
Guidelines for Preparing Online Application for Faculty Job Opening

1. Start

Open <https://professor.snu.ac.kr>

Click “Apply” on the right side of the screen.

- Please fill all the blanks accurately.
- You can enter and correct the information and upload documents before the deadline.

However, because the system is automatically closed after the deadline, we recommend you to complete the application earlier before the deadline.

- After completing the online application, please notify by e-mail the person-in-charge in the department that you have completed the application.

※ E-mail address of the person-in-charge in each department

Department	E-mail address
Department of Mechanical Engineering	twoson@snu.ac.kr
Department of Industrial Engineering	kksun@snu.ac.kr
Department of Nuclear Engineering	agsun@snu.ac.kr
Department of Materials Science and Engineering	kyjoo@snu.ac.kr
Department of Electrical and Computer Engineering	newbird@snu.ac.kr
Department of Naval Architecture and Ocean Engineering	somiea@snu.ac.kr
Department of Computer Science and Engineering	kbr@snu.ac.kr
School of Chemical and Biological Engineering	hje@snu.ac.kr

2. Personal Information: Enter the basic personal information

Apply

Personal Information

Personal Information

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School/Department of Application

Once school, department and category are selected, the recruitment year and category will automatically appear. * Required information is denoted with an asterisk. Application is only available during the application period. Personal information is required before moving onto the rest of the application form.

Load previous application


College/School*	Select	College(Dept.)*	Select
Area*	Select		
Recruitment Year		Recruitment Classification	
		Application Classification	Full-time

PW

PW*		Use maximum 10 letters or numbers.
Confirm PW*		

Basic Information

Make note of your E-mail Address and Password for future modification and confirmation.

 <p>Upload your photo</p> <p>Accepted file types are JPG,GIF,PNG of Max. 500KB</p>	Nationality*			
	Final Education*	Select		
	Name*		Name (Chinese)*	
	Name (English)			
Date of Birth*	ex. 20171025		Gender* <input type="button" value="Male"/> <input type="button" value="Female"/>	

E-mail*		E-mail address is required for future modification and confirmation.
Mobile Phone*		ex. 010-1234-5678
Home Address *	<input type="text"/> <input type="button" value="Zip Code Search"/>	If you have an international address, you may enter the postal code without using the automated checking system.
	<input type="text"/>	
	Enter your home telephone number.	ex.02-1234-5678
Mailing Address*	<input type="checkbox"/> Same as above	
	<input type="text"/> <input type="button" value="Zip Code Search"/>	If you have an international address, you may enter the postal code without using the automated checking system.
	<input type="text"/>	
	Enter emergency phone number.	ex.02-1234-5678

3. Academic Information

Apply **Academic Information**

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Please enter academic records for bachelor's degree and above before moving onto next section.

University/Graduated school

Enter in the order of Bachelor's/Master's/Ph.D
Click [Add] button to add more academic records.

More academic records can be added by clicking the [Add] button. Add

Period*	<input type="text"/>	<input type="text"/>
Type of Degree*	Select <input type="button" value="v"/>	<input type="checkbox"/> Final Education
Clas.	Select <input type="button" value="v"/> SNU Graduate from the Applying Department: SNU Graduate from the Applying Department SNU Graduate from the a Different Department: SNU Graduate from a Different Department	
University*	<input type="text"/> Click Search Button. <input type="button" value="Search"/>	
College/ School*	<input type="text"/>	College(Dept.)* <input type="text"/>
Major	<input type="text"/> Click Search Button. <input type="button" value="Search"/>	
Graduation Category*	Select <input type="button" value="v"/>	
Title of Degree*	Select <input type="button" value="v"/>	
Title of Dissertation	<input type="text"/>	
Academic Adviser	Affiliation (Name of University) <input type="text"/>	Rank <input type="text"/> Name <input type="text"/>
Attachment	<input type="text"/>	<input type="button" value="Attachment"/>

Click [Save] button to save the data.

- The entered period information should be consistent with the period on the certificate.
- The university classification (SNU/other university) should be accurately marked. (*The College of Natural Sciences, SNU is classified as "Other Department in SNU."*)
- For the bachelor's degree, the title of dissertation and the advisor are not entered.
- For Master's and doctoral degrees, the title of dissertation and the advisor must be entered.
- The attached files should be listed in the order of Bachelor → Master → Doctor, and the Certificate of education (diploma) and Certificate of Academic Transcript for each degree should be combined into a single PDF file and uploaded. (Examples of file name: Bachelor_Diploma and Transcript, Master_ Diploma and Transcript, and Doctor_ Diploma and Transcript)

4. Career Information

지원서 작성

Career Information

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Please enter all employment experience(s) before moving onto the next section.

Career Information

Enter from the most current employment and include military experience if applicable.

More employment records can be added by clicking the [Add] button. Add

Work Period*	<input type="text"/> — <input type="text"/>	For the present employment, enter today's date for the last date of employment.
Type of Employment*	<input type="text" value="Select"/>	
Employer Name*	<input type="text"/>	
Position Title*	<input type="text"/>	Significant Employment Experience <input type="checkbox"/>
Job Description	<input type="text"/>	Current Employer <input type="checkbox"/>
Attachment	<input type="text"/>	Attachment

Click [Save] button to save the data.

Save

- The entered period information should be consistent with the period on the certificate.
- Do not enter career information that cannot be proved by an attached copy of certificate (career not recognized).
- The career information should be separately entered for education and for research.
- The key career information and the current affiliations should be marked. (Duplicate and multiple marks allowed).

