



대구대학교
DAEGU UNIVERSITY

International Students' Admission Guidelines for Graduate School

(The 2nd Half Semester of the 2014 Academic Year)

Daegu University Graduate School

- **Web-site:** <http://www.daegu.ac.kr>
- **Address:** Jillyang Gyeongsan Gyeongbuk 712-714 South Korea
- **Graduate School Office:** ☎ 053-850-5035, 5038
- **International Affairs Team:** ☎ 053-850-5686

1. Admissions schedule

Contents	Period	Remarks
Application Period	May 26 (Mon) – June 5 (Thu), 2014 (No later than 17:00 on June 5)	* Submission only by registered post or in person. * Submission inquiry: +82-53-850-5035/5038
DU TOPIK Examination	June 14 (Sat), 2014	Those without official TOPIK certification (above level 3) must take the examination. (Examination venues will be announced individually in due time).
Document Screening	June 18 (Wed) – June 20 (Fri), 2014	The admissions committee in each department will review the submitted application documents.
Result Announcement	July 3 (Thu), 2014 (Tentative)	Admission results will be posted on the website of the Graduate School, Daegu University. (http://grad.daegu.ac.kr)
Tuition Payment	July 3 (Thu) – July 9 (Wed), 2014	Designated bank on the tuition payment bill

* Mailing address for applications: General Administration Office, Graduate School, 11th Fl., Main Building (Seongsan Hall), 201, Daegudae-ro, Jillyang, Gyeongsan, Gyeongbuk, 712-714 South Korea

* For domestic mail, applications mailed before the deadline (stamped before 17:00 by registered post) will be accepted.

* For international mail, applications that arrive before the deadline will be accepted.

2. Application Qualification

A. Applicants who have earned (or are to earn) a Bachelor's degree (for Master's programs) or a Master's degree (for Doctoral programs) and meet one of the following requirements.

- Both applicant and his/her parents must be citizens of countries other than Korea.
- Applicants must have completed all their primary, secondary, and higher education outside of Korea.

* Applicants from different fields of study can also apply and must complete certain supplementary units.

B. Language Proficiency Requirement (* need to satisfy one of the following standards)

Section		Supervision	Eligibility Standard
Applicants who have the result of	Test of Proficiency in Korean (TOPIK, 한국어능력시험)	National Institute of International Education (국립국제교육원)	Level 3 or above
	DU TOPIK	Korean Language Education Center at Daegu University	50 out of 100 or above

Students who have been recommended by the Head of the Department	Each Department	Applicants need to submit their recommendation letter to the Head of each department and include reviews on their scholastic ability and language proficiency documents to be approved by the Dean of Graduate School.
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* Applicants who reside in Korea and wish to take courses in Korean must submit their official TOPIK certification or take the DU TOPIK test.

※ Graduation qualification related to Language Proficiency

1. Level 4 or above in the Test of Proficiency in Korean (TOPIK, 한국어능력시험) (Those students from the Art and Physical Education (예·체능계열) Division, TOPIK Level 3 or above)
2. To take a designated period of Korean language program provided by the Korean Language Center of the international affairs office of Daegu University.

3. Number of Students to be admitted

The final number of students to be admitted will be decided by the admissions committee of the Graduate School.

4. Degrees, Majors, and Departments

Divisions	Departments		Majors/Concentrations
	Master's course	Doctoral course	
Humanities and Social Sciences	*Korean Language and Literature	*Korean Language and Literature	Korean Language & Literature
	*English Language and Literature	*English Language and Literature	English Language & Literature
	German Language and Literature	–	German Language and Literature
	*Law	*Law	Public Law, Private Law
	*Public Administration	*Public Administration	Public Administration
	*Police Administration	–	Police Administration
	*Urban Public Administration	*Urban Public Administration	Urban & Information Administration, Community Development & Welfare, Urban & Regional Planning, Real Estate
	Economics	Economics	Economics
	International Trade	International Trade	International Trade Practices
	Accounting	Accounting	Accounting
	*Business Administration	*Business Administration	Master: Business Administration Doctor: Business Administration, Insurance & Finance

