

Please fill out the form below exactly.

1. Personal information

Name in Korean	제니퍼 리
Name in English	JENNIFER LEE
Student ID Number (at Konkuk University)	201160111
Date of Birth	1990.09.01
College	College of Liberal Arts
Major	Korean Language and Literature
Type of Certificate (ex. 1 copy of transcript in Eng.) <i>*If you want 4.3 full mark, please let us know in advance.</i>	1 copy of official transcript in English

2. Addressee information

Name	OO University
The person in charge	Edward Jackson, Graduate School Admissions
Country	U.S.A.
Street number / Street name	383 Lafayette St.
City	New York
State	NY
Post code	10003
Addressee's Telephone number (including the country code)	+1-123-456-7890
Your contact telephone number (including the country code)	+1-111-222-3333

*Cautions

- Each transcript is KRW 500 won for enrolled students and KRW 1,000 won for graduated students.
- DHL fee is subject to change. We will check the fee in advance and let you know via e-mail.
- Our back account info: [학사 - \(konkuk.ac.kr\)](mailto:학사@konkuk.ac.kr)