

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 2 weeks 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

※ Please make sure that you complete your documents without making typos. It is especially important that you type your research achievements for review correctly. They need to follow the exact capital or lower-case alphabets as they appear in publication.