

2024 SPRING
ADMISSION GUIDE
FOR INTERNATIONAL STUDENTS



덕성여자대학교
DUKSUNG WOMEN'S UNIVERSITY

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[Annex] Application, Self-Introduction, Statement of Purpose,
Letter of Agreement, Financial Declaration for Expenses

I. Academic Programs

1. 1st Year Students(freshmen)

College	Major
College of Humanities and Social Sciences	Korean Language & Literature, Japanese Language & Literature Chinese Language & Literature, English Language & Literature French Language & Literature, German Language & Literature Spanish Language, History, Philosophy History of Arts, Cultural Anthropology, Business Administration Accounting, International Trade, Law, Sociology Library and Information Science, Psychology Human Development & Family Studies Social Welfare, Political Science and International Studies Fashion Design
College of Science and Technology	Digital Software Engineering, Biotechnology, Mathematics Statistics, Chemistry, Food & Nutrition Sports for All
College of Art and Design	Korean Painting, Painting, Interior Design Visual Communication Design, Textile Design

※ New students choose their major in their sophomore year after studying at the college for a year.

※ This list is subject to change. Please check for updates before submitting your online application.

[Digital Software Engineering]

- A variety of tracks would offer the latest IT trends and industry demands, and it is possible to select more than one track.
- 5 tracks in total (※ Details such as the name of tracks may be changed according to circumstances.)
 - Big data track
 - Web & App track
 - AI track
 - IOT track
 - Cyber security track

[Korean Studies]

- This is a major that can choose as a second major and only available to international students.
- We would train global experts with abilities to analyze Korea and Korea culture theoretically and experientially.

[Korean Language Education]

- This is a major that students could choose as a second major.
- It has established for training Korean language teachers and Korean education researchers. Students could qualify as an educational expert by receiving Korean language teacher certificate.

2. Transfer

College	Major
College of Humanities and Social Sciences	Korean Language & Literature
	Japanese Language & Literature
	Chinese Language & Literature
	English Language & Literature
	French Language & Literature
	German Language & Literature
	Spanish Language
	History
	Philosophy
	History of Arts
	Cultural Anthropology
	Business Administration
	Accounting
	International Trade
	Law
	Sociology
	Library and Information Science
	Psychology
	Human Development & Family Studies
	Social Welfare
Political Science and International Studies	
Fashion Design	
College of Science and Technology	Computer Engineering
	IT Media Engineering
	Cyber Security
	Software
	Biotechnology
	Mathematics
	Statistics
	Chemistry
	Food & Nutrition
	Sports for All
College of Art and Design	Korean Painting
	Painting
	Interior Design
	Visual Communication Design
	Textile Design

II. Admission Schedule

1. Admission Schedule (Korean Standard Time)

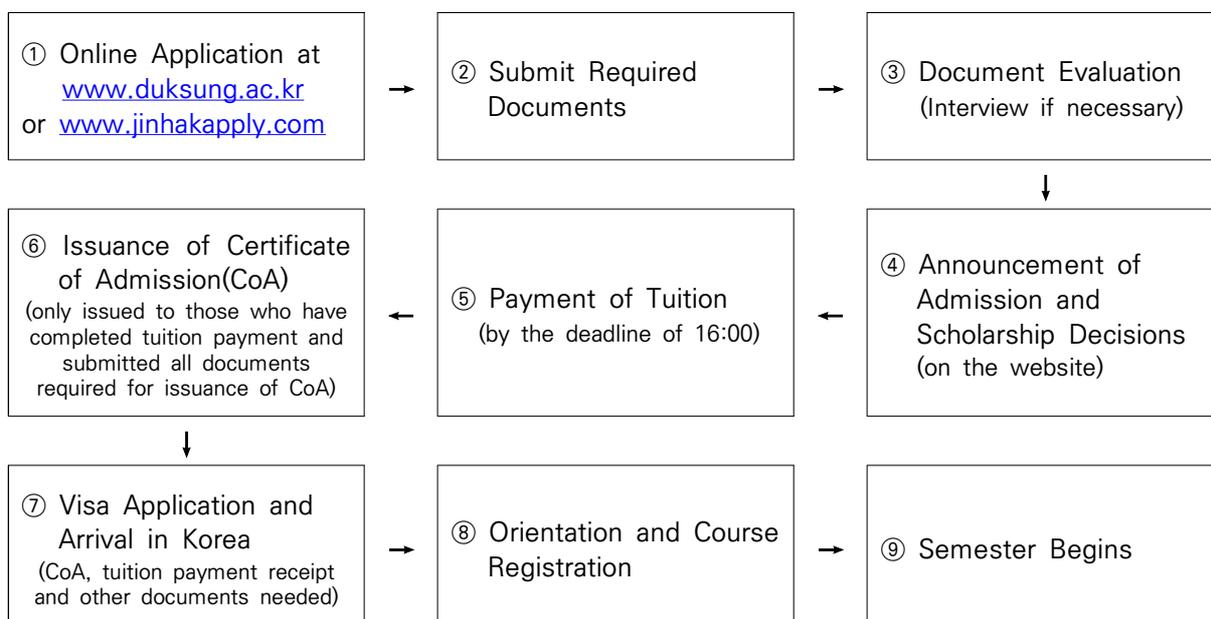
Section	1 st Schedule	2 nd Schedule
Online Application	2023. 10. 16(Mon) ~ 10. 27(Fri)	2023. 11. 13(Mon) ~ 11. 24(Fri)
Submission of Required Documents	2023. 10. 16(Mon) ~ 11. 3(Fri)	2023. 11. 13(Mon) ~ 12. 1(Fri)
Result Announcement	2023. 11. 23(Thu)	2023. 12. 21(Thu)
Payment of Tuition	2023. 11. 24(Fri) ~ 11. 30(Thu)	2023. 12. 22(Fri) ~ 12. 28(Thu)

