

This document has been created to give applicants details on what documents they will need in preparation for submitting their initial online application. **Applications may only be submitted through the official online application system**, and the necessary and optional documents listed here must be uploaded during the completion of the online application. It would be beneficial to prepare these documents in advance before beginning the online application. Only the documents required for the initial application stage are listed here, and further documents will be necessary following a successful interview.

**Please also be sure to check the eligibility requirements listed on our website ([epik.go.kr](http://epik.go.kr)) to ensure eligibility to the program.** For any questions unanswered by the information on our website, please email us at [epik@korea.kr](mailto:epik@korea.kr).

If applying through an affiliated MOU/MOA Organization or Recruitment Agency, please contact them in advance for specifics related to their requirements and procedures.

If applying for EPIK Plus, please make sure to read all the details on our website before submitting your application. **Successful EPIK Plus candidates are placed only in rural areas of Jeju Special Self-Governing Province or the Jeollanam Province.**

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## Online Application

The online application must be completed through the link provided on the “Apply Now” section of our website. You will need to create an account on that page before you can start the application. Accounts are deleted each term, so a new account is required if you have created an account for a previous term. When creating an account please use an email address you will have continual and easy access to throughout the process as it cannot be changed afterwards. **We do not recommend using university email addresses.**

**The online application form does not support mobile browsers/devices. Please use the desktop version of Chrome or Edge for the best compatibility.**

**Applicants may only submit one application per term. An applicant cannot submit one application directly and then one through an affiliated MOU/MOA organization or Recruitment Agency.** Multiple submissions will not be considered and may result in disqualification, and an applicant who has received a final application result for an intake cannot reapply for the same intake. As such, please fill in the application carefully and review the contents before final submission to avoid submitting an incorrect or incomplete application.

Please also be careful to avoid the following common errors:

- 1. Time Spent Abroad:** Be sure to list all time spent abroad outside your country of primary citizenship. This includes any previous and current time spent abroad, including short trips under a month in length. *If you are currently in Korea and are not a Korean citizen, you must include your time spent in Korea. Prioritize by most recent.*
- 2. Educational Background:** Please list all schooling from Elementary to High School (or from Primary to Secondary Schools) in chronological order for the first part of the Education Background section. Click the “add” button to create more rows. If you have attended more schools than you can list on the online application, then prioritize the most recent schooling. **Missing information will delay your initial application screening process.**

*In the following example, you would list only the green highlighted schools on your application, and then provide a full detailed list of your educational background upon request.*

Schooling	Name of Institution	City & Country	From (MM/YYYY)	To (MM/YYYY)	Years at School
Elementary	A Elementary	A, USA	09/2000	06/2001	1
Elementary	B Elementary	B, USA	09/2001	06/2005	4
Elementary	C Elementary	C, USA	08/2005	05/2006	1
Middle	D Middle School	D, USA	08/2006	05/2007	1
Middle	E Middle School	E, USA	09/2007	06/2008	1
High	F High School	F, USA	08/2008	05/2009	1
High	G High School	G, USA	09/2009	06/2011	2
High	H High School	H, USA	08/2011	05/2012	1

For the Tertiary Education section, any period where you have studied abroad as part of your degree should have the Degree section marked as “N/A” and the Major section should state

“Study Abroad” or the name of the study abroad program you completed. If you have completed a degree outside of your home country, please list it normally as a degree, not as study abroad.

- 3. Personal Essays & Lesson Plan:** These sections are closely reviewed by the Offices of Education when they make a final selection. As such, you want to make sure to put time and effort into following the directions and completing these sections, taking the opportunity to give the Offices of Education a better understanding of you as an individual. **Any essays/lesson plans that contain plagiarized or AI-generated content may negatively impact your application.** Low-effort applications will not be considered.

**You do not need to complete the application in one sitting and can log in again to continue filling out the application.** However, it only saves between pages after pressing “Proceed”, so you must complete the entire page if you wish to save your progress.

## Professional Photo

Applicants must upload a **professional** quality photo while completing their online application. This should be a photo taken of the applicant from the shoulders up and facing forward. **Please try to ensure the background is a solid color and that no part of the applicant’s head or face is cropped outside of the photo. Applicants may smile in the photo.** They may also wear glasses as long as they are clear lens glasses necessary for sight correction, but they should not be wearing sunglasses, hats, scarves, etc.

