



International Student Support Team
Sookmyung Women's University

Tel : +82-2-710-9284
Fax : +82-2-710-9285
Website: <http://exchange.sookmyung.ac.kr>
Email: admission@sm.ac.kr

- Date :
- School Name :
- School Address :

* (외국학교 공식명칭: 영문 또는 재학국 언어)
* (외국학교 주소: 영문 또는 재학국 언어)

Subject: Request for Student Information

To Whom It May Concerned:

* (외국학교에 등록된 본인이름: Name)

We are pleased confirm that the following individual, (_____), has listed your institution as part of their academic background. We kindly ask for your cooperation in answering the questions below regarding this individual. Your response will be kept strictly confidential.

For your reference, the student's Letter of Agreement is below.

If possible, we would greatly appreciate it if your office could respond by fax to help expedite the processing of this applicant's materials.

Thank you in advance for your assistance.

Sincerely,

Sehjae Chun

Sehjae Chun, Ph.D.
Dean, Office of International Affairs
Professor, School of English Language and Literature
Sookmyung Women's University

LETTER OF AGREEMENT

To whom it may concern:

I have applied to Sookmyung Women's University in Seoul, Korea for admission.

In this regard, I kindly request your full assistance to Sookmyung Women's University when they contact you for verification of my enrollment and academic transcripts.

Degree Certificate No.	
School Phone Number	
School Fax Number	
Name of Staff in Charge of Verification	
Email Address of the Staff	

Written by Applicant (지원자 기록)	Verified by previously attended school (외국학교 담당자 기록)
Date of Admission (MM/DD/YY) * - -	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect *Please check V sign on the corresponding box.
Duration of school study (DD/MM/YY~DD/MM/YY) * - - ~ - -	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect *Please check V sign on the corresponding box.
Date of Birth (MM/DD/YY) * - -	Additional comments : Name and Title : Signature: School Stamp:
Name in full and Signature *	
Date * - -	

※ 지원자는 재학한 외국학교 수만큼 본 양식을 별도로 작성하여 제출하되 * 표시된 부분에 대해서만 기재하시면 됩니다.
※ 일자 표기 Example) (월:MM)-(일:DD)-(년:YY)