



# SEOUL NATIONAL UNIVERSITY

Office of Admissions, Seoul National University

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Session: March, 2019

Name of Institution: ① \_\_\_\_\_

- School/Dept./Major: ② \_\_\_\_\_

- Duration of Enrollment: ③ \_\_\_\_\_ ~ \_\_\_\_\_

- Address: ④ \_\_\_\_\_

- Date of Graduation: ⑤ \_\_\_\_\_ Degree Conferred: ⑥ \_\_\_\_\_

To whom it may concern:

We are pleased to inform that (⑦ \_\_\_\_\_), your alumnus/alumnae or a current student, has been admitted to Seoul National University. Please examine the enrollment record above, complete the verification report below and return it to us as soon as possible. Do not separate the verification report portion as the form is required to be returned in its entirety. Your answers are greatly appreciated and will be held in strict confidence.

Thank you for your cooperation.

Sincerely yours,

유경하

\_\_\_\_\_  
Yu, Kyung Ha  
Director, Division of Admissions  
Seoul National University

## LETTER OF AGREEMENT

To whom it may concern:

Please note that I have applied to Seoul National University in Seoul, Korea for the 2019 Spring Semester and agree that Seoul National University could rightfully make a request for my enrollment records.

In accordance with my agreement, I request your full cooperation to Seoul National University in providing the requested information.

Name: ⑧ \_\_\_\_\_ (Signature) ⑨ \_\_\_\_\_

Date of birth: ⑩ \_\_\_\_\_

## VERIFICATION REPORT (School/University use only)

Accuracy of enrollment record above: Correct  Incorrect

Additional comments:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ (Signature) \_\_\_\_\_

## ※ Instructions

1. Must type in English. Please type in the answers on a PC and print out the completed form for submission. (Chinese character may be used for Chinese or Japanese schools.)
2. The letter of agreement will be sent to the school, from which you have graduated, in order to obtain confirmation on your academic records. Any falsified information on your application documents or a lack of response from the school can be grounds for rescinding of the offered admission.
3. The answers must pertain to the final school/university from which you have graduated (will graduate).

### 4. Instructions for completion

- ① Name of School or University you have attended
- ② Please write down the name of School (Department) and Major.
- ③ Please write down the exact date of admission (transfer) and date of graduation (withdrawal).  
Please provide **date, month, and year** in the order listed for each record.
- ④ Full Address of the School or University including Zip Code
- ⑤ Exact date of Graduation (dd/mm/yyyy)
- ⑥ Degree Conferred
- ⑦ Name of Applicant
- ⑧ Name of Applicant
- ⑨ Applicant's Signature
- ⑩ Applicant's Date of Birth (dd/mm/yyyy)