

Diploma Re-issue Request Form 졸업장 재발급 신청서

1. Student Information (학생 정보)

Full Name(신청자 이름)			
Name on Diploma (졸업장에 들어갈 이름)	* Legal Name at the Time of Graduation		
Date of Birth (생년월일)		Student ID (학생 ID)	
Phone No.(전화번호)		Email (이메일)	

2. Program Information (학위 정보)

Program/Degree (학위과정)	
Graduation Year (졸업년도)	

3. Reason for Re-issue (재발급 사유)

<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Misspelled Name	<input type="checkbox"/> Other: _____
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4. Fee & Delivery Information (재발급 비용과 발송 정보)

Mailing Address (발송 주소)			
Delivery Method (발송 방법)	<input type="checkbox"/> Standard	<input type="checkbox"/> Express	<input type="checkbox"/> Pick-up
Reissue Fee (재발급비)	\$30		
Shipping Fee (발송비)	<input type="checkbox"/> Standard/\$10	<input type="checkbox"/> Express/\$25	
Total (합계)	\$		

Student Signature (서명) _____ Date (날짜) _____

5. Office use only

Approved	Student Dean's Signature	Date
Processed by	Registrar	Date
Payment Received	<input type="checkbox"/> Yes <input type="checkbox"/> No	Finance Office