**LETTER OF REQUEST**

SungKyunKwan University

Graduate School of Governance

(**※Applicants should write on the lines marked by ♣**).

Date: **♣** (dd/mm/yyyy)

School Name: **♣**

Address: **♣**

Zip code: **♣**  Tel: **♣**

Fax: **♣**  E-mail: **♣**

Student Name: **♣**  Student ID Number: **♣**

**Subject: Requesting Student Information**

Dear Sir or madam,

The above applicant has submitted educational documents issued by your institution to our university. We ask you to verify the accuracy and authenticity of the enclosed documents. We need your confirmation about his/her graduation, major field, and the date of graduation. Please complete below and return this document to our office. You can respond via fax or mail.

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

**Vice President of Admissions \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Questions to verify student information**

**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date conferred: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of University Official \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**