**Official Agreement for Academic Verification**

**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 |  |
|  |  |
| 此文件为确认我曾参加过 |  | (校名)的课程所用. |

 I have applied to **Dankook University** in (Jukjeon or Cheonan), South Korea for 2026 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)2026年春季学期的学生, 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 academic transcript.

在此,我请求当檀国大学为查证学籍和成绩情况联系母校时,请母校给予协助 。

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

Sincerely yours,

敬启

|  |  |  |  |
| --- | --- | --- | --- |
| Signature (签名) |  | Date (日期) |  |

