

Fall/Spring- 20\_\_

LETTER OF REQUEST(학력조회 의뢰서)

No.



## SUNGKYUNKWAN UNIVERSITY

Admissions Office  
25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

Tel: +82-2-760-1352~7

Fax: +82-2-760-1350

<http://www.skku.edu>

Date : \_\_\_\_ . \_\_\_\_ . \_\_\_\_ (dd/mm/yyyy)

School Name : (해외학교 공식명칭)

Address : (해외학교 주소-담당부서)

Zip code : Tel: Fax:

E-mail : (해외학교 학력조회담당자)

Student Name : (해외학교에 등록된 이름)

Student Id Number: (해외학교에 등록된 학번)

### Subject: Requesting Student Information

Dear Sir or madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask you to verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, major field, and the date of Graduation. Please complete below and return this document to our office. You can respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

Vice President of Admissions \_\_\_\_\_

### Questions to verify student information

Student's name: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Date conferred: \_\_\_\_\_

Name of institution: \_\_\_\_\_

Signature of University Official \_\_\_\_\_

Fall/Spring- 20\_\_

LETTER OF REQUEST(학력조회요청서)

No.



# SUNGKYUNKWAN UNIVERSITY

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To whom it may concern:

This letter is to confirm that I attended (♣ Name of school).

I have applied to Sungkyunkwan University in Seoul, Korea for the ♣ 20\_\_ academic year and have agreed to allow Sungkyunkwan University to officially request my academic records from the schools I previously attended.

In this regard, I would like to request your full assistance when the University Admissions Office contact you regarding verification of enrollment and transcripts.

Enrolled Name: ♣ \_\_\_\_\_

Student ID Number: ♣ \_\_\_\_\_

Date of birth: ♣ \_\_\_\_\_

Date of admission (transfer): ♣ \_\_\_\_\_

Date of graduation (withdrawal): ♣ \_\_\_\_\_

Sincerely yours,

♣ \_\_\_\_\_

Signature

♣ (월) - (일) - (년) 20\_\_

Date

※일자 표기(Example)

(월) - (일) - (년) 20\_\_

※Applicants should write on the lines marked by ♣

(월: Month) (일: Day) (년: Year)