[Form 1]

※ All information in the application form must be supported by relevant documents. Failure to provide proof may result in disqualification.

Application Form

Position	Visiting Professor (Teaching -Oriented- Position)	**Department**	Office of International Affairs
Field	General English (교양영어)	**Name** (as on Passport)	

1. Personal Information

Name (as on Passport)		(Photo) (3×4 ㎝)
Date of Birth		
Address		
Phone Number		
E-mail Address		

2. Educational Background

※ *Please list your educational background starting from your bachelor's degree, and ensure that all dates are provided in full (year, month, day).*

University	Department	Major	Period of Study	Degree Name
Ex. Seoul National University	*Applied Linguistics*	*TESOL*	*2024.3.2.~2026.2.15*	*MA TESOL*
			~	
			~	

Category	**Thesis Title** *(if applicable)*
Master	
Ph.D.	

3. Work Experience

Period of employment	Employer	Department	Position	Main Duty
Ex. 2015.03.01-2026.11.15	*Seoul National University of Science and Technology*	*Office of International Affairs*	*Visiting Professor*	*Teaching*

※Please list your work experience starting with the most recent, and include only those experiences for which you can provide employment certificates. Be sure to specify exact start and end dates (year, month, day).

※If currently employed, enter the "End Date" as the application deadline date.

4. Certifications and Licenses Related to the Recruitment Field (if applicable)

Date of Acquisition	Type	Issuing Authority	Remarks

Date: _____, 2026

Applicant Name :

Applicant Signature:

To: President of Seoul National University of Science and Technology

[Form 2]

Cover Letter

Position	Visiting Professor (Teaching -Oriented- Position)	**Department**	Office of International Affairs
Field	General English (교양영어)	**Name** (as on Passport)	

※ *In this space, please introduce why you would be a good fit for this job and what makes you stand out above other applicants. Recommended length: 1-2 pages.*

[Form 3]

Sample Lesson Plan

Position	Visiting Professor (Teaching -Oriented- Position)	**Department**	Office of International Affairs
Field	General English (교양영어)	**Name** (as on Passport)	

Please create one 50-minute lesson plan on a topic of your choice as part of a 5-week, 15-hour conversation unit. The unit will culminate in a conversation exam in which small groups of students discuss and choose a recreational activity to do together.

Your lesson should develop language points and/or conversation skills that students can apply during the exam. The learners are first-year Korean university students with an approximate English proficiency level of CEFR A2–B1.

You may be asked to explain your lesson plan and the rationale behind your instructional choices during the interview.

※ Recommended length: 1-2 pages. You may also attach any necessary supplementary material in addition to the lesson plan.

[Form 4]

※ *This form may be omitted if the applicant has not been involved in research or has no publications*

Research Achievements

Position	Visiting Professor (Teaching -Oriented- Position)	**Department**	Office of International Affairs
Field	General English (교양영어)	**Name** (as on Passport)	

※ List up to ten representative works, starting with your most important work. If you list more than two works, copy and paste the table as necessary.

Order Of Priority	1
Institution	
Position	
Principal Investigator	
Sponsoring Organization	
Research Project Title	
Duration	
Total Research Funding (Unit:KRW)	
Number of Researchers Involved (including Principal Investigator)	

Order Of Priority	2
Institution	
Position	
Principal Investigator	
Sponsoring Organization	
Research Project Title	
Duration	
Total Research Funding (Unit:KRW)	
Number of Researchers Involved (including Principal Investigator)	

Guidelines for Completing the List of Research Achievement

1. Please read the instructions below carefully before completing this form.
2. List the projects in order of priority based on what you consider most significant.
3. In the "Institution" and "Position" fields, indicate your original institution and position at the time of conducting the educational research project.
4. In the "Principal Investigator" field, provide the name of the lead researcher.
5. In the "Role" field, specify your role (choose either Principal Investigator or Co-Researcher).
6. In the "Number of Researchers Involved" field, include the total number of researchers, including the Principal Investigator.

※ All information provided must be supported by relevant documents, such as journal articles with applicants name, certificates from the institution, etc.

[Form 5]

Record of Research Project Performance

※ *This form may be omitted if the applicant has not been involved in research or has no publications.*

Position	Visiting Professor (Teaching -Oriented- Position)	**Department**	Office of International Affairs
Field	General English (교양영어)	**Name** (as on Passport)	

(Example) *1. Research Project Performance*

: Please provide details of your experience in planning or managing educational research projects and related initiatives.

○

-

○

-

2. Government-Funded Projects and Other Achievements

○

-

○

-

※ The above content is provided as an example. Please feel free to describe your own achievements accordingly.

※ If the space provided is insufficient, you may add additional pages.

※ All information provided must be supported by relevant documents.

[Form 6]

Consent to Collection and Use of Personal Information

Applicant (Consent Giver)	Name (as on Passport)		Date of Birth	
	Address			
Purpose of Collection and Use	For the evaluation process of the open recruitment for visiting faculty at the Office of International Affairs			
Information Collected	Personal details, educational background, work experience, etc.			
Retention and Use Period	Retained and used for the official document preservation period.			

I, the undersigned, agree to the collection and use of my personal information as outlined above for the purpose of applying for the "Open Recruitment for Visiting Faculty" at the Office of International Affairs, in accordance with Article 15 of the Personal Information Protection Act.

Date: _____, 2026

Applicant: _____ (Signature)

To: President of Seoul National University of Science and Technology

<Reason for Not Submitting the Consent Form>

□ The applicant or guardian refused to submit the consent form.

□ The applicant is unable to express consent due to cognitive impairment or other reasons.

Application Checklist

Please use the following list to ensure that you have included all necessary materials for your application. Failure to submit all necessary forms will disqualify you from proceeding in the application process. All application materials should be included in one email.

Application Form (submit as one document)

- ☐ Application Form (Form 1)
- ☐ Cover Letter/ Personal Statement (Form 2)
- ☐ Sample Lesson Plan (Form 3)
- ☐ List of Research Achievement (if applicable) (Form 4)
- ☐ Record of Research Project Performance (if applicable) (Form 5)
- ☐ Consent to collection and use of personal information (Form 6)

Supplemental Documents (attached in same email as separate documents)

- ☐ Letter of reference including contact information (phone and email)
- ☐ Curriculum vitae
- ☐ Original diplomas and Academic Transcripts (Bachelor's, Master's, PhD)
- ☐ Certificate of employment (경력증명서) or employer's letter that verifies employment period.
  ※ Please provide proof only for the experience listed in your application.
- ☐ Copies of Certificates or Licenses related to the recruitment field (if applicable)

※ Successful candidates must submit their overseas degree certificates, academic transcripts, and employment certificates with an Apostille by February 15, 2027.