

▶ 학력조회 동의서는 원서접수 사이트에서 다운로드하여 출력 후 직접 작성하여 서명 후 제출



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

To whom it may concern

This letter is to confirm that I attended \*(영문학교명)\_\_\_\_\_.

I have applied to **Kwangwoon University** in South Korea for **2027** academic year and have agreed to allow **Kwangwoon University** to officially request my academic records from previously attended school.

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.

[Student's Records]\*(영문작성)

* Student Name	:	_____
* Date of Birth	:	_____ (mm/dd/yyyy)
* Date of admission(or transfer)	:	_____ (mm/dd/yyyy)
* Date of graduation(or withdrawal)	:	_____ (mm/dd/yyyy)

[School Information]\*(영문작성)

* School Name	:	_____
* School Address	:	_____
* School Phone Number (State + Province + Region + Phone Number)	:	_____
* School Fax number (State + Province + Region + Phone Number)	:	_____
* School E-mail Address	:	_____
* Name and E-mail of Person in Charge	:	(Name) _____
	:	(E-mail) _____

Sincerely yours,

\* Signature : \_\_\_\_\_ \* Date : \_\_\_\_\_ (mm/dd/yyyy)

- ※ 국외에서 재학한 학교(초·중·고등학교 과정)의 수만큼 각각 1매씩 별도로 작성하여 제출(북한이탈주민 제외)
- ※ 동일한 학교에서 다른 교육과정을 중단 없이 연속으로 이수했을 경우 1매로 합쳐 작성할 수 있음(\* : 필수 항목)