	*Insurance & Finance	–	Insurance & Finance
	*Tourism Management	*Tourism Management	Tourism Management
	*Social Welfare	*Social Welfare	Master: Social Work Method, Social Welfare Policy, Family Therapy
			Doctor: Social Work Method, Social Welfare Policy
	Industrial Welfare	–	Industrial Welfare
	*Family Life Welfare	*Family Life Welfare	Family Life Welfare
	Journalism & Mass Communication	–	Journalism & Mass Communication
	Library and Information Science	Library and Information Science	Library and Information Science
	Psychology	Psychology	Psychology
	–	Consultation	Consultation
	*History	–	History
	*Geography	–	Geography
	–	*Social Studies Education	Secondary Social Studies Education, History Education, Social Studies Education, Geography Education
	*Early Childhood Education	*Early Childhood Education	Early Childhood Education
	*Special Education	*Special Education	Master: Special Education
			Doctor: Education of the Visually Impaired, Education of the Speaking-Hearing Impaired, Education of the Mentally Retarded, Education of the Multiple & Physical Disabilities, Education of the Children with Emotional & Behavior Disabilities, Education for Children with Learning Disabilities, Leadership in Special Education
Natural Sciences	*Mathematics	*Mathematics	Mathematics
	Statistics	Statistics	Applied Statistics
	*Physics	*Physics	Applied Physics
	*Chemistry	*Chemistry	Chemistry
	*Biology	*Biology	Ecology-Systematics, Molecular Cell Biology
	*Science Education	*Science Education	Science Education, Environmental Science Education
	*Horticulture and Landscape Architecture	*Horticulture and Landscape Architecture	Horticulture, Landscape Architecture

	*Animal Science	–	Animal Resources
	Natural Resources	*Natural Resources	Master: Food and Environmental Safety Science, Biotechnology Industry, Forest Resources
			Doctor: Food and Environmental Safety Science, Biotechnology Industry, Forest Resources, Animal Husbandry
	*Rehabilitation Science	*Rehabilitation Science	Vocational Rehabilitation, Speech Pathology, Physical Therapy, Rehabilitation Psychology, Rehabilitation Technology, Occupational Therapy
	*Food and Nutrition	*Food and Nutrition	Food and Nutrition
Engineering	Architectural Engineering	Architectural Engineering	Architectural Engineering
	*Civil Engineering	*Civil Engineering	Civil Engineering
	*Environmental Engineering	–	Environmental Engineering
	*Food Engineering	*Food Engineering	Food Engineering
	*Industrial Engineering	*Industrial Engineering	Industrial System Engineering
	*Biotechnology	*Biotechnology	Biotechnology
	Mechanical Engineering	Mechanical Engineering	Mechanical & Automotive Engineering
	*Information and Communication Engineering	*Information and Communication Engineering	Information and Communication Engineering
	*Electronic Engineering	*Electronic Engineering	Electronic Engineering, Control & Instrumentation
	*Computer and Information Engineering	*Computer and Information Engineering	Master: Computer & Information
			Doctor: Computer Engineering, Information Engineering
	*Chemical Engineering	–	Chemical Engineering
Art and Physical Education	Physical Education	Physical Education	Physical Education
	Housing and Interior Design	–	Housing & Interior Design
	*Fashion Design	*Fashion Design	Fashion Design
	*Art and Design	*Art and Design	Painting, Visual Design, Image-Animation Design, Industrial Design, Living Art and Design

※ ‘*’ indicates the programs of which some lectures are offered in English.

5. Admissions Review Procedure

*** International students will be selected through document screening.**

A. The admissions committee of each academic department, which consists of more than three faculty members who are in charge of the graduate school lectures and related to the major of the applicant, reviews applications and recommends candidates to the Graduate School Office.

B. On the basis of the department's recommendation, the admissions committee of the Graduate School makes the final decision on admission.

6. Application Materials

#	Required documents	Notes
1	Completed application form	Designated Forms enclosed in this file.
2	Study Plan	
3	Biography	
4	Financial Plan	
5	One recommendation Letter * This letter should be issued by the applicant's academic advisors from the university he/she graduated or is to graduate.	
6	Education Record Request * Not applicable to the applicants whose highest degree is from universities in Korea.	
7	One photograph (3.5cm×4.5cm) * Attached to the application form. * Chinese students living outside of Korea should submit an additional photograph.	
8	An original copy of the highest diploma that the applicant has earned or is to earn.	* Notarization required and One of the following documents must be enclosed: a. Apostille confirmation letter b. Consul authentication letter c. Ministry of Education accreditation letter
9	An original copy of the applicant's transcripts	* Notarization required and One of the following documents must be enclosed: a. Apostille confirmation letter b. Consul authentication letter c. Ministry of Education accreditation letter
10	An original copy of the applicant's government-approved family register * This document must show the names, the nationality, and the relationship of the applicant and his/her parent.	- Names of applicants and parents as well as their nationality must be clearly stated. - Notarization required
11	A photocopy of the applicant's passport and alien registration card	A copy of both sides of the applicant's Alien Registration Card (applicable only to applicants residing in Korea)