For uploading the photo file, 2 methods will be available. The first will require that the photo be 3 cm (in width) x 4 cm (in length) and the file size should not exceed 2 MB in size. The file type should be JPEG, JPG, GIF, BMP, or PNG. This first method will allow editing through the upload tool, but it may not work with some browsers. As such, an alternative tool will be available. For this method, the file type should be JPG, GIF, or BMP, and the photo file size should not exceed 4 MB.

## Two Letters of Recommendation

Applicants must upload digital versions (scans are acceptable) of their original hard copy letters of recommendation for the initial application stage while completing their online application. The letters must be uploaded in PDF format. If one of the letters is longer than 1 page, please combine the pages into one single, properly aligned PDF file. The file size of each letter must not exceed 10 MB. **The original ink-signed hard copies of these scans must be submitted following a successful interview.**

If the individual writing your letter of recommendation does not wish to submit the letter to you to scan and submit with the online application, please email our office at [epik@korea.kr](mailto:epik@korea.kr) for an alternative method, but we prefer that the letters be sent through the online application when possible.

**There are very specific requirements for the letters’ contents and format.** Please pay careful attention to the letter of recommendation requirements outlined below. Each letter of recommendation must meet the following requirements:

- **Letters must be from a supervisor, professor, academic advisor, co-teacher, or other professional source.** The referee cannot be a friend, family member, or co-worker. Letters from post-high school/secondary school sources are preferred.
  - Current teachers in Korea **must** provide at least one letter from their current school.
- **Letters of recommendation from volunteer groups or organizations, social clubs, etc. will only be accepted if the experience is based on a teaching or education-based context.** Letters from freelance contracts, independent nannyng or babysitting experiences, tutoring, etc. will also not be accepted. Letters from religious organizations will also only be accepted if in a teaching/education related or employed context.
- **Letters must be on official letterhead OR the referee's business card must be attached.** If neither is possible, the applicant will need to obtain a letter from a different source. If a business card is attached, a scan of the business card should be included in the PDF file of the letter.
  - Public schools in Korea do not normally have letterheads or business cards, so the letter should clearly state the school's name, address, and contact number. Korean school letters must be signed by the referee or include their personal seal. If possible, having the school's logo and/or official seal would be preferred, but it is not mandatory as we understand that some schools may not be willing to go through all the required paperwork and processes to have that issued.
- **Letters must have the name of the referee and their title clearly stated.**
- **Letters must be ink-signed. Digital signatures will be accepted only for the initial application.** Following a successful interview, the original physical copies with real, pen-to-paper ink signatures must be submitted as part of your application package. ***Traced signatures and duplicate/doubled signatures are not acceptable (i.e. ink signature next to printed copy of recommendation letter scan).***
- **Letters of recommendation must contain the contact information of the referee.** Ideally, both a phone number and an email address should be on the letter.
- **Letters must include a typed date** and must be dated within 2 years from the opening of the application period for the term an applicant is applying. **For the Fall 2025 term**, letters must be dated on or after **February 1<sup>st</sup>, 2023**. Regardless of the formatting, the date must be a full date (i.e. February 1<sup>st</sup>, 2023; 01/02/2023; 2023.02.01, etc.).
- **Letters must include the applicant's full first and last name as it appears on their passport.**
- **Letters may be in either Korean or English.**
  - Any letters written in Korean must have at least one instance of the applicant's full name written in English alphabet.
- **Letters should be 1-2 pages in length.**

- **Letters should be addressed to “Whom it May Concern” or to the “EPIK Team.”** Letters addressed to recruiters, specific Offices of Education, or other institutions/organizations will not be accepted.
- **Letters should clearly state the relationship between the referee and the applicant, including the length and nature of the relationship.** They should also contain more than just a description of the applicant’s role or responsibilities. Letters that do not contain any character reference or do not attest to the applicant’s (potential) ability as a teacher will not be accepted.
- **Letters from online TEFL/TESOL/etc. course providers are not accepted.** Letters from course providers are only accepted when the applicant has attended the course in-person.

Please review [the appendix](#) for the letter of recommendation template.

## Current Contract End Date Page (for Those Currently Working in Korea)

Due to visa restrictions and official employment policies, it is important that there are no overlapping contract dates for those currently employed in Korea. To confirm an applicant’s current contract end date and to best be able to handle the needs of each applicant, we require those currently under an employment contract in Korea to provide a scan of their current employment contract(s). **Only a scan of the page(s) showing the contract end date is needed. Please do not submit a scan of the full contract.** The file must be uploaded in PDF format. If multiple pages are required, you may combine the pages into one single, properly aligned PDF. The file size must not exceed 10 MB.

