

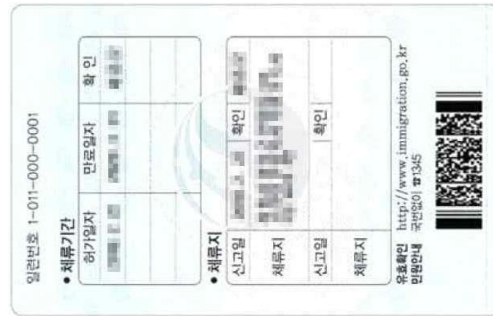


WOOSONG UNIVERSITY

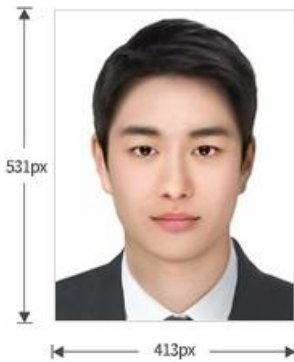
Required Documents for New Faculty Recruitment

Human Resources Department
Woosong University

9. **Alien Registration Card (ARC)** – Submit a scanned copy if you already possess one. *Please refer to the sample provided.*



10. **Passport-Style Photo** – Digital file in JPG format, taken within the last six months. The photograph will be used for visa application purposes and registration in the Woosong University Integrated Information System; therefore, it must strictly comply with official passport photo requirements. *Please refer to the sample provided.*



Submission Guidelines:

- Documents must be in **English**.
- Digital photo must be in **JPG format**.
- Ensure that all files are clearly labeled with your **full name**. (e.g., Bachelor’s Degree - John Doe).
- Incomplete submissions may result in processing delays or disqualification.

● **Document Checklist**

✓	Document Name	Format	Remarks
<input type="checkbox"/>	Curriculum Vitae (CV)	PDF	
<input type="checkbox"/>	Cover Letter	PDF	
<input type="checkbox"/>	Passport Copy (Scanned)	PDF	
<input type="checkbox"/>	Degree Diplomas (or Certificates of Graduation)	PDF	<ul style="list-style-type: none"> • Associate Degree • Bachelor's Degree • Master's Degree • Doctoral Degree
<input type="checkbox"/>	Academic Transcripts	PDF	<ul style="list-style-type: none"> • Associate Degree Transcript • Bachelor's Degree Transcript • Master's Degree Transcript • Doctoral Degree Transcript
<input type="checkbox"/>	Official employment verification letters (or career certificates)	PDF	
<input type="checkbox"/>	Relevant professional certifications related to your field or major	PDF	e.g., TESOL, Culinary License, Teacher Certification
<input type="checkbox"/>	Research publications from the last three years	PDF	Submit if applicable
<input type="checkbox"/>	Alien Registration Card (ARC)	PDF	Submit if applicable
<input type="checkbox"/>	Passport-style photo	JPG	

Newly appointed faculty members entering South Korea with accompanying family members for the purpose of cohabitation must additionally submit the following documents to proceed with F-3 dependent visa application process:

1. **Copy of Passport** – For each accompanying family member.
2. **Passport-Style Photograph** – Digital file in JPG format for each accompanying family member.
3. **Official Document Verifying Family Relationship:**
 - **Apostilled Marriage Certificate** – For spouse.
 - **Apostilled Birth Certificate** – For children.
4. **Letter of Guarantee** – Official Form will be provided.

Step 2 – Documents to Prepare Before Entering South Korea

The following is a list of essential documents that must be prepared prior to your arrival in South Korea to ensure a smooth hiring process.

1. Verified Photocopy of Highest Degree Diploma (or the Original)

o Degree must be verified using **one** of the following three options:

1. **Original Copy** – Bring the original for on-site verification (returned after verification).
2. **Apostille** – Required if submitting a photocopy.
3. **Consular Notarization** – If submitting a photocopy and apostille service is unavailable in your country, obtain notarization from the nearest Korean Consulate.

2. Verified Criminal Background Certificate (CBC) – One original copy, issued by the national government of your home country, and must be apostilled.