12	Supporting document for Financial Plan I A. Financial sponsor's Bank Balance Statement which shows a balance of at least \$12,000 USD (for a period of at least three consecutive months) B. Financial sponsor's proof of transfer to the Korean bank or currency exchange of at least \$12,000 USD C. Statement from a supporting organization that provides a guarantee for the payment of study abroad expenses	- Submit one of the document - Documents issued within the last 30 days will be accepted. - Korean or English translation need to be enclosed. - Balance amount can be adjusted according to the amount of scholarship.
13	Supporting document for Financial Plan II A. Proof of Employment and Certificate of Income B. Business Registration Certificate and Certificate of Income C. Certificates related to Property Tax D. Proof of Property Tax Payment	- Submit one of the document - Documents issued within the last 30 days will be accepted. - Korean or English translation need to be enclosed.
14	Supporting Documents for Language Proficiency A. TOPIK Test Result Certificate (Level 3 or above) B. Recommendation Letter given by the Head of each department including the reviews on applicants' scholastic ability and language proficiency	- Applicable only to those who are eligible for each item. - If applicable, English proficiency certification can be submitted along with TOPIK certification.
15	A sample of work or portfolio	Only applicable for the Art and Physical Education

◆ The application documents(including notarized document) listed above must be submitted during the application period. However, the Apostille Confirmation Document (or consul authentication letter or ministry of education accreditation letter) can be submitted before admission after they are issued by the relevant governmental institutions.

◆ Graduates, and expected graduates must submit their original diploma(s) and transcript(s). However, if the original diploma(s) and transcript(s) are required for an Apostille Confirmation, then they can be submitted at a later time together with the Apostille Confirmation Document.

◆ Additional explanation on the submission of 'highest diploma,' 'highest transcript,' and 'Apostille Confirmation Document'

- Graduates who obtained their degree/diploma from China: one of the following should be submitted: (1) official documents that confirm the authenticity of their degree and academic transcript issued by the China Academic Degrees & Graduate Education Development Center (<http://www.cdgd.edu.cn>) or (2) original certificates issued by Korean Consulate(s) in China and/or Chinese Consulate(s) in Korea.
- Graduates who obtained their degree/diploma in a country other than China: An Apostille Confirmation Document or Consul Authentication Letter can be submitted.

※ What is an Apostille Confirmation Document?

1. The Apostille Treaty is a multilateral agreement among certain member countries which makes it easier to mutually exchange and certify official documents. The Treaty facilitates the process of confirming official documents by the issuing government and guarantees their authenticity without complex processes including consulate verification in overseas countries.

- Official name: Convention Abolishing the Requirement of Legalization for Foreign Public Documents
- Apostille member countries: 104 (see below)

Area	Apostille member countries
Asia & Oceania (22)	China, Mongolia, Kirgizstan, Australia, Israel, Japan, Korea, New Zealand, Brunei, Cook Islands, Fiji, India, Kazakhstan, Marshall Islands, Samoa, Seychelles, Tonga, Niue, Georgia, Oman, Uzbekistan, Vanuatu
Europe (47)	Albania, Austria, Belarus, Belgium, Bosnia Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Macedonia, Turkey, Ukraine, England, Andorra, Armenia, Azerbaijan, Lichtenstein, Moldova, San Marino, Montenegro
North America (1) Central & Latin America (24)	U.S.A., Peru, Dominican Republic, Argentina, Mexico, Panama, Surinam, Venezuela, Antigua and Barbuda, the Bahamas, Barbados, Belize, Colombia, Dominica, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua
Africa (10)	Cape Verde, Sao Tome and Principe, Republic of South Africa, Botswana, Lesotho, Liberia, Namibia, Swaziland, Malawi, Mauritius

2. Applicable Documents for Apostille:

- A. Applicable Documents: Academic transcript(s) and degree(s)/diploma(s) submitted as part of admission applications
- For those who graduated from private institutes, transcript(s) and degree(s)/diploma(s) must be notarized by the accredited notary institute of a member country and then an application for Apostille Confirmation can be lodged.
 - Refer to www.hcch.net (Apostille Section) for further information related to Apostille Confirmation in each country
- B. Documents issued by non-member countries must be verified by Korean Consuls in relevant countries or Consuls of each country in Korea.

