



Transcript/Official Letter Request

성적/재학/졸업증명 신청서

1. Name 이름 (English): _____ (Korean): _____

2. Current Semester/Year : _____

3. Student I.D.# : _____ E-mail: _____@wmu.edu Date of Birth: _____

4. Degree Program: ECE FCC BABS BAC BAM MACC MAM MAT M.DIV D.MIN

5. Mailing address: _____

6. Phone number: (Home) _____ (Mobile) _____

7. Document types requested - check appropriate boxes below:

	Official	Unofficial	Issue to Student	Send Directly *
Transcript (성적증명서)				
Letter of Enrollment (재학증명서)		unavailable		
Certificate of Graduation (졸업증명서)		unavailable		

* If you would like for the registrar to send the academic record(s) directly, please provide the recipient address of the receiver below: _____

8. Special Instructions - check all applicable boxes below:

- Send transcript now (please allow 1-2 business days)
- Hold for current grades
- Hold for degree notation

9. Service Type - check all applicable boxes below:

- REGULAR SERVICE - 48 hours (available for pickup or delivery after 2 business days or later) \$10.00
- EXPRESS SERVICE - 24 hours (available for pickup or delivery after 1 business day or sooner) \$20.00

10. Payment Type:

Cash _____ Check _____ Card _____

11. Express Mail Service: \$40.00(Domestic), \$50.00(International) rush fee applies for all express mail services

12. Regular Mail Service: \$5.00

13. Total \$ _____ x _____ = \$ _____ Paid _____ Not paid _____

I hereby authorize World Mission University to release my official transcript to the recipients named above.

*Student signature: _____ Date: _____

----- OFFICE USE ONLY -----

Registrar	Accountant	Academic Dean