※ After submitting the online application, please send the required documents by registered mail.

- ▶ Documents should be postmarked in Korea and submitted by the deadline to be considered for admission.
- ▶ Address : (01370) Duksung International Affairs, International Hall 118~119,
381, Uicheon-ro, Dobong-gu, Seoul, Republic of Korea
- ▶ Failure to submit documents within the deadline shall result in rejection due to “non-submitted documents.”

※ Students in need of a visa, such as overseas applicants, are advised to register for the first screening based on their arrival schedule. Applicants are responsible for any disadvantage caused by failure to enter the country by the first day of class.

2. Admission Process



III. Application Eligibility

Common Criteria	<p>① Foreign female students whose parents are both foreign nationals</p> <ul style="list-style-type: none"> ▶ Recognized only when both parents and the student have acquired foreign nationality before the applicant began a curriculum that corresponds to the high school curriculum in Korea. ▶ Students with multiple nationalities are not eligible to register. ▶ If the student has family relations with only one parent (single-parent family or single father/mother), the student is qualified to apply based on the nationality of the relevant parent <p>※ If there are any special matters related to family relations and nationality, a authenticating documents (government-issued document) proving the matter must be submitted as evidence</p> <p>② Korean Language Proficiency: must meet <u>at least one</u> of the following criteria:</p> <ul style="list-style-type: none"> ▶ TOPIK Level 3 or above ▶ Completed (or expected to complete) of courses in Duksung Global Education Institution ‘Intermediate 1’ or above (Those who have completed the Duksung Global Education Institution’s course must complete 300 hours of additional Korean language training after admission.)
Freshman	Applicants who have graduated or are expected to graduate from high school by March 1st, 2024(April 2024 for high schools in Japan)
Transfer	<p>Applicants should satisfy at least one of the following requirements by March 1st, 2024(April 2024 for universities in Japan):</p> <ul style="list-style-type: none"> ▶ Completed at least two years of a standard four-year university course and achieved at least 65 credits at a standard university. ▶ Graduate (or prospective graduate) of a (two-year or three-year) junior college. ▶ Acquired (or expected to acquire) a standard four-year university bachelor’s degree. <p>※ Correspondence colleges, industrial universities, and cyber universities are considered standard four-year universities</p>

Criteria for recognizing foreign school courses

- ▶ Only standard school curriculum recognized as a prescribed level of education in accordance with the relevant country’s educational acts is recognized
- ▶ Those who have completed the domestic or overseas qualification exam (GED in the United States and Canada, Self-Taught Examinations in China, etc.) are not recognized to have completed the relevant school curriculum.

※ In accordance with the revision of the 2021 Fundamentals of College Entrance Screening, if the applicant does not meet the standards for application (i.e., term of office, attendance, length of stay) because of COVID-19, the applicant may submit explanatory materials to the university and be recognized for eligibility.

