

This guide has been created to provide details on what documents applicants will need in preparation for submitting their initial application. **Initial applications must be submitted through our online application system**, including additional required documents based on an applicant's nationality and/or their educational background. **It would be beneficial to prepare these documents in advance before beginning the initial application process.**

Only the documents required for completing the initial application are listed in this guide. For the documents that need to be submitted after a successful interview, please review the General Required Documents Guide on our website.

Please visit our website and confirm your eligibility status before submitting an application. For any questions unanswered by the information on our website, please email us at 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.

You can jump to a specific section by clicking on its name.

1. [Online Application](#)
2. [Professional Photo](#)
3. [Two Letters of Recommendation](#)
4. [Current Contract Period](#) (if currently employed in Korea)
5. [Proof of English-medium Education](#)
6. [Tattoo Photos](#)
7. [Lesson Plan Guidelines](#)
8. [Appendix: Letter of Recommendation Template](#)

Online Application

The initial application must be submitted through the online application system. **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 after account creation.** We do not recommend using university email addresses. Applications are intake-specific, so a new one must be submitted per intake.

Please be aware that applicants are allowed to submit only one application per intake term. Once an application has received a final result (whether directly from EPIK, or through an MOU/MOA/agency partner), it is **NOT possible for the applicant to be processed again for the same intake.** This means requesting a change of classification, requesting deletion of an application for the purposes of reapplying, submitting a new application with a different email address, etc., is not allowed.

The application does not need to be completed in one session. Sections are saved after clicking on the “Proceed” button at the bottom of the section, so you can save your progress after all required fields within the section are completed. **Please fill in the application carefully and review the contents before submission to avoid potential delays in processing. Missing required information will delay your initial application screening process.**

Be careful to avoid the following common errors:

- Time Spent Abroad**

Be sure to list all time spent abroad outside your country of primary citizenship. **This includes any vacations and short trips under a month in length.** If you are currently in Korea and are not a Korean citizen, your current time here should also be listed in this section. There is a maximum of four (4) entries, and they should be input in reverse chronological order (most recent to oldest).

- 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 six (6) most recent schools attended before university.

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.

- Personal Essays & Lesson Plan:** These sections are closely reviewed by the Offices of Education during their evaluations. Make sure to put effort into completing these sections properly, 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.

※ Please review the [Lesson Plan Guidelines](#) section for more information.

Professional Photo

A professional photo should be uploaded to the online application. This should be a passport-like photo of the applicant, taken from the shoulders up and facing forward (smiling is allowed). **The background should be a solid color, and the applicant's head, neck and entire face must be visible.** Glasses are allowed if they are for sight correction, but not other accessories such as hats, scarves, etc.

Two Letters of Recommendation

Applicants must upload digital versions/scans of their letters of recommendation as part of the initial application process. The letters must be uploaded as PDF files; if a letter has multiple pages, they should be combined and uploaded as a single PDF. The file size of each letter must not exceed 10 MB. **These digital copies are only acceptable for the initial application stage. Following a successful interview, the original ink-signed letters must be submitted.**

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

If the individual writing your letter of recommendation does not wish to submit the letter directly to you, please email our office at epik@korea.kr for assistance.

There are very specific requirements in regards to the content and format of the letters. Please pay careful attention to the letter of recommendation requirements outlined below. Each letter of recommendation must meet the following requirements:

