

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) _____