

Document Request Form

Student Information

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

Please provide 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. Transcript requests after withdrawal, have a processing fee. Transcripts are only delivered to other schools, and not to parents or students. 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)

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 mailed/mailed to the following

Address/Email 1: _____

Address/Email 2: _____

Address/Email 3: _____

Request copy of documents: **Pick up at the Central Office** (not transcripts)

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.

Parent Name: _____ Parent Signature: _____ Date: _____