IV. Required Documents

#	Document	Detail
1	Copy of the Online Application and Document Checklist	<ul style="list-style-type: none"> ▶ Print out and submit the application form ▶ Print out the list of documents in the university's prescribed form
2	Letter of Agreement	<ul style="list-style-type: none"> ▶ Print out the university's prescribed form ▶ Fill out without omission, sign, and submit ※ One copy for each high school attended in a foreign country
3	Self-Introduction and Study Plan	<ul style="list-style-type: none"> ▶ Print out the university's prescribed form
4	Certificate of (Expected) Graduation and Official Transcript of Academic Records	<ul style="list-style-type: none"> ▶ Freshman <ul style="list-style-type: none"> - Official copy of the High School Graduation Certificates - Official copy of the transcripts or school records - Official copy of the High School Enrollment Certificates ※ If the enrollment period is specified in the transcript (school record), the High School Enrollment Certificate may be omitted ▶ Transfer students <ul style="list-style-type: none"> - Official copy of the High School Graduation Certificates - Official copy of the University/Junior College Graduation Certificate or Completion Certificates - Official copy of the University/Junior College transcripts - Proof of graduation credit and completed semesters (Only for students who have completed two years or more at a standard university abroad) ※ For credit approval, the grade and credits of all courses must be indicated on the transcript (if not indicated, the application will not be processed) ※ If the transcript specifies the graduation credits and completed semesters, additional related evidence may be omitted <p>[Graduation certificate and transcript of a foreign school must be submitted according to the guidelines on p.6 of Instructions for Educational Accreditation Documents]</p>
5	Certificate of Korean Language Proficiency	<ul style="list-style-type: none"> ▶ Transcript of TOPIK Level 3 or higher ※ Those who have completed Intermediate Level 1 or higher of the Duksung Global Education Institution Korean language course may submit the relevant certificate

6	Family Relations Certificate	<ul style="list-style-type: none"> ▶ A certificate issued by a foreign government that confirms family relations corresponding to a family relationship certificate in Korea
7	Copy of Foreign Nationality Certificate (student & parents)	<ul style="list-style-type: none"> ▶ Copy of citizenship or passport of applicant and parents ※ If the applicant or the parents were Korean nationals in the past, documents proving loss of Korean nationality and the date of acquisition of foreign nationality must be submitted ※ If the student has family relations with only one parent because of the divorce or death of a parent, documents issued by the government proving the matter must be submitted
8	Alien Registration Certificate (if applicable)	<ul style="list-style-type: none"> ▶ Copy and submit both front and back (limited to applicants staying in Korea)
9	Financial Guarantee Document	<ul style="list-style-type: none"> ▶ Students who need D-2 study abroad visa ▶ Issue date should be within one month of the date of application submission ▶ Certificate of bank deposit balance of USD 20,000 or higher or certificate of remittance or exchange of USD 20,000 or higher in Korea in the name of the applicant or parent ※ For registered foreigners staying in Korea, only a certificate of deposit balance in the applicant's name at domestic banks is accepted ※ Students who have studied at Duksung Global Education Institute can submit 1/2 mitigated bank balance with their institute certificates
10	Financial Declaration for Expenses of the financial guarantor	<ul style="list-style-type: none"> ▶ Students who need D-2 study abroad visa ▶ Print out the university's prescribed form
11	Recommendation Letter from Duksung Center (For designated country)	<ul style="list-style-type: none"> ▶ Students of Mongolia, Vietnam, and Uzbekistan nationalities must submit ▶ Print out the university's prescribed form

※ Instructions for document submission

1. Documents written in foreign languages other than English must be accompanied by a notarized Korean translation.
2. All documents must be submitted in the original form, and submitted documents will not be returned. However, if reissuing documents during the document submission period is difficult, a copy may be submitted, provided that the copy is notarized as the original, or the original form may be returned after confirming originality at the International Affairs.
3. Prospective graduates must submit their graduation certificates after being selected as successful candidates. An apostille or confirmation from an overseas educational institution (or embassy legalization) must be submitted.
4. If the name on the submitted document is different, a document proving identity must be attached.
5. Additional documents can be requested for a fact check, and candidates who fail to submit the documents will be rejected according to the selection principle.

