



Required Documents (Simple Guide)

Following the initial application and a successful interview, applicants will move on to the document submission part of the application process. Applicants must submit all required documents directly to the EPIK office if they pass the interview, and documents should be submitted in a timely manner. These documents do not need to be prepared at the time of the interview, but preparing them in advance will help with the steps following the interview and put applicants in an advantage should they pass the interview. Applicants should keep in mind that required documents may vary or differ depending on their country of origin. These differences are noted below where necessary.

Please note that this guide refers only to documents that must be submitted following the interview part of the application process. For initial application submission, only the digital application and two scanned letters of recommendation are required which should be sent via email to epikapplication@gmail.com. Instructions can be found on the [Apply Now](#) section of our website. This is also only a simple guide to help applicants get started with document collection. A more detailed guide will be sent to each applicant following a successful interview.

- ① **Application Form**
- ② **Passport Information Page Copy**
- ③ **Professional Photo**
- ④ **Apostilled CRC**
- ⑤ **Apostilled Diploma**
- ⑥ **Sealed Transcripts**
- ⑦ **Two Original Recommendation Letters**
- ⑧ **Proof of Level 2 Status**
- ⑨ **Additional Documents**
- ⑩ **Proof of Full-Time Teaching Experience (PTE)**

Appendix 1: Letter of Recommendation Template

① Application Form:

Successful applicants must submit one hard copy of the full and completed application. The application form must be filled out entirely and correctly, and any changes or corrections to the application that were discussed during and after the interview part of the application process must be properly addressed.

Important: Following Section 15 of the application, a hand-signed ink signature is required for the hard copy. Applicants must fill out the application electronically, print the application, and then sign this section in ink. Digital signatures will not be accepted and those that fail to sign this section will need to send another signed version of the application at their own expense.

② Passport Information Page Copy:

Each applicant must submit a color copy of the photo page in their passport.

③ Professional Photo:

Applicants must submit a professional quality photo. This should be a photo 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. This photo should be of an appropriate size to fit into the top right section of the application's first page without obscuring any other sections of the application. It does not need to fit inside the photo box outline exactly, but should not cover any other sections of the application.

④ Apostilled CRC:

The Criminal Record Check (also known as a "Police Certificate") must be issued by a national police authority from the applicant's country of primary citizenship. CRCs issued by police authorities below the national level will not be accepted. **Please see the table below for specifics on obtaining a CRC by country.** The CRC must be dated from on or after February 1st for the Fall Term's main intake and on or from August 1st of the preceding year for the Spring Term's main intake. Dates will differ slightly for late intake positions.

Important: An apostille must be affixed to the original by the appropriate government office. Please see [Apostille Information](#) for apostille office details.

All applicants should use the links in the table on the following page to begin the process of obtaining a national level criminal record check in their home country:

CRIMINAL RECORD CHECK INFO BY COUNTRY

Australia
Australian Federal Police
Canada
Royal Canadian Mounted Police <i>(Inquire with your local police station.)</i>
Ireland
An Garda Síochána
New Zealand
Ministry of Justice
South Africa
Department of International Relations & Cooperation
The United Kingdom
Disclosure Scotland
<i>(A basic disclosure is sufficient in most cases.)</i>
The United States
FBI- Channeler (Recommended) <i>Please see note below.</i>
FBI- Direct (~12 weeks to Process)

For all applicants, after obtaining the CRC, it must be apostilled by the correct apostille authorities.

Note: If you are currently residing in a foreign country and have resided there for 1 or more years, you may need to submit an apostilled CRC from that country as well. Details will be discussed during the interview.

For Canadian applicants, apostille is not available in Canada. As such, Canadian applicants will need to present their CRC to the Korean consulate or embassy nearest to them in order to receive an official authentication from the consulate or embassy in place of the apostille.

