



Korea Soongsil Cyber University
Dean of Admission & Student Affairs
369 Sangdo-Ro, Dongjak-Gu, Seoul Korea, 156-743
(Tel 82-2-828-5501, Fax 82-2-828-5509, <http://www.kcu.ac>)

School Name : (영문)
(재학국 언어)
School Address : (영문)
(재학국 언어)
School Phone : / Fax : / E-mail :
Subject : Transfer Student Information

To whom it may concern :

*(해외학교에 등록된 본인이름)

We are pleased to have the following individual, (_____),
transferred from your school, studying here at Korea Soongsil Cyber University. Your
answers to the following questions are appreciated and will be held confidentially. For
your reference, the student's Letter of Agreement is below.

If possible, a response from your office by fax will greatly help to expedite our
processing of this individual's application. Thank you for cooperation.

Sincerely yours,

Dean of Admission & Student Affairs

LETTER OF AGREEMENT

To whom it may concern :

*(입학한학년도)

I have applied to Korea Soongsil Cyber University in Seoul, Korea for the (_____) academic year. In this regard, I would like to request your full assistance to Korea Soongsil Cyber University when they contact you regarding verification of enrollment and transcripts.

Written by applicant (지원자가 기록)	Verified by previously attended school (해외학교 담당자가 기록)
Date of birth : (mm-dd-yyyy) ____ - ____ - ____	☐ Correct ☐ Incorrect
Duration of Enrollment : (mm-dd-yyyy) ____ - ____ ~ ____ - ____	☐ Correct ☐ Incorrect
School/Dept./Major : _____	☐ Correct ☐ Incorrect
Name and Signature _____	Additional comments : _____ _____
Date : (mm-dd-yyyy) ____ - ____ - ____	Printed Name and Signature : _____ _____

* 작성된 본 양식은 송실사이버대학교에서 지원자 출신 학교로 보내어 학력조회를 하게 됩니다.