※ Instructions regarding documents for recognition of educational background

1. Documents issued by overseas educational institutions must be submitted with apostille or embassy legalization. In principle, students from the Apostille Convention Bureau must obtain an apostille.
 - A. **Apostille confirmation:** Issued by a government agency designated by the host country of the applicant's graduated school.
 - Apostille Agency
 - o Ministry of Foreign Affairs Apostille desk: 02-2100-7600
 - o Ministry of Justice Apostille desk: 02-720-8027
 - o The list of countries and information on related agencies by country can be obtained from the Apostille section of the Hague Conference on Private International Law website (www.hcch.net)
 - B. **Embassy Legalization:** Acquire a “Confirmation from an overseas educational institution (or embassy legalization)” at the Korean consulate in the country of the applicant's school or the diplomatic missions in Korea.
 2. **Guidelines for submitting documents for applicants with educational background and degree in China**
 - : Applicants with educational backgrounds and degrees in China must submit a degree certification report issued by the Academic Background and Degree Certification Center of China's Education Ministry.
- 〈General high school〉**
- o Graduate certificate: CHSI (学信网) – Submit a certification report (in English) issued by the Academic Background and Degree Certification Center of China's Education Ministry (www.chsi.com.cn)

※ Submitted documents that are not verified on the relevant website will not be accepted. Please prepare in advance since the issuance of the certificate takes about 30 days.

o Transcript: Submit embassy legalization (Korean or English)

〈Vocational high school〉 Choose ① or ②

① Graduation certificate issued by the relevant school [Provincial Office of Education (or City Office of Education) + confirmation of a Korean Consul in China is essential]

② Graduation certificate issued by the Provincial Office of Education [confirmation of a Korean Consul in China is essential]

※ Vocational high schools affiliated with China's Ministry of Human Resources and Social Security can be recognized even if they have only been confirmed by a consul in China when submitting a printed copy (screenshot) from the official website of the Ministry of Human Resources and Social Security

※ Information on issuing a recommendation letter to the Duksung center

: Students of Mongolia, Vietnam, and Uzbekistan nationalities must submit

Country	Center	Location and Contact
Mongolia	Duksung Ulaanbaatar Center	<ul style="list-style-type: none"> ▶ Address: 604-607, 6th floor, 6th khoroo, Bayanzurkh district, Ulaanbaatar city, Mongolia ▶ Name: DUKSUNG WOMEN'S UNIVERSITY Ulaanbaatar Center / GERELCHIMEG Davaanyam ▶ Phone number: +976 99996762, +976 90074447 ▶ Zip code: 13373
Vietnam	Samin General Law Office	<ul style="list-style-type: none"> ▶ Address: 222 Duong Bui, Phuong Cong Vi, Quan Ba Dinh, T.P Ha Noi, Vietnam ▶ Name: Trung Tam Han Ngu DUKSUNG(Thao) ▶ Phone No: +84 0382028688, +84 0977800093 ▶ Zipcode: 11108
Uzbekistan	Duksung Tashkent Center	<ul style="list-style-type: none"> ▶ Address: Tashkent city, Mirobod district, Fidokor street-32, INCO business center 4th floor ▶ Name: DUKSUNG WOMEN'S UNIVERSITY Tashkent Center ▶ Phone number: +998 781290515

※ Recommendation Submission Exception

- Applicants who attending the Duksung Global Education Institution
- Recommended directly by sister universities of Duksung
- Recommended by the agreement agencies (ANOR EDUCATION (WORLD SMILE EDUCATION CENTER) in Mongolia

V. Screening Process

Admission Method	Selection Principle
Document Screening 100%	<ul style="list-style-type: none"> ▶ Based on the submitted documents, academic achievement, interest in preferred majors, willingness to study, and adaptability, as well as the ability to speak Korean will be comprehensively evaluated to determine whether the applicant is suitable for admission. ▶ Application will be rejected if the application cannot be reviewed because of non-submission of documents or insufficient documents. ▶ If necessary, an interview to confirm the facts can be requested.

VI. Submission of Application

1. Online Application Period

o 1st Schedule : 2023. 10. 16(Mon) 10:00 ~ 10. 27(Fri) 17:00

2nd Schedule : 2023. 11. 13(Mon) 10:00 ~ 11. 24(Fri) 17:00

(Applications may be submitted around the clock during the application period. However, the application should be submitted by 17:00 on the closing date)

o Please register before the deadline, as there may be system failures because of the number of people trying to access the website.