For US applicants, the CRC must be apostilled by the US State Department. A state level apostille will not be accepted for CRCs. **IMPORTANT: For US applicants, applying directly through the FBI for a CRC is an incredibly time consuming process that can take multiple months.** As such, we recommend that American applicants use an approved FBI channeler for obtaining their CRC as this process may take as little as a few days or weeks compared to the few months it would take directly with the FBI. A list of approved FBI channelers can be found at: [FBI Website: Approved Channelers](#).

⑤ Apostilled Diploma:

Successful applicants must submit an apostilled copy of their Bachelor's diploma. While it is possible to have an original diploma apostilled, we recommend having a copy apostilled as we will not return any documents submitted to us.

Receiving an apostille for the diploma copy differs depending on the country where the diploma was obtained. **Please contact the national apostille office/service in the country for specifics and instructions on how to obtain an apostilled copy of the diploma.**

For US applicants, diploma copies cannot be apostilled at the national level. A certified copy of the diploma should first be created by a local notary public. This certified copy can then be sent to the local state's apostille office for apostille. **This is only in regards to diploma copies. For the CRC apostille this must be done by the US State Department only.**

For Canadian applicants, apostille is not available in Canada. As such, Canadian applicants will need to present a certified copy of their diploma to the Korean consulate or embassy nearest to them in order to receive an official authentication from the consulate or embassy in place of the apostille.

For applicants who have yet to receive their diploma, a "letter of intent to graduate" or similar provided by a university registrar's office may be used as a temporary placeholder for the apostilled diploma copy requirement in order to receive placement following the interview part of the application process. However, an apostilled diploma copy will need to be submitted directly to the EPIK office no later than 6 weeks before their expected contract start date. If an applicant will not receive their diploma in time to meet this deadline, then that applicant is not eligible for the current term. Those that submit a placeholder "letter of intent to graduate" to secure a position but then fail to submit the apostilled diploma copy by the deadline will have their position revoked for that term.

Apostille Information:

Any submitted CRC and bachelor's diploma copy must be apostilled to be accepted. If an applicant also holds any master's degree which will be used for salary considerations, then an apostilled copy of this diploma will also be required.

Apostille Office/Service Information

Australia				
Department of Foreign Affairs and Trade				
Ireland				
Department of Foreign Affairs				
New Zealand				
Department of Internal Affairs				
South Africa				
Department of International Relations & Cooperation				
The United Kingdom				
Foreign & Commonwealth Office				
The United States				
U.S. States – Diplomas must be apostilled at the state level.				
Alabama	Alaska	Arizona	Arkansas	California
Colorado	Connecticut	Delaware	Florida	Georgia
Hawaii	Idaho	Illinois	Indiana	Iowa
Kansas	Kentucky	Louisiana	Maine	Maryland
Massachusetts	Michigan	Minnesota	Mississippi	Missouri
Montana	Nebraska	Nevada	New Hampshire	New Jersey
New Mexico	New York	North Carolina	North Dakota	Ohio
Oklahoma	Oregon	Pennsylvania	Rhode Island	South Carolina
South Dakota	Tennessee	Texas	Utah	Vermont
Virginia	Washington	West Virginia	Wisconsin	Wyoming
U.S. Department of State - FBI CRCs must be apostille at the federal level.				

⑥ Sealed Transcripts:

Applicants must submit a sealed (in an unopened envelope provided by the university/institution itself) set of final (reports the completed degree/qualification) transcripts from each university/institution where a degree used toward EPIK program or salary qualifications was earned. If an applicant attended any schools where credits/courses were transferred to their final school at which they earned their degree, a sealed set of transcripts will be required from these schools as well only if the name of the transferred courses and credit worth of each transferred course is not reported on their final transcripts from the university/institution where the final degree was earned.

For applicants who have yet to receive their diploma, if final transcripts are not yet ready from the university/institution attended, applicants may submit a set of sealed current transcripts as a placeholder document. However, a sealed set of final transcripts will need to be submitted directly to the EPIK office no later than 6 weeks before their expected contract start date. Those that submit a placeholder sealed set of current transcripts to secure a position but then fail to submit the sealed set of final transcripts by the deadline will have their position revoked for that term.

