



## **Mandatory Required Documents**

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. 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. [Passport](#)
2. [Professional Photo](#)
3. [Apostilled CRC](#)
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**Appendix 1: Letter of Recommendation Template**

## 1. Passport

Each applicant will need to submit a color copy of the basic information page in their passport. Applicants should ensure they have a passport that will be valid for at least a year and a half from the expected date of arrival in Korea.

## 2. Professional Photo:

Applicants must submit a professional quality real photograph. 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. This should be attached to your application with a paper clip. **It must be a real photo on photo-quality paper.**

## 3. 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 1<sup>st</sup> for the Fall Term's main intake and on or from August 1<sup>st</sup> 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:

**CRC Information Table on Next Page ↓**

## CRIMINAL RECORD CHECK INFO BY COUNTRY

Australia
<a href="#">Australian Federal Police</a>
Canada
<a href="#">Royal Canadian Mounted Police</a> <i>(Inquire with your local police station.)</i>
Ireland
<a href="#">An Garda Síochána</a>
New Zealand
<a href="#">Ministry of Justice</a>
South Africa
<a href="#">Department of International Relations &amp; Cooperation</a>
The United Kingdom
<a href="#">Disclosure and Barring Service</a> – England & Wales
<a href="#">Disclosure Scotland</a> – Scotland
<a href="#">AccessNI</a> – Northern Ireland
<a href="#">ACRO</a>
<i>(A basic disclosure is sufficient in most cases.)</i>
The United States
<a href="#">FBI- Channeler</a> (Recommended) <i>Please see note below.</i>
<a href="#">FBI- Direct</a> (~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 2 or more years, you may need to submit an apostilled CRC from that country as well. Details will be discussed during or after the interview.

**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](#).

**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 UK & Australian applicants**, if you have ever received a legal name change in your home country, you must be sure to list these former names on your CRC application where asked and they should be clearly listed on the check itself once received. If the office is unable to do this, please contact your coordinator following interview.

#### 4. 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. **Only degrees from English-based universities in one of the seven designated countries are accepted.**

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 on Next Page ↓**

### **Apostille Information:**

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

#### **Apostille Office/Service Information**

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

### **5. Sealed Transcripts:**

Applicants must submit sealed (in an unopened envelope provided by the university/institution itself) set of final (reports the completed degree/qualification) transcripts from the university where a degree used toward EPIK program or salary qualifications was earned. If you spent at least the last 2 years (4 semesters) of your degree at the final university, then only transcripts from that university are required. However, if you spent less than 2 years at that university you will need to submit sealed transcripts from each university attended where credits were earned toward your degree.

**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.

## 6. Letters of Recommendation:

Applicants must submit 2 original hard copy letters of recommendation. There are very specific requirements for the letters' contents. Please pay careful attention to the letter of recommendation requirements outlined below.

- ✓ 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 should also come from post-high school/secondary school sources.
- ✓ **Letters 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 writer and their title clearly stated.**
- ✓ **Letters must be signed. Ink or digital signatures are not acceptable. Duplicate/Doubled signatures are also not acceptable.**
- ✓ **Letters of recommendation must contain the contact information of the referee.** 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 must include the applicant's full first and last name as it appears on their passport.**
- ✓ Letters may be in Korean or English.
- ✓ 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 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.
- ✓ 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 should clearly state the school name, school address, and school contact number.
- ✓ We cannot accept letters from online TEFL/TESOL/etc course providers.

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

## 7. 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) 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.

### 2) 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. In place of the certificate, the applicant will need to submit proof of enrollment and a sworn declaration. Details on these will be provided with interview results.
- TEFL/TESOL/CELTA 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.

### 3) 1 Year of TaLK Scholar Experience

- Those with 1 or more years of TaLK experience will be considered as eligible as level 2. Proof of this can be provided by the TaLK office.

## 8. Additional Mandatory Documents Specific to Certain Applicants:

Depending on background, applicants may also need to submit the following.

### 1) **For UK/Australian Citizens: Apostilled Birth Certificate**

- Applicants from the UK and Australia must submit an apostilled copy of their birth certificate along with their other documents. For those whose current name does not match that on their birth certificate, multiple or a more detailed criminal record check may be necessary. Inform your coordinator if this is the case.
- 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.

### 2) **For South Africa/Quebec/etc. Applicants: Proof of English Education**

- Applicants who received their education from 7<sup>th</sup> year/grade and through high school graduation in areas where English is often not used as the language of instruction in schools (South Africa, Quebec, 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 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 Korean Citizens: Proof of Residency/Citizenship & English Education**

- Korean citizens who hold legal residency/dual citizenship in one of the accepted seven designated countries are eligible, but they must provide proof of legal residency/dual citizenship. A photocopy of their passport or residency card will suffice.
- Furthermore, these applicants will need to submit proof that they have received their education in English from schools in one of the seven designated countries or at accredited international schools beginning from at least 7<sup>th</sup> grade/year and through high school graduation. Transcripts and proof of enrollment showing English as the language of instruction from these schools will be necessary.

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

- If an applicant's education from 7<sup>th</sup> grade/year and through high school was completed outside one of the 7 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.

## 9. Document Collection for Applicants Currently in Korea

Applicants currently in Korea can receive certified copies of some 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, but will only be valid if previously submitted for an E-2 visa and if they meet the overall EPIK document guidelines. All other required documents not mentioned below must still be submitted as originals.

- 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 diploma 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 has not left and does not plan to leave Korea for a period of more than 90 days since the initial submission of the CRC to Korean authorities. 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. This document will need to be submitted with the initial documents package sent to EPIK, and then potentially again depending on the application timeline. Details on the second submission will be provided after interview by your coordinator.
- On top of other documents, current teachers in Korea must also submit a photocopy of their ARC (both sides).
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## 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 of  
the opening of application for the  
requested term.

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 required and relevant information listed on page 6 above.
- ✓ If currently working in Korea, one letter must be from your current employer.

Name:

Position:

Signature (Must be ink-signed)