



Torch Trinity Graduate University

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email: admissions@ttgu.ac.kr

Name of Institution (학교명) _____

Address (학교주소) _____

Tel _____ Fax _____ E-mail _____

Name of Student (학생성명) _____

Degree Awarded (취득학위명) _____ Date of Birth (생년월일) _____

Date of Admission (입학일) _____ Date of Graduation (학위수여일) _____

To whom it may concern :

We are pleased to have the following individual, (Name of Student (학생성명) _____),

your alumni/alumnae or a current student, studying here at Torch Trinity Graduate University

Please examine the enrollment record above, complete the verification report below and return it to us. Do not separate the verification report portion as the form is required to be returned in its entirety. You could either fax (through the above fax number) or mail it to us. Your answers are appreciated and will be held in strict confidence.

Thank you in advance for your cooperation. If you have any question, please do not hesitate to email me. We look forward to hearing from you soon.

Sincerely yours,

Prof. Hyung Jin Park
 Dean of Academic Programs
 Torch Trinity Graduate University

LETTER OF AGREEMENT

To whom it may concern :

I have applied to Torch Trinity Graduate University in Seoul, Korea for the 2020 academic year and have agreed to allow Torch Trinity Graduate University to officially request for my academic records. In this regard, I would like to request your full assistance to Torch Trinity Graduate University in providing the requested information.

Name of Student (학생성명) _____

Date (날짜) _____ Signature (서명) _____

VERIFICATION REPORT (University Registrar Only)

Accuracy of above enrollment record Correct () Incorrect ()

Additional comments: _____

Name	Title	Signature
_____	_____	_____

- Signature part must be handwritten or electronic signature. 서명 부분은 자필로 작성하거나 전자서명 하십시오.
- Write in English or in the language of the school's location 영어 또는 학교 소재지의 해당 언어로 작성하십시오.