## Proof of English Education

If you fall under one of the categories listed below, applicants will be required to submit proof of English education. This documentation will be needed from schools attended from 7<sup>th</sup> grade/year and through high school (or equivalent) graduation. **Letters from each school attended during this period must be submitted and they must clearly state the name of the applicant, the period of enrollment, and that the language of instruction for the school was conducted in English for all lessons/classes during the period the student was enrolled in excluding foreign/additional language courses. The letter must also be dated (can be typed or stamped; handwritten not accepted).** The letters should come from the school’s administration offices. The proof of English education must be uploaded in PDF format. If multiple pages are required, please combine the pages into one single, properly aligned PDF file. The file size must not exceed 10 MB.

### 1) For Korean Citizens:

- If the applicant is a Korean citizen and holds legal residency (not dual citizenship) in one of the designated countries where applicants are accepted from, they are eligible to apply but must submit proof of English Education for each school attended to show they meet the English Education background requirement.

### 2) For South Africa, Quebec, Puerto Rico, etc. Applicants:

- Applicants who received their education from 7<sup>th</sup> year/grade and through high school/secondary graduation in areas where English is often not used as the language of

instruction in schools (South Africa, Quebec, Puerto Rico, etc.) must submit proof of English education from each school attended during this period. **English must have been the language of instruction for all subjects excluding foreign/additional language subjects.** A letter from each school's administrative office that states the period of attendance and that English was the language of instruction during their attendance will suffice as proof of English Education.

### 3) For Those Who Attended Schools outside the Designated Countries:

- If an applicant's education from 7<sup>th</sup> grade/year and through high school/secondary was completed outside one of the designated countries, the schools attended must have been accredited English-medium international schools to be considered eligible. Documents required from these schools include transcripts and proof of enrollment showing both the accreditation status of the school and that English was the language of instruction. Proof of English education will need to be submitted for all schools attended outside one of the designated countries in this case.

## Tattoo Photos

**Photos of all tattoos located on the hands, arms, feet, legs, neck, and head must be submitted.**

Along with these photos, applicants may submit photos showing the method they plan to use to keep the tattoos covered. All tattoos must always remain covered while teaching through EPIK. Be sure to list full details (location, size, description) as requested on the online application along with uploading the necessary photos; **tattoos that are not located on the areas listed above should also be listed on the application form.** The uploaded file is limited to 1 file and will need to be in either JPG or PDF format. If multiple photo files or pages are required, you may combine the pages/photos into one single, properly aligned PDF/JPG file. The file size must not exceed 10 MB.

## Lesson Plan Worksheet/Handout Samples (Optional)

We recommend that the lesson plan have one or two handouts or worksheets that can be used as samples of potential lesson materials. You may submit PPT samples, but these must be converted to either JPG or PDF format and you are still limited to only 2 overall pages including PPT sample for this section (You may edit the PPT layout to allow multiple slides per page). **Do not submit files over 2 pages in length.** Two total uploads will be allowed for these. These will need to be in either JPG or PDF format. You may submit 2 pages as separate files or you may combine the pages into one single, properly aligned PDF/JPG file. The file size must not exceed 10 MB. Any files not converted to PDF or JPG format as detailed above will be disregarded.

**Please keep in mind that the worksheet/handout upload section is not for uploading your entire lesson plan.** You are required to complete the lesson plan on the online application form, and failure to do so will result in your application being rejected.

## Appendix: Letter of Recommendation Template

*This is only a guideline. Reference Letters do not need to match this exact format.*

### Letterhead

(한국 학교 및 학원: 기관 직인 또는 로고)

Company/School Address

Phone Number

Email Address

Date

Recipient information (i.e. “Dear EPIK Team” or “To Whom it May Concern”)

*Please write specific information attesting to the applicant’s ability to teach in Korea.*

*The letter must:*

- *Be in Korean or English (한국어로 작성 가능 단, 지원자 성명은 영문으로 입력)*
- *Be 1-2 pages*
- *Be typed and printed on professional letterhead (handwritten letters are not acceptable)*
- *Include the applicant’s full first and last name*
- *Clearly state the relationship between the referee and the applicant, including the length and nature of the relationship*
- *Provide a character reference, and not only describe the applicant’s role/duties*
- *Include any other required and relevant information listed in the [Two Letters of Recommendation](#) section*

Name

Position

Signature (Must be ink-signed, 작성자 잉크 서명)