

Following the initial online 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. Preparing them in advance will help with the steps following the interview, and we recommend getting started on them early. Applicants should keep in mind that required documents may vary or differ depending on their country of origin/residence. These differences are noted below where necessary.

This is only a simplified guide to help applicants get started with document collection.

A more detailed guide will be provided following a successful interview. For any questions, please email us at epik@korea.kr.

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Passport

Each applicant will need to submit a color copy of the 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.**

Professional Photo

Applicants must submit a **professional** quality photograph printed on photo paper. **This should be a photo of the applicant from the shoulders up and facing forward, and preferably smiling.** Please try to ensure the background is white and that no part of the applicant's head or face is cropped outside of the photo. This photo should be an appropriate size to fit into the top right section of the application's first page without obscuring any other sections of the application. **The ideal photo size is 3.5x4.5 cm, but generally any passport-sized photo will suffice.** Please do not send oversized photos, as these cannot be used and will slow down your application processing. This should be attached to your application with a paper clip. **Please make sure to submit the photo on photo-quality paper.**

Apostilled Criminal Record Check

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. **The CRC must be dated within 6 months of the contract starting date.**

Intake	CRC must be dated starting from:
Spring (February)	August 1 st
Fall (August)	February 1 st

For late intake applications, the dates will differ, but generally we recommend obtaining the CRC at least one month after the main intake requirement if you wish to be considered for the late intakes.

An apostille must be affixed to the CRC by the appropriate government office. Please see Apostille Information for more details.

All applicants should use the links in the following table to begin the process of obtaining a national level criminal record check in their country of primary citizenship. **Please keep in mind that processing times may still be delayed or significantly changed due to COVID-19. We strongly recommend applicants to begin this process as early as possible to ensure it will be ready by the document deadline.**

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	South African Police Service	
United Kingdom	England & Wales	Disclosure and Barring Service
	Scotland	Disclosure Scotland
	Northern Ireland	AccessNI
	ACRO <i>A basic disclosure is sufficient in most cases.</i>	
United States	FBI (Direct) FBI (Channeler)	

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, but it would be good to begin this process early as well.

If you have completed your Bachelors degree outside of your home country, you must supply an apostilled CRC from that country.

For US applicants, the FBI background check must be apostilled by the US Department of State Office of Authentications in Washington, D.C. **A state-level apostille will not be accepted.** It is up to the applicant to process their background check and apostille either directly or through a channeler. Processing the documents through a channeler will cost more money as you will be paying for a service, but they may be able to possibly help you receive the apostilled background check sooner.

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 assigned coordinator or agency after a successful interview.

Apostilled Diploma

Successful applicants must submit an apostilled **copy** of their Bachelor's diploma. While it is possible to have an original diploma apostilled and submitted to us, we recommend having a copy apostilled as it may be difficult to receive the original back, especially if you have successfully received your final placement and the documents have been handed over to your assigned Office of Education. **Only degrees from English-language universities in one of the designated countries are accepted.**

Receiving an apostille for the diploma copy differs depending on the country where the diploma was obtained. **Please contact the 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 notarized copy of the diploma should first be created by a local notary public (or by the university if they offer it). This notarized copy can then be sent to the local state's apostille office. **This process is only for diploma copies; the FBI background check must be apostilled by the US Department of State Office of Authentications** ([see page 3](#)).

For applicants who have yet to receive their diploma, a letter of intent to graduate or similar provided by the university registrar's office may be used as a temporary placeholder in order to receive placement following a successful interview. However, the apostilled diploma copy must be submitted directly to the EPIK office by a date set by EPIK each term. If an applicant will not receive their diploma in time to meet this deadline, then that applicant is not eligible for the current term. Applicants that submit a placeholder to secure a position but then fail to submit the apostilled diploma copy by the deadline will have their position/application revoked for the term.

