

※ 해외에서 재학한 학교(초.중.고등학교 과정)의 수만큼 1매씩 별도로 작성하여 제출(북한이탈주민<새터민> 제외)



광운대학교  
KwangWoon University

**Kwangwoon University Admission's Office**  
**Official Agreement for Enrollment**  
**and Academic Credits**  
**[ 학력조회 동의서 ]**

To whom it may concern

尊敬的校领导

This letter is to confirm that I attended (school name) \_\_\_\_\_

此信为确认我曾参加过(校名) \_\_\_\_\_ 的课程所用.

I have applied to **Kwangwoon University** in South Korea for 2022 academic year and I agreed that **Kwangwoon University** could rightfully make a request to you for my school records.

我已申请成为韩国光云大学2022年上学年的学生, 我在此同意光云大学适当地对我的学校档案进行查证.

In this regard, I would like to ask you to provide full assistance to **Kwangwoon University** when they contact you regarding verification of enrollment and transcript.

在此,我请求,在光云大学为了查证我的入学情况和成绩联系母校时,请母校提供充分的援助.

Name 姓名 : \_\_\_\_\_

Date of Birth 出生日期: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day日) (month月) (year年)

Date of admission(or transfer) 入学(或转学)日期: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day日) (month月) (year年)

Date of graduation(or withdrawal) 毕业(或休学)日期: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day日) (month月) (year年)

School Address 学校地址: \_\_\_\_\_

Country 国家: \_\_\_\_\_

School E-mail Address 学校E-mail地址: \_\_\_\_\_

Name and E-mail of Person in Charge 负责人姓名及E-mail地址: (Name 姓名) \_\_\_\_\_  
(E-mail 电子邮箱) \_\_\_\_\_

Telephone Number 电话号码 : \_\_\_\_\_  
(State + Province + Region + Telephone Number) ( +86+区号+电话号码 )

School Fax number 学校传真号码: \_\_\_\_\_  
(State + Province + Region + Fax Number) ( +86+区号+传真号码 )

Sincerely yours,

敬后

Signature 签名: \_\_\_\_\_ Date 日期: \_\_\_\_\_