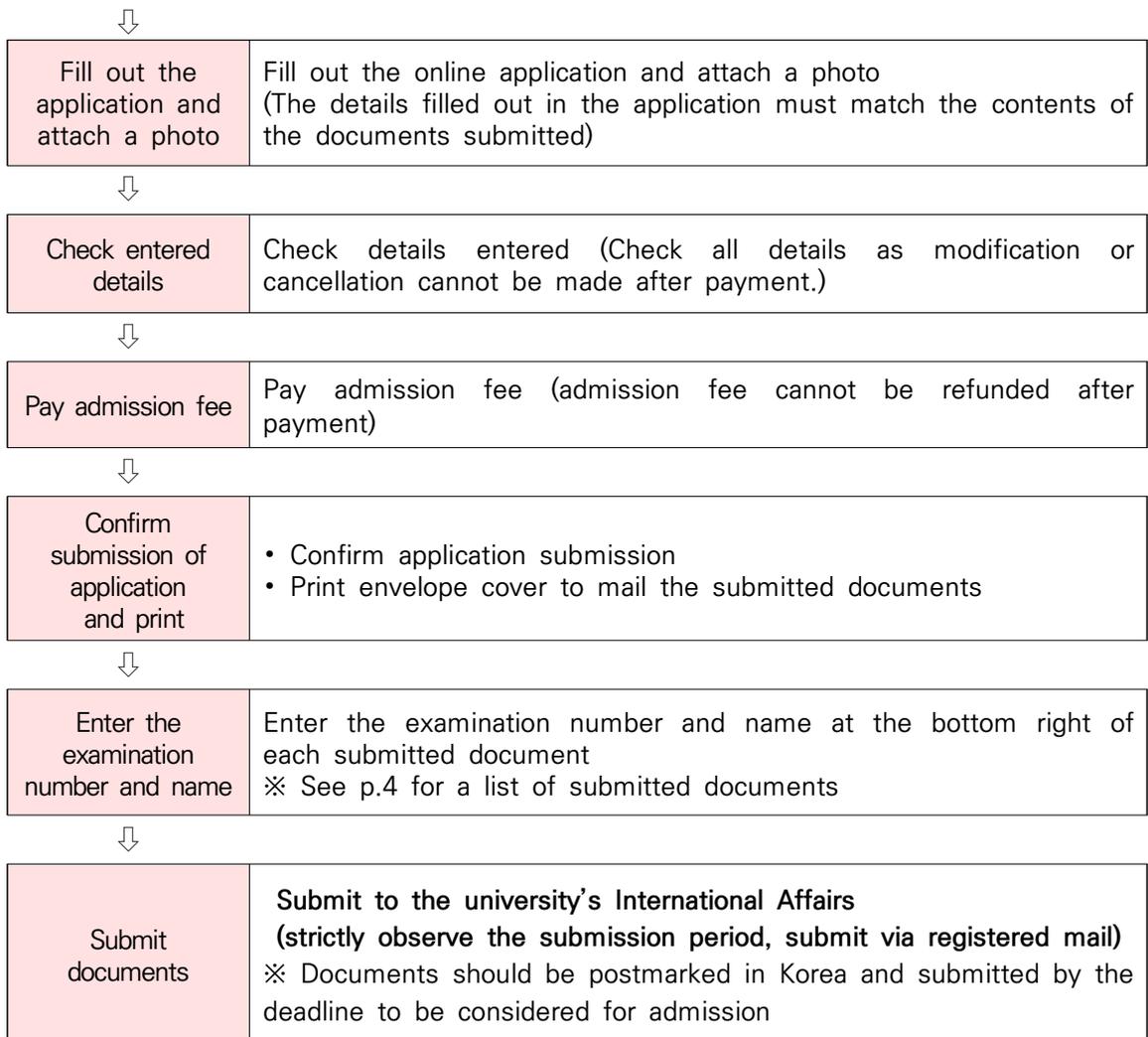
2. Online Application Agency and Contact Information

www.jinhakapply.com / 1544-7715

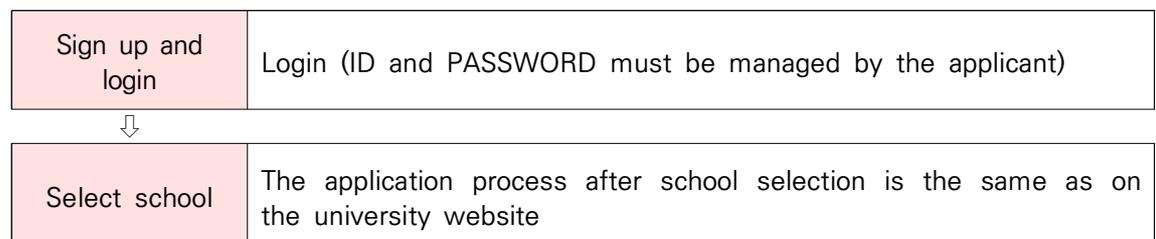
3. Online Application Submission Method

o Procedure for applying on the university's website (www.duksung.ac.kr)

