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한국고등교육재단

장학사업   국제학술사업   멀티미디어   커뮤니티   재단소개   정보자료실

🏠 국제학술사업   국제학술교류 지원사업(ISEF)   ISEF 학자신청

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ISEF Application

How to Apply

※ Please carefully read the following information and instructions before applying online.

Online Application Steps

01	Confirm eligibility
02	Become a KFAS member and log in at www.kfas.or.kr
03	Completion of online application form
04	Submission of supplementary documents

03 — filling out necessary information, preparing research proposal, and attaching the applicable files

04 — 2 recommendation letters, 2 researc samples, certificate of employment and letter of research affiliation, Ph.D. degree certificate

05	Confirm submission

01. Before Applying

1) Check your eligibility

Thoroughly read the "Information of International Scholar Exchange Fellowship 2019–2020" to make sure that you meet all the requirements such as a eligible field of research and country. Those that do not meet such requirements will be rejected without notice.

2) Become an online KFAS member and log in

Eligible applicants must first go to the KFAS website at www.kfas.or.kr and become a member. Make sure you enter your correct e-mail address.

After you become a KFAS member, an authentication number will be sent to the e-mail address that was provided.

Please enter the authentication number the first time you log in to the KFAS website. Make sure there are no spaces preceding the authentication number. Afterwards, you will only need to enter your ID and password to log in.

02. Online Application

1) Completing the application form

At the main page of the KFAS website (www.kfas.or.kr), click "ISEF Application" at the bottom of main page. You may also go to "International Program," and then go to "ISEF" to click "ISEF Application."

The ISEF Application section of the website is made of three pages: Personal Information, Academic Information, and Additional Information. You may save the entered information only after completing each page. You cannot save an incomplete page. After saving all three pages, the application form is complete.

All items must be entered in English. For Chinese applicants, Chinese may be entered in some cases, but always along with English.

Required fields (marked with a red dot) must be entered in order to move to the next item.

The ARC that applies to you must be selected at the middle of the Personal Information page. Applicants from institutions where Asia Research Center (ARC) is located must select his/her home institution. Applicants from institutions without Asia Research Center (ARC) must select "Korea." (location of Asia Research Center).

If you apply without indicating the applicable ARC, the application will not be considered for evaluation.

Every question must be answered completely and carefully.

After completing the application form, you may temporarily save the entered information and return later to make corrections by logging in and checking the information at My Page. After you make your final submission, you will not be able to change any of the entered information.

2) Write your research proposal and attach documents

Research proposals should be attached as a doc, docx, pdf, or ppt file. The file name should be your full name (e.g. Wang Lei.doc).

Research proposals must be a minimum of four single-spaced A4 pages, and use Times New Roman, 12 point font.

At the beginning of your proposal, please indicate your full name, affiliation, field of research, and proposed research topic.

Research proposals should include the following items:
- Motivation and need for this project: Be specific about your specialized academic interest within your field.
- Background: Place your research project in an academic context by referencing major works by other scholars in this field. A selected bibliography may be attached in order to specify the background of your proposed project. Also describe how your proposed research plan is related to your previous study/research, and fits your future academic goals.
- Objectives: Write a clear and detailed description of your proposed research objectives.
- Scope, design and methodology: Describe the scope, design and methodology of your proposed research project.
- Schedule: Explain how your project can be completed within the duration of this fellowship.
- Significance: Explain the significance of your proposed project for your academic field, your own professional development and your home country.
  Dissemination plan: Describe your plans for disseminating your research findings in both your home country and elsewhere.
- Publications: Include a complete list of your publications, translated into English. You should use the standard citation and bibliographical format.

3) Attaching your photo

Please attach a recent ID photograph (e.g. passport photo).

03. Submit Supplementary Documents

After completing the online application form, you must submit 2 recommendation letters, 2 research samples, a certificate of employment, a copy of Ph.D. degree certificate and a letter of research affiliation (if applicable) to KFAS by post. If your home institution has an ARC, you must submit the documents to the applicable ARC. After an initial screening at your ARC, ARCs will send the documents of qualified candidates to KFAS.

1) Recommendation Letters

An application to the ISEF program requires 2 recommendations. You may **download** the form at the KFAS homepage. ("Community" --> "Download" --> "Letter of Recommendation.doc")

Please follow the instructions on the recommendation form. At least one recommendation should come from a source not affiliated with your institution.

Recommenders should be in a position to comment on your abilities and qualifications to carry out the stated research project in Korea and its value in relation your research and teaching responsibilities in your country.

If a recommender is Korean, he/she may write in Korean and submit his/her recommendation letter directly to KFAS.

2) Research Sample

2 research samples that best represent your work (i.e. books or research papers) must be submitted. An English abstract of no longer than 300 words must be attached to each research sample.

3) Certificate of Employment (issued within 2 months)

4) A copy of Ph.D. degree certificate

5) Letter of Research Affiliation, if available at the time of application

04. Application Deadline

February 22, 2019

※ The Stated deadline is the final date that all original materials must reach KFAS by. In case of submitting materials to Asia Research Centers.

05. Host Institution in Korea

If available, please attach a letter of research affiliation from your host institution in Korea to your application. You may download the form at the KFAS homepage. ("Community" □ "Download"□ "Letter of Research Affiliation.doc")

Upon selection as an ISEF fellow, you must contact Korean institutions and scholars immediately to arrange your research affiliation. You should send KFAS a letter of research affiliation as soon as your arrangements are made.

Fellows should find their own host scholar as they best understand their field of study and research proposal. It is also best for fellows and host scholars to contact each other directly for active cooperation and exchange during the research period. You are also advised to inquire whether the institution's accommodations, such as dormitories or apartments, are available for use. You must thoroughly discuss each other's role and involvement in your research before arriving in Korea.

06. Confirm Submission of Application

After submitting your application form, you may check whether all materials were received at My Page.

07. Important Notice

1) All documents must reach KFAS by the application deadline in order to be considered for the following academic year, which begins in September.

2) All communication, including questions about your application, should be sent to the ARC in the applicant's respective country or to KFAS.

3) If an application form is not completely filled out and/or is not accompanied by proper documents, the applicant may be rejected without notice.

4) No submitted documents will be returned to applicants.

5) Accepted ISEF fellows may have their acceptance rescinded if he/she is found to have provided incorrect information.

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개인정보취급방침   사이트이용안내   오시는길   사이트맵

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