- **Letters must clearly state the name of the referee, their title/position, and their contact information.** Ideally, both a phone number and an email address should be included.
- **Letters must be from a supervisor, manager, professor, academic advisor, co-teacher, or other professional source.** The referee cannot be a friend, family member, or co-worker. For academic sources, letters from tertiary school sources are preferred.
 - Applicants currently teaching in Korea **must provide at least one letter** from their co-teacher or principal/director.
- **Letters from volunteer groups/organizations, social clubs, etc. will only be accepted in relation to a teaching or education-based context.** Letters from freelance positions, personal tutoring, independent nannying, babysitting, au pair experiences, tutoring, etc. will not be accepted. Letters from religious organizations will only be accepted in reference to teaching/education-related experience or professional employment.
- **Letters must be on official letterhead OR the referee's official business card must be included.** The official letterhead/business card should include the business's logo, address, and contact information. 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.
 - As public schools in Korea do not normally have letterheads or business cards, letters of recommendation from Korean co-teachers must 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, including the school's logo and/or official seal would be ideal, but it is not mandatory if the principal/school refuses to provide it.
- **Letters must be ink-signed. Digital signatures will be accepted only for the initial application.** Following a successful interview, the original physical letters 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 must include a typed date** which must be within 2 years from the opening date of the application period. **For the Spring 2027 term, letters must be dated on or after August 1st, 2024.** Regardless of regional formatting, the date must be a full date (e.g., August 1st, 2024; 01/08/24; 2024.08.01., etc.).
- **Letters must include the applicant's full legal first and last name as it appears on their passport.** If the referee knows the applicant by a nickname, they can use that nickname after including one instance of the applicant's full first and last name in the beginning of the letter.
- **Letters must be written in either Korean or English.** Letters written in Korean must have at least one instance of the applicant's full legal name written in English alphabet. Letters in other languages will not be accepted, even if a translation is provided.
- **Letters should be 1-2 pages in length.** 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 should be addressed to "Whom it May Concern" or to the "EPIK Team."** Letters addressed to specific recruiters, Offices of Education, institutions, etc. will not be accepted.
- **Letters must clearly state the nature and length of the relationship between the referee and the applicant.** This should include specific information regarding the referee's position in relation to the applicant to confirm they are a valid source of reference, along with specific dates rather than general times periods (e.g., 3 months).
- **Letters from online TEFL/TESOL/etc. course providers are not accepted.** Letters from course providers are only acceptable if the applicant has attended the course and interacted with the referee in-person.

Current Contract Period (if currently employed 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 your current contract's start and end dates is needed; please do not submit a scan of the full contract.** The file must be uploaded as a PDF file; if multiple pages are required, the pages must be combined into a single PDF file. The file size must not exceed 10 MB.

Proof of English-medium Education

Applicants that fall under one of the categories below must upload proof of English-medium education letters as part of their initial application. **Letters must be submitted from every school attended from grade/year 7 up until high school/secondary graduation and must include the full name of the applicant, their period of enrollment/attendance, and that the language of instruction was English for all lessons/classes (excluding foreign/additional language courses). The letter must include a date of issue (must be typed or stamped).** These letters should be issued by the school's administration offices. The scans of these letters should be merged into a single PDF file to upload to the initial application. The file size must not exceed 10 MB.

1) For Korean Citizens

Korean citizens that have permanent residency (not dual citizenship) in one of the designated English-speaking countries are eligible to apply if they provide proof of English-medium education letters from all schools attended from grade/year 7 through university, following the guidelines listed above.

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

Applicants who received their education within one of the designated English-speaking countries but in regions where English is not the only language of instruction in schools (South Africa, Quebec, Puerto Rico, etc.) must upload proof of English-medium education letters matching the guidelines above.

- If an applicant has attended a school that has dual-language curriculum, they must also submit proof that their education was mainly completed with English as the Language of Learning and Teaching (LoLT).

3) For Applicants Who Attended Schools outside the Designated Countries

If any part of an applicant's education from grade/year 7 through high school/secondary graduation was completed outside the designated English-speaking countries, they must upload proof that the school(s) they attended were accredited English-medium international schools in order to meet eligibility requirements.

Documents must clearly state both the accreditation status of the school and that English was the language of instruction. Proof is required for every school attended outside of the designated English-speaking countries.

Tattoo Photos

Applicants who have tattoos must list them on their initial application, and **photos of all tattoos located on their hands, arms, feet, legs, neck, and/or head must be uploaded to their application.** Along with these photos, applicants may submit photos showing the method they plan to use to keep the tattoos covered. **Tattoos that are not located on the areas listed above must also be listed on the application form, but photos are not required.** The upload is limited to 1 file; if you have multiple tattoos, please combine the photos into one PDF file. The file size must not exceed 10 MB. **Failure to upload the required photos with your initial application will lead to processing delays.**

Lesson Plan Guidelines

All applicants are required to submit a lesson plan as part of their initial application. For applicants who do not have a background in education/teaching or do not have teaching experience, please review the following information for more information regarding what should be included in each section of the lesson plan.

- **Lesson Topic**

Choose a conversation-based English topic for your lesson that is appropriate for the target grade/level. Avoid lessons that focus mainly on grammar, alphabet/phonics, and writing.

- **Previous Class**

Briefly summarize the prior lesson and how you plan on transitioning to this current lesson.

- **Additional Handouts**

List any handouts, worksheets, supplementary materials, etc. that you will use throughout this lesson. **Do not** include links for any videos/websites in this section.

- **Objective**

Create objectives based on the desired outcomes of your lesson, following the sentence prompt: "By the end of the class, students will be able to..." Objectives should be simple and specific to this lesson. You may list multiple objectives. Keep in mind that you must be able to evaluate whether these objectives were met by the end of the current lesson.

- **Key Expressions**

List the Key Expressions that will be taught in the lesson. They should follow a question and response format. Please do not include any explanations, only the expressions.

- **Key Vocabulary**

List any Key Vocabulary that will be taught in the lesson. These are the new words that students will be using throughout this lesson. Please separate the words by commas rather than line breaks, and do not include any definitions for the words.

- **Greetings & Review**

Describe how you will start the lesson, engage your students, and introduce the lesson topic. Following the greeting, you can do a warm-up activity, ask daily routine questions, and/or review what was taught during the last class.

- **Presentation**

Explain how you will introduce the Key Expressions and Key Vocabulary to the students. This section should introduce the target language to the students and provide motivation to learn the new material. This can be done using a variety of visual and auditory methods, including videos, presentations, stories, skits, songs, flashcards, etc. The presentation section is often teacher-led but you can include some student interaction. Avoid putting lengthy activities in this section.

- **Practice**

Describe games or activities you will use to provide guided practice opportunities where students can use the key expressions and new vocabulary that were introduced in the presentation section. Practice activities should be more teacher-led and student responses should be monitored for accuracy. Teachers should use this section to check understanding and pronunciation, and provide error correction. Explain how you will be conducting these activities and how students will use the key expressions and vocabulary.

- **Production**

Describe games or activities you will use to provide more independent language-production opportunities where students can use the key expressions and new vocabulary that were practiced in the practice section. These activities should allow students to produce the language they have learned. Production activities should be more student-led and responses should be focused on fluency using the key expressions and vocabulary they have learned.

- **Summary & Closing**

Explain how you will review the target language that was practiced during this lesson. Students should be able to produce the key expressions and vocabulary with prompts from the teacher. You can end the lesson by praising students for their efforts.

- **Evaluation of Objectives**

Describe how you will track student progress and measure achievement of the lesson objectives that were outlined in the beginning of your lesson plan. Your plan should help you identify areas for further review or where additional learning may be necessary. The evaluation of lesson objectives does not necessarily need to be a separate assessment or activity.

- **Next Class**

Briefly describe what the students will be learning in the next class. The next lesson can be a continuation or expansion of the current topic.

Along with the section descriptions listed above, we recommend taking the following suggestions into consideration when completing your lesson plan:

- **Timing**

Keep in mind that you are creating a plan for only ONE lesson/class period. For reference, a typical elementary lesson is 40 minutes, a middle school lesson is 45 minutes, and a high school lesson is 50 minutes long. The timing of the lesson plan is divided into three sections: Introduction, Development, and Conclusion. The timing for the entire Development section is under the Presentation subsection.

- **Content**

The lesson plan should clearly describe how you intend to teach a lesson, written in a way that would be practical for a Korean co-teacher to pick up and follow. Focus only on explaining the actual operation/goals of this specific class period, written mainly as descriptive paragraphs. Some script can be included, but the entire lesson plan should not follow a script format with many line breaks. Avoid unnecessary explanations that focus more on teaching pedagogy rather than how it is being done.

Please note that the only part of the lesson plan that has a minimum word count requirement is the Development section (Presentation, Practice, Production). Other sections should not intentionally be filled out to their word count maximums, especially with unnecessary explanations.

- **Formatting**

The online application form will differ in appearance with the printed application form. Avoid formatting text into bulleted/numbered lists and inserting blank lines between paragraphs. Make sure to double-check for hidden line breaks, especially if you have chosen to prepare your lesson plan ahead of time to copy and paste into the application form.

- **Worksheets/Handouts (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 an entire lesson plan. Applicants are required to write their lesson plan in the designated section of the online application form. Failure to do so will result in your application being rejected.

Appendix: Letter of Recommendation Template

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

Letterhead

(한국 학교 및 학원: 기관 직인 또는 로고)

Company/School Address

Company/School Phone Number

Company/School Email Address

Typed Full Date of Issue

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 (including full date) 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*

Signature (Must be ink-signed; 작성자 잉크 서명 또는 본인 직인)

Name

Position

Contact Information (if different from above)