If an applicant also holds any Master's degree which will be used for salary considerations, then an apostilled copy of the Master's degree must also be submitted to qualify for the higher pay level or qualification.

Sealed Transcripts

Applicants must submit a sealed set of final transcripts from the university that issued their degree. The sealed envelope should contain a marking on the seal to prove that it has never been opened. The transcript itself must clearly state when the degree was completed or conferred. If you spent at least the last 2 years (4 semesters) of your degree at the final university, then only the transcripts from that university are required. However, if you spent less than 2 years at that final university, then you will need to submit sealed transcripts from each university attended where credits were earned towards your degree.

For applicants who have yet to receive their diploma, if final transcripts are not yet ready from the university attended, applicants may submit a set of sealed current transcripts as a placeholder. However, the sealed final transcripts must be submitted to the EPIK office no later than the date set for the specific term. Applicants that submit a placeholder set of transcripts but then later fail to submit the sealed final transcripts by the deadline will have their position/application revoked for that term.

Applicants that will submit an apostilled copy of their Master's degree for salary considerations must also submit sealed transcripts for this degree.

If physical transcripts are not available due to university policies, please consult with your assigned coordinator or agency after a successful interview.

Two Original Letters of Recommendation

Applicants must submit two (2) original hard copy letters of recommendation. 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 written in either Korean or English.** Letters written in other languages will not be accepted, even if supplemented with a certified translation.
- **Letters should be 1-2 pages in length.**
- **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, either from a co-teacher or the principal/owner.
- **Letters of recommendation from volunteer groups or organizations, social clubs, etc. will only be accepted in if the experience is based on a teaching or education-based context.** Letters from freelance contacts, 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 either be signed or stamped by the referee, and it is preferred to include the school's official stamp if possible.
- **Letters must have the name of the referee and their title clearly stated.**
- **Letters must be ink-signed. Digital signatures will be accepted for the initial application only.** Following a successful interview, the original copies with real, pen-to-paper ink signatures will need to be submitted as part of your application package. **For the hard copies, digital, traced, and duplicate/doubled signatures** (i.e. ink signature next to printed copy of recommendation letter scan) **are not acceptable.**
- **Letters of recommendation must contain the contact information of the referee.** Both a phone number and an email address should be on the letter.
- **Letters must include a typed date** and must be dated within two (2) years from the opening of the application period for the term an applicant is applying. The date must be a full date (i.e. February 1st, 2022; 1/2/23; 2023.02.01, etc.).

- **Letters must include the applicant's full first and last name as it appears on their passport.** If the applicant often goes by a nickname or a different name, this can be used after using the full first and last name in the beginning of the letter.
- **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.** 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 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 [Appendix 1](#) for the letter of recommendation template.

Proof of Level 2 Status

Applicants may apply while technically considered level 3 but will need to qualify as a level 2 or higher status in order to secure a final placement. As such, applicants must submit proof of meeting level 2 (or higher) status no later than the specific document deadline for the intake. **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:

- **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 level 2+ status. As such, candidates who have these qualifications do not have to obtain a TEFL/TESOL/CELTA certification.
- **TEFL/TESOL/CELTA Certification or a valid Teaching License/Credential**
 - 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., 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 higher (depending on other qualifications).
 - 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 higher status. These must be government-issued licenses/certificates.

- **For Indian applicants**, a valid teaching certificate in English education is a mandatory requirement which cannot be fulfilled by a TEFL/TESOL/CELTA.

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 applicants whose current name does not match that on their birth certificate, multiple or a more detailed criminal record check may be necessary. Please inform your coordinator or agency if this is the case.
- For UK/Australian citizens born abroad and not possessing a UK/Australian birth certificate, an apostilled registration of birth abroad document must be submitted instead.
- For those who have become naturalized citizens of these countries and thus do not possess a birth certificate from these countries, an apostilled copy of immigration or naturalization papers must be submitted instead.