⑦ Letters of Recommendation:

Applicants must submit the original hard copies of both letters of recommendation that were submitted electronically with the initial application. There are very specific requirements for the letters' contents. Please pay careful attention to the letter of recommendation requirements outlined below. Each letter of recommendation must meet the following requirements:

- ✓ They 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.
- ✓ **They must be on 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.
- ✓ Letters must have the name of the referee and their title either in the letter or at the signature. **Letters must also be signed with ink. Electronic signatures are not acceptable.**
- ✓ **The contact information of the referee must be on the letters of recommendation.** Ideally, both a phone number and an email contact should be on the letter.
- ✓ **The letters must be dated** and must be no older than 2 years from the opening of the application period for the applying term.
- ✓ Letters may be in Korean or English.

- ✓ Letters should be 1-2 pages in length.
- ✓ The letters should be addressed to “Whom it May Concern” or to the “EPIK Team.” Letters addressed to recruiters or other institutions/organizations will not be accepted.
- ✓ **Letters must include the applicant’s full first and last name as it appears on their passport.**
- ✓ Letters should clearly state the relationship between the referee and the applicant, including the length and nature of the relationship.
- ✓ Current teachers in Korea must provide at least one letter from their current school. Public schools in Korea do not normally have letterhead so the letter must have the school’s stamp along with the ink signature of the referee.
- ✓ We cannot accept letters from online TEFL/TESOL/etc course providers.

A sample letter of recommendation template can be found in [Appendix 1](#).

⑧ Proof of Level 2 Status:

Applicants may apply while technically considered as level 3, but will need to qualify as a level 2 or higher no later than 6 weeks before the official start of their contract and provide documentation of such. Failing to do so will result in the revocation of any placement offer. Attaining a level 2 or higher status may be done through various means.

One of the following is needed to be considered as level 2 or higher:

1) TEFL/TESOL/CELTA Certification or a valid Teaching License/Credential

- Applicants who have or will complete one of these certifications must submit a copy of their final certificate **NO LATER than 6 weeks prior to the official start of their contract**. If an applicant does not complete their course and provide the required copy of their final certificate by the designated date, any position granted in the interim will be revoked.
- Certificates must clearly state the number of hours for the course. If they do not, the applicant must provide proof of the number of hours (e.g. by submitting transcripts, a letter from the course director, or a copy of an online description of the course that highlights the number of hours). Only certificates of 100 or more hours will qualify applicants for level 2 or above status.

For applicants who wish to teach in Busan, the Busan Metropolitan Office of Education will only recognize TEFL/TESOL certificates that have at least a 50 hour in-class component. For all other locations, an in-class component is NOT required.

- If an applicant possesses a valid teaching license or credential, they must submit a photocopy of it and bring the original with them to Korea. Teaching licenses must be current and valid at the time of their contract start date to be qualified as a level 2 or above status.

2) Bachelor's/Master's degree in Education/major in Education

- Applicants who possess a Bachelor's degree in Education or who majored in a field of Education automatically qualify for level 2 status. Applicants who have a Master's in Education meet not only our minimum requirement, but also qualify for the higher level 2+ status. As such, anyone who has these qualifications does not have to obtain a TEFL/TESOL/CELTA certification.

3) 1 Year of TaLK Scholar Experience

- Proof of TaLK experience can be obtained from the school's administrative office. Those with 1 or more years of TaLK experience qualify as level 2 status.

⑨ Additional Documents:

Depending on a variety of factors, applicants may also occasionally need to submit one or more of the following documents. Applicants should review the following carefully to see if any of these additional required documents apply to them.

1) For Korean Citizens: Proof of Residency/Citizenship & English Education

- If the applicant is a Korean citizen and holds legal residency/dual citizenship in one of the seven designated countries where applicants are accepted from, they must provide proof of legal residency/dual citizenship.
- Furthermore, these applicants will need to submit proof that they have received their education in one of the seven designated countries from where applicants are accepted or at accredited international schools beginning from the 7th grade/year and through university. Transcripts and proof of enrollment from these schools will be necessary.