3. Passport-Sized Photographs (35×45mm) – Five original copies, taken within the last six months and meeting official passport photo requirements. Alternatively, photographs may be taken in South Korea after arrival at an approximate cost of USD 20.

● Document Checklist

✓	Document Name	Format	Remarks
<input type="checkbox"/>	Verified Photocopy of Highest Degree Diploma	Original (or Apostilled Copy)	If the original is provided, it will be returned after verification.
<input type="checkbox"/>	Apostilled CBC	PDF	CBC must be issued by the national government of your home country
<input type="checkbox"/>	Passport-Sized Photographs (35×45mm)	PDF	Five original copies

Step 3 – Procedures After Entering South Korea

The following steps outline the key administrative and procedural requirements to be completed after your arrival in South Korea, including immigration, banking, medical examinations, and document verification.

1. Visit Daejeon Immigration Office

- **Purpose:**
 - Apply for a new Alien Registration Card (ARC), or
 - Change visa status to an **E-1 (Professor) visa** if holding a visa type that does not permit teaching activities.
- *Note:* If you already hold a visa type that allows teaching activities (e.g., F-2, F-4, F-6), you do not need to apply for a visa change after appointment.

2. Open a Salary Bank Account – Visit KEB Hana Bank (Daejeon Station Branch) to open a bank account for salary deposits.

3. Undergo Public Official Medical Examination and Drug Test – Conducted at St. Mary's Hospital (Daejeon Seongmo Hospital). Alternatively, you may choose to undergo the examination at any other hospital in Korea that is authorized to conduct official health check-ups for public officials.

4. Notarization of Documents

- **Criminal Background Certificate** - In cases where the original document from your home country has not been apostilled, a notarized translation in Korea is required. If the document has been apostilled, no notarized translation is necessary.
- **Marriage Certificate** – Required only if you wish to register your spouse as a dependent under the National Health Insurance subscribed by the newly appointed faculty member.

Step 4 – Final Document Checklist

Kindly review the final checklist of required documents and confirm that all documents have been submitted.

- Document Checklist

✓	Document Name	No. of Copies	Document Name (Korean)
<input type="checkbox"/>	Verified Photocopy of Highest Degree Diploma, or Original	1	최종 학위증, 또는 졸업증명서
<input type="checkbox"/>	Copy of Passport	1	여권사본
<input type="checkbox"/>	Passport-Sized Photographs (35×45mm)	5	여권사진 (35 × 45mm)
<input type="checkbox"/>	Apostilled CBC	1	범죄기록사실증명서
<input type="checkbox"/>	Medical Examination Certificate + Drug Test Result Certificate	1	건강검진확인서 마약검사결과 확인서
<input type="checkbox"/>	Certificate of Alien Registration or Domestic Residence Report	2	외국인등록사실증명서 또는, 국내거소신고증
<input type="checkbox"/>	Copy of Bank Book	1	통장사본
<input type="checkbox"/>	[Woosong University Employment Forms] <ul style="list-style-type: none"> • Resume • Personnel Record Card • Personal Questionnaire • Degree Inquiry Agreement • Personal Information Provision Agreement • Security Pledge • Sexual Offense Inquiry Agreement 	1	[우송대학교 채용서류] <ul style="list-style-type: none"> • 이력서 • 교직원인사기록카드 • 자기소개서 • 학위조회동의서 • 개인정보제공동의서 • 보안서약서 • 성범죄조회동의서
<input type="checkbox"/>	Marriage Certificate with Notarized Translation <i>(Required only if residing in South Korea with a dependent spouse for Health Insurance coverage)</i>	1	번역 공증된 결혼증명서 (배우자 동반 거주시에만 제출)

- For Staff Verification and Submission Only

✓	Document Name	No. of Copies	Department to submit to
<input type="checkbox"/>	Copy of Bank Book	1	Office of General Affairs
<input type="checkbox"/>	Copy of Certificate of Alien Registration	1	Office of General Affairs
<input type="checkbox"/>	Copy of ARC	1	Office of General Affairs