificates of Graduation and Certificates of Employment:

- A. Submitted Certificates of Graduation and Certificates of Employment must be the originals; The copies should be checked against the originals.
- B. The start and end dates of your education and employment must be identical with the application form exactly as they appear in Certificates of Graduation and Certificates of Employment.
- C. Previous employment that cannot be verified through an official document should not be included on the application form.
- D. Foreign-issued Certificates of Employment must include the following information:
 - 1) The Title of the Position
 - 2) Dates of Employment (DD/MM/YY-DD/MM/YY)
 - *Dates of employment should not be stretched; make it clear that the applicant had worked in the same institution in two separate periods.
 - e.g., 03/03/2013—06/20/2013. Ethics Education, SNU
 - 09/01/2013—12/16/2013. Ethics Education, SNU
 - 3) Salary
 - 4) Full-time or Part-time