7. Application Fee:

- A. General Departments: 60,000 KRW, Department of Art and Design: 80,000 KRW
- B. Application Fee Deposit Account: Daegu Bank 207-04-000373-8 (Account Holder: Daegu University)
- C. Application fee must be deposited before the application deadline.
- D. Information about Application Fee refunds
- 1) Refund Conditions
 - A full amount of the application fee can be refunded only if an "Application Cancellation and Application Fee Refund Request Form" is submitted within the application period.
 - When admission process is impossible after the application period due to natural disasters or other accidents, a refund of the application fee may be possible after screening and review by the University. In these cases, students must submit an "Application Cancellation and Application Fee Refund Request Form" as well as

related evidential documents.

- When the University cannot proceed with admission process due to its own responsibility, the application fee will be fully refunded.

2) Refund Method: The application fee can be transferred to the applicant's bank account, or applicants can receive a refund by visiting the university directly.

3) Other

- Upon encountering reasons for a refund of the application fee, applicants shall expedite the procedure of refund request and provide their bank account information for the refund.
- When the application fee is refunded, any bank transfer fees shall be borne by the applicant.
- Other application fee refund matters that are not specified in the guideline shall follow the "Higher Education Act" and be left to the discretion of the Graduate School.

8. Admissions Procedure

Submission of application materials ⇒ Review by the department admissions committee ⇒ Review by the Graduate School admissions committee ⇒ Admissions Announcement ⇒ Applicant's Payment of tuition and fees ⇒ Issuance of Certificate of Admission ⇒ Application for Visa Issuance (Korean Embassy or Consulate of the applicant's country) ⇒ Receipt of Visa ⇒ Entrance into Korea ⇒ Report to the Office of Graduate School ⇒ Foreigner Registration (Daegu Immigration Office)

9. Tuition & On-Campus Housing Fees

(Currency: Korean Won)

Classification		Master's course	Doctor's course	Note
Tuition	Humanities and Social Sciences	3,521,000	3,659,000	
	Natural Sciences and Physical Education	4,489,000	4,664,000	
	Engineering	4,974,000	5,168,000	
	Art	5,135,000	5,336,000	
Admission Fee		750,000	750,000	
Dormitory fee	Single	3,804,000 won (1,902,000won for 6 months)		-1 year standard -Meals are not included
	Twin	1,962,000 won (981,000won for 6 months)		

* One academic year consists of two semesters; the above tuitions are for one semester.

* The admission fee is paid only once upon admission.

► Exclusive Dormitory Accommodations for Graduate School Students

- Facility: Please visit the dormitory homepage at <http://dorm.daegu.ac.kr>
- Dormitory application: the application period will be announced later (tentatively in July, 2014)
- Contact: +82-53-850-5036 / 5037 / 5069

10. Scholarships

A. Scholarship on tuition

1) At the First Semester

- Students who meet one of the following requirements will receive tuition scholarship accordingly.
- For those students whose mother language is English, TOPIK or DU TOPIK scores are applicable.
- The Global Korea Scholarship Students and International Graduate Research Assistants who receive full tuition waiver are not applicable for the below scholarship.

2) From the Second Semester to the Fourth semester

- The below tuition scholarships will be endowed to international students when their GPA of the previous semester is at least 70 % or above.

Classification	TOEIC	TOEFL		TEPS	IELTS	TOPIK	DU TOPIK	Recommendation by the head of each department	Amount of Tuition Reduction
		CBT	IBT						
A	800 and above	287 and above	118 and above	689 and above	6.0 and above	Level 5	-		70% of tuition
B	700 and above	195 and above	71 and above	583 and above	5.5 and above	Level 4	-		60% of tuition
C	650 and above	181 and above	66 and above	541 and above	5.5 and above	Level 3	Students who pass the DU TOPIK.	Recommendee	50% of tuition

* If students are eligible for more than two classifications of tuition reduction, must choose only one.

