

# Official Agreement for Enrollment and Academic Credits

## 학력조회동의서 (学历调查同意书)

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 **Dankook University** in (Jukjeon or Cheonan), South Korea for 2025 academic year and I agreed that **Dankook University** could rightfully make a request to you for my school records.

我已申请成为韩国檀国大学(竹田或天安)2025年上学年的学生, 我在此同意檀国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 **Dankook University** when they contact you regarding verification of enrollment and transcript.

在此,我请求,在檀国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.

<b>Applicant Name</b> [申请人姓名]		
<b>Date of birth</b> [出生日期]		
<b>School Name/Country</b> [学校名]	School Name	Country
<b>Date of admission/graduation</b> [入学(或转学)/毕业(或休学)]	Date of admission(transfer)	Date of graduation(withdrawal)
<b>School Address</b> [学校地址]		
<b>School E-mail Address</b> [学校E-mail地址]		
<b>School Telephone/Fax</b> [学校电话/传真]	Telephone Number	Fax Number
<b>Person in Charge</b> [学校负责人]	Name	E-mail Address

Sincerely yours,

敬启

Signature (签名) \_\_\_\_\_

Date (日期) \_\_\_\_\_