Click banner	Click the online application banner
↓	
Sign-up and login	Login (ID and PASSWORD must be managed by the applicant)
↓	
Check instructions	Acquaint yourself with recruitment guidelines and instructions (qualification for application, screening schedule, submission of documents, screening fees, etc.)



o When applying via the Jinhak Corp. website (www.jinhakapply.com)



o The application can be completed only when the admission fee is paid. Please check the details entered in the application as modification of details or cancellation of the application is impossible after submitting the application. The applicant is responsible for any problems that arise from failure to verify the details.

□ Uploading photo for application

- ▶ Use an ID photo or 3×4cm photo with the complete face visible and taken within three months before submitting the application.
- ▶ Background photos, profile photos, photos wearing sunglasses, photos that are difficult to identify, and photos that are too large or too small should not be used.

o A phone number that can always be contacted must be accurately written as the applicant's address and phone number are used during the screening period. In case of a change in contact information, please notify the international exchange department immediately. The school is not responsible for any disadvantages caused by incorrect information, omission of or incorrect phone number, entry of another person's number, or failure to contact. In addition, the applicant is responsible for any problems caused by failure to inform any changes.

※ The university entrusts received applications to specialized agencies.

※ The collected personal data (name, resident registration number, phone number, e-mail, account number, etc.) are not used for purposes other than for admission under the Personal Information Protection Act. By applying to the university, you agree to the use of the information such as e-mail and SMS related to admission work (announcement of additional successful applicants, registration information, confirmation of documents submitted during application screening, submission of additional documents, new student orientation information, etc.). However, the personal information of the final successful candidates is used as data for creating the school register and issuing student cards; thus, consent to the collection and use of personal information is required when applying.

4. Submit Application Documents

- Document submission period
 - ▶ 1st Schedule : 2023. 10. 16(Mon) ~ 10. 27(Fri)
 - ▶ 2nd Schedule : 2023. 11. 13(Mon) ~ 11. 24(Fri)
 - ※ Documents should be postmarked in Korea and submitted by the deadline to be considered for admission
- Address : (01370) Duksung International Affairs, International Hall 118~119,
381, Uicheon-ro, Dobong-gu, Seoul, Republic of Korea
- All documents must be sent by **registered mail** within the specified time period.
- Failure to submit documents within the deadline shall result in rejection due to “non-submitted documents”**
 - ※ Fill out and print the form on the application website, and enter the name and examination number at the bottom right of each submitted document after all necessary documents are procured.

- o The admission fee for “applicants who failed to submit documents” within the submission deadline and “disqualified applicants” who were rejected after the review will not be refunded. Therefore, please check in advance whether you are eligible to apply and if you can submit the documents.
- o After submitting the online application, attach a printable envelope cover for mailing to the document envelope and send it by registered mail.
- o Use registered mail, and in case of mail loss, please keep the registered mail receipt until document arrival is confirmed.
- o Confirm document arrival. The applicant is responsible for the disadvantages caused by failure to confirm the arrival of documents.
- o In principle, all documents must be submitted in the original form, and submitted documents will not be returned. However, documents that are difficult to reissue during the submission period, such as overseas issuance documents, can be returned after confirming the originality of the copy at the International Exchange Division.
- o Even after the deadline, additional documents may be requested to confirm the eligibility for application and other matters. Failure to submit additional materials may result in rejection due to “non-submitted documents.”

VII. Guidelines for Applicants

■ Instructions for basics of college admission

1. Even after admission to the university, admission can be canceled if illegal entrance is confirmed (i.e., omission of main terms, forgery of documents, and false information) through document verification.
2. Interfering with a fair selection of students through illegal application or cooperation, admission may result in invalidation, and the people involved may face legal punishment.
3. If admission is canceled as per the measures against violators of the screening system, the tuition paid will not be returned. However, if the semester in which the tuition fee has been paid has not ended, the tuition fee shall be returned according to the return criteria stipulated in the “Rules on University Tuition Fees.”
4. Those whose admission has been canceled due to measures against violators of the screening system at this or other universities will not be allowed to enter this university for three years from the date of admission cancellation.

