

Document Request Form



DWIGHT SEOUL

Student Name _____ Grade _____

Parent Email _____ Mobile number _____

- Reason for request _____
- Types of Documents
 - Enrollment Certificate (재학증명서) Korean English
 - Report Card (성적표) : please circle the grades that you require
PS3 PS4 K 1 2 3 4 5 6 7 8 9 10 11
 - Official Transcript (성적증명서) (**Only grades 9-12**) – Transcripts can only be sent from school to school
 - Teacher Recommendation – Teacher recommendation can only be sent from school to school. Please check with transferring school for the format of recommendation form and send the hard/digital copy. Please list teachers' names and subjects below.

 - Graduation Certificate
 - Others _____
- Number of Copies _____
- Delivery Method
 - Email – Digital copy
Email address: _____
 - DHL– Hard copy
Mailing address: _____
 - Pick up at Main Gate (Parents are not allowed to enter school building due to COVID-19)
Pick up Date & Time: _____

****Please note that if you request transcripts after withdrawal, processing fee will be charged. Transcript Processing Fee (KRW 40,000 each, payment should be made to the following bank account):**

Bank Name: Korean Exchange Bank (KEB Hana, KEB 하나은행)

A/C Number: 990-091186-744

A/C Holder Name: Dwight School Seoul (서울 드와이트 외국인학교)

I acknowledge and agree that upon submission of this request, the processing time will take up to 10 business days. I understand that during the holidays and school vacations including the summer, requests for documents may be delayed. All document requests need to go through the Registrar (02-6920-8601 or registrar@dwight.or.kr) in order to be officially processed.

상기 요청한 서류들은 최대 10 일까지 걸릴 수 있으며, 또한 여름방학이나 그외 휴일에는 그 보다 더 지연될 수 있음을 인지하였습니다.

모든 학교 서류요청은 학적과 (02-6920-8601 or registrar@dwight.or.kr)로 신청해 주시기 바랍니다.

Name _____ Signature _____ Date _____