2) For South Africa/Quebec Applicants: Proof of English Education

- Applicants who received their education from 7th year/grade and through university in either South Africa or Quebec must submit proof of English Education. To be eligible for the program, the schools attended during this period must have used English as the primary language of instruction for all subjects not considered foreign language subjects. This proof can come in the form of a letter from their school's administrative office that states the period they attended the school and that English was the primary language of instruction during their time of attendance. A letter must be submitted for each school attended during this period.

3) For UK/Australian Applicants: Apostilled Birth Certificate

- Applicants from the UK and Australia must submit an apostilled copy of their birth certificate along with their other documents. Please check with your national apostille office/service for apostille details. For those whose current name does not match that on their birth certificate, multiple or a more detailed criminal record check may be necessary. Details on this will be given during the interview.
- For those who have become naturalized citizens of these countries and thus do not possess a birth certificate from these countries, a copy of immigration or naturalization papers will be needed in its place. This document does not require apostille.

4) For International School Attendee Applicants: Proof of English Education

- If an applicant's education from 7th grade/year and onward was completed outside one of the 7 designated countries from which applicants are accepted, the school attended must have been an accredited, English-medium international school. Documents required from these schools include transcripts and proof of enrollment.

5) For Applicants currently in Korea: Certified Copies, ARC, VISA, Contract, etc.

- Applicants currently teaching in Korea can receive certified copies of their vital documents (apostilled CRC, apostilled diploma, etc) from either their current office of education or their local office of immigration. These copies can be used in place of new documents to save time for applicants currently in Korea.
- Public school teachers may receive a certified copy of their apostilled diploma, apostilled CRC, apostilled birth certificate (if applicable) and of their transcripts from their local office of education.
- Teachers at private institutions may receive a certified copy of their apostilled CRC and apostilled birth certificate from their local office of immigration. They will still need to submit an apostilled birth certificate (if applicable) and a sealed set of final transcripts as the offices of immigration do not require or hold these documents.
- For both public and private school teachers, the certified copy of the CRC is only valid if the applicant does not plan to leave Korea for more than 90 days between their current and new contract. Proof of this will be needed in the form of a "Record of Entry and Exit" document which can be provided by a local government office or by the local office of immigration. Details on this will be given during the interview.
- On top of other documents, current teachers in Korea must also submit a photocopy of their ARC (both sides) and of their initial Korean visa page located in their passport.

⑩ Proof of Full-Time Teaching Experience (PTE)

Proof of teaching experience letters (PTEs) should be on official letterhead, state your full name, clearly state whether your employment was full-time or not, and the duration of employment (including specific start and finish dates). They should also state the capacity in which you were employed (teacher, etc.) as well as what levels/grades and subjects were taught. Letters from co-workers are not sufficient to prove teaching experience. Letters must be issued by your school's administrative office.

Proof of teaching experience letters must prove at least one full “academic year” of teaching experience to qualify a teacher for a higher pay level. For experience at private institutes (such as hagwons), you will want to be sure that the dates stated on the letter show that you have completed a one-year, 365-day contract. If your contract is currently in progress, you will have to submit the letter separately once the contract concludes.

Your coordinator or agency will be able to provide you with a template following a successful interview.

Appendix 1: Letter of Recommendation Template

***This is only a guideline for reference Letters do not need to fit this exact format.**

Letterhead

Company Address
Contact information
Phone number
Email address

Date: Must be within 2 years.

Recipient Information: E.g., "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.
- ✓ Be 1-2 pages.
- ✓ Be typed and printed on professional letter head (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.
- ✓ Include any other relevant information.
- ✓ If currently working in Korea, one letter must be from your current employer.

Name:

Position:

Signature (Must be ink-signed)