■ Instructions for Applicants

1. Items related to time periods must be accurately entered in the application form and application materials.
2. Emergency contact information that can be contacted during the screening period must be included in the application form. No claims may be made regarding any matters arising from incorrect entry or loss of contact.
3. Although there is no limit to the number of applicants, admission may not be granted after deliberation by the International Exchange Committee if it is judged that the scholastic ability of the college is insufficient due to the remarkably low admission score of the applicant.
4. Admission fees and submitted documents will not be returned.
5. All malpractitioners will be rejected, and admission will be canceled even after acceptance or enrollment when illegal admission is confirmed.

VIII. Admission Fee

1. Admission Fee

Document Screening Fee	Application Submission Fee	Total
60,000 won	Paid by the university	60,000 won

- o The online application fee is paid by the school.
- o When refunding the admission fee, transaction fee will be deducted.
- o After the document screening, the document screening fee will not be refunded to applicants who do not qualify to apply.

2. Refund Balance as per the Income and Expenditure Related to Admission Processing

- o In accordance with Article 34-4 (5) of the Higher Education Act and Article 42-3 of the Enforcement Decree of the same Act, if a balance is generated after calculating income and expenditure related to the admission process, the balance will be returned in proportion to the admission fee paid by the applicant. (Scheduled for April 2023)
- o When submitting the application, a return procedure for the admission fee must be selected from the following:
 - Transfer to the account of the financial institution entered by the applicant at the time of online application submission
 - Visit the university in person during the designated period

3. Reason and Amount for Refund of Admission Fee

After the application submission is completed, the application cannot be changed or canceled, and the submitted documents and admission fee will not be returned. However, the admission fee can be refunded for the following reasons:

- o Refund of admission fees pursuant to Article 34-4 (4) of the Higher Education Act and Article 42-3 (2) of the Enforcement Decree of the same Act
 - If the applicant overpaid by mistake: The amount overpaid
- o In other cases, the applicant should apply for the return of the admission fee and provide evidence to prove the reason for the return. Following this, the entire or part of the admission fee may be returned after review. However, if the cause is attributed to the applicant, the fee may not be returned depending on the review results.
- ※ Refund of admission fees due to other reasons (waiver of application, applicant's change of mind, etc.) is not allowed under any circumstances.

IX. Scholarship

1. Global Foreign Students Scholarship

Section	Criteria	Scholarship
First Semester	TOPIK Level 6	100% of Tuition
	TOPIK Level 5	
	TOPIK Level 4	70% of Tuition
	TOPIK Level 3	30% of Tuition
	Graduates of the Duksung Global Education Institute	50% of Tuition
	Common	50% of dormitory fee for 1 year
Other Semesters (Based on the previous semester's GPA)	Above 4.0	70% of Tuition
	Above 3.5	50% of Tuition
	Above 3.0	30% of Tuition

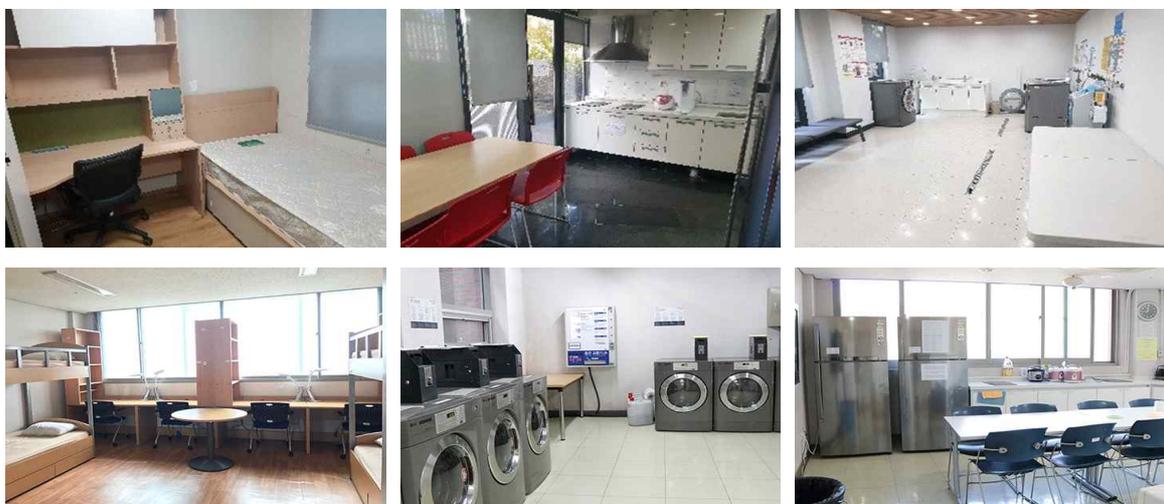
※ All scholarships are subject to change according to university policy.