5. Research Outcomes For Evaluation

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Select Evaluation Standard(※ Refer to announcement from respective college/school)

Select	Publication (Presentation) Date	Index Score (No. of Publication) – Max. Score (No. of Publication)	Others
<input checked="" type="radio"/>	2015-05 ~ 2020-05	2 ~ 3	

Enter Research Publications for Evaluation

More research outcomes can be added by clicking the [Add] button. Add

Status of Research Publications for Evaluation				
Book	Article	Exhibitions (Presentations)	Others	Total Recognized Points
0	0	0	0	0pts

Type of Research Publication* ※ Please select "Other" if the research publications are translation, compilation of other works, etc.

Books

Title In Korean

Original Title*

Publication (Presentation) Date* State Year and Month ex. 201101

Publisher*

URL

Status of Major Academic Journal Index Not Listed

Joint Research Details* No. of Authors Single Resear Number Recognized Score

Co-author(s) Name ex. author1, author2, author3

Attachment Attachment

Click [Save] button to save the data.

Save

- A. For the research outcomes published with English titles only, the title should be translated into Korean, and the Korean titles should be entered.
- B. Freely accessible internet links that are directly linked to the research outcomes should be provided.
(The blanks for the internet links may be left unfilled in the absence of freely accessible internet links.)
- C. If a co-author is Korean, the Korean name should be entered in to the blank for a co-author name.
- D. The criteria for the research outcomes of the department to which the application is submitted should be checked, and the information should be provided according to the criteria.
- E. If the contents (authors, date of publication, text, etc.) of the research outcome are not readable, the research outcome is not included in the evaluation.
- F. One PDF file should be uploaded for a single research outcome.

6. Overall Research Achievements

Apply

Overall Research Achievements

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Overall Research Achievements

Enter the number of research outcomes from the time of graduate school to the application date and attach a file listing the researches.

Reuploading the attachment will replace the existing attachment.

※ The attached file must include the contents included in the sample.
(Accepted file types are HWP, DOC, DOCX, XLS, XLSX, PDF of 8MB Max.)
(Title, Date of Publication (Presentation), Publisher, Academic Journal Index Category, URL, Author Details, etc.)

Download Form

Book	0	Article	0	Presentation	0	Patent	0	Others	0
	Counts		Counts		Counts		Counts		Counts

Attachment

Attachment

Register Research Outcomes For Evaluation

Save

Personal Introduction

- To enter the overall research achievements, click “Download Form,” download the form in the Excel format, fill it and upload it. (After filling all the blanks of the form, you may use a free form.)
- The numbers of books, articles, patents and other outcomes should be entered. The numbers should be consistent with the details of the overall research achievements.
- The blanks for ‘performance/exhibition’ in the Excel file, which are only for the fields of arts and sports, do not need to be filled.

7. Personal Introduction and Education and Research Plans

The screenshot shows a web application interface for an application portal. On the left is a vertical navigation menu with the following items: 'Personal Information', 'Academic Information', 'Career Information', 'Research Outcomes For Evaluation', 'Overall Research Achievements', 'Personal Introduction' (highlighted in blue), and 'Recommender'. The main content area is titled 'Personal Introduction' and contains two sections:

- Personal Introduction**: Includes the instruction 'Attach Personal Introduction including Research Outcomes and Award career.' and a note: '※ Accepted file types are HWP, DOC, DOCX, XLS, XLSX, PDF of 8MB Max.' Below this is a file upload field labeled 'Cover Letter' with an 'Attachment' button.
- Education and Research Plan**: Includes the instruction 'Attach Education and Research Plan including available subjects to lecture, research subject and short-term research plan' and the same file type note. Below this is a file upload field labeled 'Education and Research Plan' with an 'Attachment' button.

At the bottom of the page are three buttons: 'Register Overall Research Achievements', 'Save', and 'Enter Recommender'.

- A. Free forms may be used, and the documents may be written in Korean or English.
- B. Korean translations should be attached for documents written in a foreign language except English.

8. Recommender

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Recommender

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Enter more than 2 persons who majored in the same field.
The application is complete after pressing the [Submit] button and the application can be modified during the submission period after signing in to the account.

Recommender

If you want to write more Recommender, press [Add] button. Add

Relationship*	<input type="text"/>	Name*	<input type="text"/>
Position*	<input type="text"/>	Affiliation*	<input type="text"/>
Phone No.*	<input type="text"/> ex. 010-1234-1234	E-mail*	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>	If you have an international address, you may enter the postal code without using the automated checking system.
	<input type="text"/>	<input type="text"/>	

Click [Save] button to save the data.

Save

- A. The detailed information about the recommenders should be entered.
- B. The number of recommenders must be two or three
- C. The information about the recommenders entered into the recruitment system should be consistent to the letters of recommendation.
- D. The recommender should directly submit the letter of recommendation to the person in charge by e-mail (leesso@snu.ac.kr) in the form of a signed or stamped PDF file.

9. Confirm

Confirm

Confirm

Process of submitted application can be checked here.

Confirm

College/School	College of Engineering
College(Dept.)	
Area	
Recruitment Classification	
Submitted Date	
Status of Recruitment Process	
Approved	
Receipt Number	

[Print Application](#) [Cancel Application](#)

- A. Whether the application is approved or not will be finally decided 9 days after the application deadline by reviewing the eligibility of the research outcomes and checking the doctor's degree.