2. **For South Africa/Quebec/etc. Applicants: Proof of English-medium Education**

- Applicants who received their education from year/grade 7 until high school graduation/secondary school matriculation in regions within the designated countries where English is often not used as the language of instruction in schools (e.g., South Africa, Quebec, Puerto Rico, etc.) must submit proof of English-medium education from each school attended during this period. English must have been the main language of instruction for all subjects excluding foreign/home 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 the applicant's attendance will suffice as proof of English education. This letter must be dated (either typed in or stamped onto the letter; handwritten dates not accepted).

3. **For Korean Citizens: Proof of Residency/Citizenship & English Education**

- Korean citizens who hold legal residency/dual citizenship in one of the designated countries are eligible to apply, but they must provide proof of legal residency/dual citizenship. A photocopy of a passport or residency card will suffice.
- If requested, these applicants will need to submit proof that they have received their education in English from schools in one of the designated countries or at accredited international schools beginning from at least grade/year 7 until high school graduation/secondary school matriculation. 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 any portion of an applicant's education from grade/year 7 until high school/secondary school was completed outside of the designated countries, the schools attended during that time 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.

5. **For Indian Applicants: Valid English Education Teaching Certificate**

- Indian citizens are required to hold a valid teaching certificate in English education to qualify for the E-2 visa. As mentioned previously, TEFL/TESOL/CELTA certification does not fulfill this requirement.

Document Collection for Applicants Currently in Korea

Applicants currently in Korea can receive certified copies of some of their vital documents (e.g., apostilled CRC, apostilled diploma, etc.) from either their current Office of Education or their local immigration office. 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 current EPIK document guidelines. All other required documents not mentioned below must still be submitted as originals.

- Public school teachers **must** receive a certified copy of their apostilled diploma, apostilled CRC, apostilled birth certificate (if applicable), and transcripts **from the Office of Education that holds the original copies of those documents.**
 - **Certified copies of previous certified copies will not be accepted.**
- Teachers at private institutions may receive a certified copy of their apostilled CRC and apostilled diploma from their local immigration office; these copies should be submitted with the receipt from the immigration office. They will still need to submit an apostilled birth certificate (if applicable) and a sealed set of final transcripts as the immigration offices 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 consecutive days since the initial submission of the CRC to Korean authorities. Applicants must submit a **Certificate of Entry & Departure (출입국에 관한 사실증명)**, which can be obtained at a local government office (e.g., local citizen center, district office) or by the local immigration office. This document will need to be submitted with the initial documents package sent to EPIK after a successful interview, and then potentially again depending on the application timeline. Details on the second submission will be provided by your assigned coordinator.

- On top of other documents, current teachers in Korea must also submit a photocopy of their Residence Card (both sides) and a copy of their initial visa printout or visa sticker in their passports (if still available).

Appendix 1: Letter of Recommendation Template

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

Letterhead

Company/School Address

Phone Number

Email Address

Date (Must be within 2 years
of application start period)

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*
- *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 Recommendation Letters” section*

Name

Position

Signature (Must be ink-signed)

Appendix 2: Apostille Information

An apostille is an international certification. When attached to a document, that document is certified as legally valid within any country following the Apostille Convention, which includes South Korea.

All CRCs and diploma copies must be apostilled for the application process.

All documents should be apostilled separately and not in a bundle.

Australia	Department of Foreign Affairs and Trade			
Canada*	Global Affairs Canada			
Ireland	Department of Foreign Affairs			
New Zealand	Department of Internal Affairs			
South Africa	Department of International Relations & Cooperation			
United Kingdom	Legalisation Office			
United States	State Apostilles (For diploma copies ONLY)			
	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	US Department of State (for FBI background checks ONLY)	

*Canada has joined the Apostille Convention and has begun the process of issuing apostilles since January 11, 2024. Please visit the Global Affairs Canada website for more detailed information on how to process the apostille. Also, as they have just started the process, please be aware that there may be delays in processing times.