B. International Graduate Research Assistantship

- Those who are awarded assistantship by the “Regulation for International Research Assistantship” of the Office of Research Affairs receive full tuition waiver and 50 percent reduction from their admission fee.
- International graduate research assistants must be recommended by his/her professor and selected as a research assistant each semester.

11. Important Reminders

- If any information on the submitted documents turn out to be false, or academic qualifications do not meet the admissions requirement, admission will be automatically revoked.
- For master's programs, admission can be cancelled when the total number of applicants and current students in the department is fewer than a pre-designated number.
- It is the applicant's responsibility to provide a reliable means of contact (eg. correct address, telephone number, and E-mail). If the letter of acceptance cannot be delivered to the applicant due to incorrect/insufficient contact information provided by the applicant and, as a result, the applicant fails to register, the applicant's admission will be revoked, and the applicant is solely responsible for the revocation.

D. Those applicants who submitted a certificate of expected graduation need to submit their degree and graduation certificate before August.

E. For more information please inquire to the Graduate School Office (☎+82-53-850-5035, 5038) or refer to the website (<http://grad.daegu.ac.kr>) of the Graduate School.

F. Other matters that are not specified in the guideline shall be left to the discretion of the Graduate School of Daegu University.



대구대학교
DAEGU UNIVERSITY

입 학 지 원 서

Application for Admission

Photo

3.5×4.5 cm

※ 한국어 또는 영문으로 작성하세요 (Please TYPE or PRINT in Korean or English.)

I. 지원과정 및 학과/전공(Degree program and department you apply for)

1. 지원과정 (Degree Program): () 석사(Master) () 박사(Doctorate)
2. 학과 및 전공(Department / Major): _____ / _____

II. 인적사항(Personal Information)

1. 이름(Full Name): _____
성(Family Name): _____ / 이름(Given Name): _____
2. 출생국가(Country of Birth): _____
3. 국적(Citizenship): _____
4. 성별(Gender): () 남성(Male) () 여성(Female)
5. 생년월일(Date of Birth): _____년(Year), _____월(Month), _____일(Day)
6. 주소(Mailing Address): _____

전화(Phone): _____ 휴대폰(Cell Phone): _____

E-mail 주소(E-mail Address): _____

7. 여권번호(Passport No): _____

8. 비상연락처 (Emergency contact number):

한국내(있을 경우만 기재) (In Korea, if any)

이름(Full Name) : _____ 전화(Phone) : _____ 관계(Relationship): _____

본국(Home Country)

이름(Full Name): _____ 전화(Phone): _____ 관계(Relationship): _____

III. 기숙사 신청(Accommodation) please tick(v) one of the options below

기숙사 신청 여부(On campus accommodation required): 예 Yes () 아니오 No ()

※ 기숙사는 매학기 단위로 신청 (Accommodation application is for one semester (6months))

IV. 학력: 고등학교부터 기록(Educational Background: From High School)

기간(Period) (from~to~)	학교명 (Name of Institution)	학과/전공 (Department/Major)	학위 (Degree or Diploma)	졸업/재학 등 (graduated/currently enrolled, etc)

본인은 대구대학교 대학원에 입학하고자 소정의 서류를 갖추어 지원합니다.

I apply for the graduate school of Daegu university with all the required document.

년(year) 월(month) 일(day)

지원자(Applicant): _____ 인(Signature)

학업계획서

(Study Plan)

※ 한국어 또는 영문으로 작성하세요(Please TYPE or PRINT clearly in Korean or English).

이름(姓名) Full Name	
아래 내용을 포함해서 작성하세요(Please include the following content in your study plan).	
-.지원동기(Application motivation)	
-.수학목적 및 진학 후 학업계획(Please describe the purpose of your academic study or research and a study plan)	
-.졸업 후 계획(The plan upon graduation)	

자 기 소 개 서

(Biography)

※ 한국어 또는 영문으로 작성하세요(Please TYPE or PRINT clearly in Korean or English).

이름(姓名) Full Name	
아래 내용을 참고하여 작성하세요(Please refer to the following items when filling out your biography). * 출신배경(Family background), 경력(Job experience), 수상내역(Awards), 논문실적(Thesis publications), 교내외활동(Extra activities), 사회봉사활동(Community services), 어학/컴퓨터 능력(Languages or computer skills, indicate the level), 기타(Others)	

학비 및 생활비조달계획서

(Financial Plan)

※ 한국어 또는 영문으로 작성하세요(Please TYPE or PRINT clearly in Korean or English).