※ Recipients must meet the minimum GPA requirement to maintain the scholarship.

X. Dormitory & Other Information

1. Dormitory Information

The International Dormitory consists of single and double rooms. It also has other convenience facilities and communal space per unit. There is a lounge and kitchen per single unit occupied by 10~13 people. The lounge has daily necessities such as irons, an ironing stand, a drying rack, etc. Also, in each unit's kitchen and dining room, there is a refrigerator, a rice cooker, a gas range, a dining table, and so on, so that students can cook their meals. For other convenient facilities, there are shared laundry rooms, VTR, lounges, weight rooms, reading rooms, and internet rooms to provide our international students with a comfortable and home-like living environment.



■ Contact Information

- o TEL : 02-2001-8000, 8009
 - o E-mail : dormitory@ds.ac.kr
 - o <http://www.duksung.ac.kr/submain.do?menuId=1267>
- ※ Important notices are updated on the dormitory website.

2. Information on foreign students' medical insurance subscription

- o Subject: Foreign students entering Duksung Women's University
- o Detail: All foreign students are automatically subscribed to National Health Insurance during the period of their academic studies at the university and are obligated to pay monthly premiums individually.

XI. Admission Inquiries

1. Admission Inquiries : Duksung International Affairs(DIA)

- o Website: <https://www.duksung.ac.kr/submain.do?menuId=4929> ▷ Admission Notice
- o Address: (01370) Duksung International Affairs, International Hall 118~119, 381, Uicheon-ro, Dobong-gu, Seoul, Republic of Korea
- o TEL : 02)901-4610



2. Directions

A. Subway

- o Ui Sinsael Line LRT: April 19th National Cemetery Station
- o Line 4 : Suyu Station Exit #3 bus station → Bus #120, 153

B. Bus

- o Blue Bus : #109, 120, 144, 151, 153
- o Green Bus : #1120

자기소개서 및 학업계획서

※ 자기소개서는 한글로 작성해주세요.

1. 성격의 장단점을 포함하여 나는 어떤 사람인지 소개하십시오. (띄어쓰기 포함 1,000자 이내)
2. 한국 유학을 결심한 이유와 덕성여자대학교에 지원하는 동기를 서술하십시오. (띄어쓰기 포함 1,000자 이내)
3. 덕성여자대학교에서 공부하고 싶은 전공은 무엇이며, 앞으로 어떻게 공부할 것인지 학업 계획을 서술하십시오. (띄어쓰기 포함 1,000자 이내)
4. 대학교 생활 중 가장 하고 싶은 것은 무엇이며, 한국 생활과 학교생활에 적응하기 위해 어떠한 노력을 할 계획인지 작성하십시오. (띄어쓰기 포함 1,000자 이내)

DUKSUNG WOMEN'S UNIVERSITY

33, Samyangro 144-gil, (419 Ssangmun Dong), DoBong Gu, Seoul 01369, Korea
Phone: 82-2-901-8693 Fax: 82-2-901-8690 E-mail : ipak@ds.ac.kr

LETTER OF AGREEMENT (학력조회 동의서)

To whom it may concern:

This letter is to confirm that I attended (★ _____).

I have applied to Duksung Women's University, Seoul, Korea, for the 2023 academic year and agreed to allow Duksung Women's University to officially request my academic records from previously attended schools. In this regard, I would like to request your full assistance to Duksung Women's University when they contact you regarding verification of transcripts.

<Student's records>

◎ Name	
◎ Student ID Number	
◎ Date of birth	
◎ Date of admission (transfer)	(YYYY-MM-DD)
◎ Date of graduation (withdrawal)	(YYYY-MM-DD)

<School Information>

◎ School Name	
◎ Telephone Number	
◎ Fax Number	
◎ E-mail	

Sincerely yours,

Signature: _____

Date: _____

★ 외국에서 재학한 고교별 수만큼 작성해야 함

★ 전화번호 및 팩스번호 이메일주소는 학교의 홈페이지에 나와 있는 대표번호가 아닌 학적을 담당하는 부서의 연락처를 기재해야 함

