Guideline of Applicant for ISEF 2024-2025

01. Before Applying

1) Check your eligibility

- Read "About the International Scholar Exchange Fellowship (ISEF)" carefully to make sure that you meet all the requirements, such as eligible field of research and Nationality. Those who do not meet such requirements will be rejected without notice.

2) E-mail Authentication

- If you meet all the requirements, click "Apply" at the bottom of the page and authenticate your e-mail. A temporary password will be sent to your e-mail. Click "Apply" from your e-mail and log in using your temporary password. You can change the password from the application page. Using your e-mail and password, you can then fill out, manage, and confirm your application status.

02. Complete the Online Application

1) Complete the application form

- The ISEF application section consists for 4 parts: personal information, academic information, additional information, and submission of documents. After you complete the first three parts, upload all required documents in the "submission of documents" page.
- All items must be entered in English. 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.
- Every question must be answered carefully and completely.
- You can manage your application in "Application History." Once you submit, you cannot make changes to your application.

2) Submit your research proposal and attach relevant 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 pages (A4, single-spaced), and use Times New Roman (12 points 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:
- Statement of purpose: Be specific about your academic interest within your field
- Background: Place your research project in an academic context by referencing major works by other scholars in this field. Bibliography may be attached in order to provide

the background on 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 Nationality.
- Dissemination: Describe your plans for disseminating your research findings in your home Nationality and elsewhere.
- Publications: Include a complete list of your publications, translated into English. Use standard citation and bibliographical format.

3) Submit Required Documents

- Please upload a certificate of doctoral degree, a certificate of employment, and two research samples.

(1) Certificate of doctoral degree (If you hold a degree from a Chinese institution, also upload a certificate of graduation)

(2) Certificate of employment (issued within 2 months)

(3) Research samples

Upload research samples that best represent your research. If your research sample is a published article, upload the entire article including an abstract (fewer than 300 words). If your research sample is a book, upload an abstract (fewer than 300 words) and send a hard copy to the Chey Institute via mail. (*If you do not upload an abstract, your application will not be considered).

Send to.
Chey Institute for Advanced Studies
Address: 17F, Teheran-ro 211, Gangnam-gu, Seoul 06141, Republic of Korea

4) Recommendation Letters

- Application requires 2 recommendations. Please enter relevant information about the recommenders in your application, and click send. A link will be sent to the e-mail address you listed. You can also re-send requests for recommendation. Once your application is submitted, you cannot change your recommenders.
- Please follow the instructions on the recommendation letter. 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. Also, they should state the value of your research in relation the teaching responsibilities in your Nationality.

- Recommendation letters may be written in English or Korean.

5) Letter of Research Affiliation
- If available at the time of application.

03. Application Deadline

End of February. Please refer to the program details for specific dates.
※ The Chey Institute must receive all application materials by the stated deadline.

04. Host Institution in Korea

- **Fellows are responsible for finding their host scholars and institutions in Korea. Fellows should inquire if the host institution offers accommodations, such as dormitories or apartments. Prior to arriving in Korea, fellows ust discuss the host scholar's role and involvement in their research.**
- **Upon selection as an ISEF fellow, you must contact the host institution and scholar immediately to arrange your research affiliation.**
- **Once your host institution is confirmed, a letter of confirmation from the host institution must be sent to the Chey Institute. The confirmation letter is available for download in "ISEF Archive."**

05. Confirm Submission

- **After submitting your application, you can check your application status in "Application History."**

06. Important Notice

- **All documents must reach the Chey Institute by the application deadline in order to be considered for the following academic year (September).**
- **All communications, including questions about your application, must be sent to the Chey Institute.**
- **Incomplete application may be rejected without notice.**
- **Submitted documents will not be returned.**
- **Acceptance may be rescinded if the applicant is found to have provided false information.**