■ 지원자 이름(Applicant's Name):

■ 귀하의 유학경비를 부담할 개인이나 기관명을 쓰세요(Please indicate the person or organization that will be responsible for your tuition fee and living expenses).

- 개인 또는 기관명(Full name of person or organization): _____
- 관계(Relationship with the applicant): _____
- 주소(Mailing Address): _____
- 전화번호(Phone): _____

■ 학비 조달 계획(Financial Plan)

소요경비 조달방법(Please describe your financial plan to pay the below expense during the study period)

- a. 본인부담(Applicant's personal funds) US\$ _____
- b. 보증인부담(Sponsor's support) US\$ _____
- c. 장학금(Scholarships; sponsored by)
 - c-1. 한국정부초청(Korean Government) US\$ _____
 - c-2. 대학초청(Daegu University) US\$ _____
 - c-3. 자국정부파견(Government of home country) US\$ _____
 - c-4. 기타(Others) US\$ _____
- d. 기타(Fund from other source) US\$ _____

합계(total) US\$ _____

※ 참고 : 대구대학교 1 년(2 학기) 평균 소요경비(Average cost for an academic year of 2 semesters of Daegu university to be)

- a. 등록금(Tuition and Fees) US\$ 7,500~11,000
- b. 생활비(Living expense) US\$ 3,600
- c. 기타(Other) US\$ 1,900
- 합계 (Total) US\$ 13,000 ~ 16,500

본인은 지원자의 유학기간 중 일체의 경비부담을 보증합니다.

I hereby certify that I will be responsible for the finances during applicant's study period.

보증인 서명

(Signature of Sponsor)

일자(Date)

입 학 추 천 서 (Recommendation Letter)

- 2014 학년도 후기 (2nd Half Semester, 2014) -

◆ 지원자 인적 사항(Personal information of the applicant)

지원학과/전공명(Department / major) : /

과정(Degree program) : □ 석사(Master) / □ 박사(Doctorate)

성명(Full name) :

생년월일(Date of birth) :

◆ 추천인 기입란(Reference)

1. 지원자와는 얼마 동안 아는 사이입니까?

(How long have you been related with the applicant?)

년(year) 개월(month)

2. 지원자와는 어떠한 관계입니까?

(Please describe the status of relationship with the applicant.)

3. 지원자의 학업능력에 대한 진솔한 의견을 기술하여 주십시오.

(Please describe your personal evaluation on the academic competency of the applicant.)

2014 년 월 일

2014 . .
Year / Month / Day

_____ 대학교/ _____ 학과 / 학과장(지도교수) _____ (인)
University/ Department / Dept. Head(professor) (Signature)

대구대학교 대학원장 귀하

Dean of Graduate School, Daegu University

수학 기능 확인서

1. 지원자 인적사항

지원과정	대학원	학과	전공	(석사/박사)과정
성명	한글(漢字) : ()	생년월일		
	영문 : _____			

2. 확인 내용

본 학과에서는 위 지원자가 2014 학년도 후기 외국인특별전형에 합격하여 향후 학업 수행을 할 경우, 한국어 또는 영어로 충분히 수학할 능력이 있다고 판단하며 필요 시 영어 전용 강의 개설, 개인별 개별논문지도 등을 통해 원활한 학업 수행을 지원할 것임을 확인합니다.

2014 년 월 일

학 과 명 : _____

학 과 장 : _____(인)

대구대학교 대학원장 귀하

학력조회 인콰서

(Request for Academic Credentials Verification)

LETTER OF AGREEMENT

Applicant's Information

Full name		
Date of Birth (yyyy/mm/dd)		
Name of university		* the university you most recently graduated from or expect to graduate
Administrative office contact information for receiving your academic records & transcripts	Website	
	Email	
	Fax	
	Phone	
	Address	
Period of Attendance		From to
Year of Graduation		

I allow Daegu University to officially request the verification of my academic records. I would like to ask for your full cooperation when Daegu University contacts you regarding the verification of my transcripts.

Signature

The following section is for the staff of records & transcripts office of the university where the applicant most recently graduated or expected to graduate.

VERIFICATION REPORT

Degree or Certificate Earned	Field of Study (Faculty)	Date of Graduation	Remarks

I confirm that the information in the attached document is;

(Please tick) correct () / incorrect ()

Ÿ Name of person completing this report:

Ÿ Title: / Signature: