



## Initial Application Document Preparation Guide

This document has been provided to give applicants details on the documents they will need to prepare in advance to submit with their online application. Starting from the Spring 2020 term, applications will be submitted through an online system only and the necessary and optional documents listed here will need to be uploaded during the completion of the online application. It would be beneficial to prepare these documents in advance before beginning an online application. Only the documents required for the initial application stage are listed here, and further documents will be necessary following a successful interview. These are listed in the “Required Documents” Guide. Please check the eligibility requirements listed on our website to ensure eligibility into the program

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- ② [Professional Photo](#)
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**Appendix 1: Letter of Recommendation Template**

### **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. When creating an account please use an email address you will have continual and easy access to throughout the process as the email address you apply with cannot be changed afterwards. Also, applicants may only submit one application per term. Multiple submissions will not be considered and may result in disqualification. As such, please fill in the application carefully and review the contents before final submission to avoid submitting an incorrect or incomplete application.

### **Professional Photo:**

Applicants must upload a professional quality photo while completing their online application. 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. Applicant may smile during the photo. They may also wear glasses as long 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 3cm (in width) x 4cm (in length) and that it not be more than 2mb 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 4mb.

### **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 files must be uploaded in PDF format. If the first or second letter of recommendation is more than 1 page and requires multiple pages, you may combine the pages into one single, properly aligned PDF file OR submit a ZIP file with multiple PDF pages for each of the individual letters of recommendation separately. The file size must not exceed 10mb. The original and ink-signed hard copies will also need to be submitted following a successful interview only. 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 all of 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 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. If a business card is attached, a scan of the business card

should be submitted as a PDF file zipped along with the letter of recommendation PDF file(s).

- ✓ **Letters must have the name of the writer and their title clearly stated.**
- ✓ **Letters must be signed. Digital signatures will be accepted for the initial application only. Following a successful interview, the originals with real, pen-to-paper ink-signature will need to be submitted.**
- ✓ **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 term an applicant is applying.
- ✓ **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 only.**
- ✓ **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 private school (hagwon) or public school 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 phone number and have the official school stamp if available.
- ✓ **We cannot accept letters from online TEFL/TESOL/etc course providers.**

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

### **Current Contract End Date Page for Those Currently Working in Korea:**

Due to visa restrictions and official employment policies, it is important that there not be the potential for 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 file 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 file OR submit a ZIP file with multiple PDF pages for each of the pages necessary. The file size must not exceed 10mb.

### **Proof of English Education:**

If matching 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. 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, you may combine the pages into one single, properly aligned PDF file OR submit a ZIP file with multiple PDF pages for each of the pages necessary. The file size must not exceed 10mb.

#### **1) For Korean Citizens:**

- Note: If the applicant is a Korean citizen and holds legal residency in one of the seven designated countries where applicants are accepted from, they are eligible to apply but must submit proof of English Education for each school attended during the required period regardless of where schools during the required period were located.

#### **2) For South Africa/Quebec, etc. Applicants:**

- Applicants who received their education from 7<sup>th</sup> year/grade and through high school graduation in either South Africa, Quebec, Puerto Rico, or in other areas in one of the 7 designated countries where English may not always be the primary language of school instruction, must submit proof of English Education from each school attended during this period. The schools must have used English as the language of instruction for all subjects not considered foreign language subjects.

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

- If an applicant's education from 7<sup>th</sup> grade/year and onward was completed outside one of the 7 designated countries, the school attended must have been English-medium schools which followed a set curriculum from one of the seven designated countries to be eligible.

### **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 remain covered

at all times while teaching through the EPIK Program. Be sure to list full details as requested on the online application along with uploading the necessary photos. 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 into one single, properly aligned PDF/.jpg file OR submit a ZIP file with multiple PDF/.jpg files for each of the photo files or pages necessary. The file size must not exceed 10mb.

**Lesson Plan Worksheet/Handout Samples (Optional):**

While not mandatory, 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).

The uploaded file is limited to 1 file and will need to be in either .jpg or PDF format. If multiple files or pages are required, you may combine the pages into one single, properly aligned PDF/.jpg file OR submit a ZIP file with multiple PDF/.jpg files for each of the files necessary. The file size must not exceed 10mb.

## 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)