



Official Agreement
for Enrollment and Academic Credits
(학력조회동의서)
学历调查同意书

尊敬的校领导

此信为确认我曾参加过_____ (中文校名)的课程所用。(中国境内学校毕业生必须填写学校中文名)
我已申请成为韩国檀国大学(竹田或天安)2020学年的新生,我在此同意檀国大学适当地对我的学校
档案进行查证。

所以在此恳请母校在接到檀国大学工作人员的联系时,给予充分的协助,十分感谢。

To whom it may concern

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

I have applied to **Dankook University** in (Jukjeon or Cheonan), South Korea for 2020 academic year and I agreed that **Dankook University** could rightfully make a request to you for my school records.

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

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: _____

Date of graduation(or withdrawal) 毕业(或休学)日期: _____

School Address 学校地址: _____

Country 国家: _____

School Website 学校官网: _____

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: _____
(cf. State + Province + Region + Telephone Number) (+86+区号+电话号码)

School Fax number 学校传真号码: _____
(cf. State + Province + Region + Fax Number) (+86+区号+传真号码)

Sincerely yours,

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Signature 签名: _____ Date 日期: _____