



Document Request Form

Student Information

Student Name		Student ID Number	
Current Grade		Date of Request	
Parent Name			
Contact Information	Email: Mobile Number:		

Please provide us the following details:

- Reason for request: _____
- Types of Documents:
 - Report Cards for grade: (please circle the grades that you require)
 PS3 PS4 K 1 2 3 4 5 6 7 8 9 10 11 12
 Note: 3 business days, Postal fee of KRW 3,000 will be charged for documents that are requested to be mailed
 - Enrollment Letter
 - Transcript (Only grade 9 - 12)
 Note: 10 business days
 Please note that if you request transcripts after withdrawal, processing fee will be charged.
 Transcript Processing Fee (KRW 30,000 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)
 - Teacher Recommendation letter
 Note: 10 business days
 Please list the names of your student's teachers that you request a recommendation form and send us the form if it is required.
 Teacher's name/Subject: _____
 Teacher's name/Subject: _____
- Date needed by: _____
- Request documents to be emailed to the following:
 - Email 1: _____
 - Email 2: _____
 - Email 3: _____
- Request copy of documents: Pick up at the Central Office

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.k)로 신청해 주시기 바랍니다.

Parent Name _____ Parent Signature _____ Date _____