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|  | Graduate School of Logistics |  |
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| **Applicant's Information**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | **School Name** : | | **Address** : | | **Zip Code** : **Tel** : **Fax** : **E-mail** : | | **Applicant's name** : (First name) (Last name) | | **Date of birth** (mm-dd-yyyy) : | | **Student ID No.** (Degree No.) : | | **Date of admission(transfer)** (mm-dd-yyyy) : | | **Date of graduation** (mm-dd-yyyy) : | | **Degree** : □ Bachelor's Degree □ Master's Degree □ Others | | **Major** : | | | |
| To whom it may concern :  \* has applied to an academic program of Incheon National University.  The documents he(she) submitted indicate that he(she) previously attended your school. Yet for the sake of the Standard Operational Procedure of the Univ. of Incheon, his(her) documents must be confirmed. Included are his(her) brief personal data along with photocopies of the documents he(she) submitted to us. I would deeply appreciate if you could verify the documents and let us know the results either by mail or fax or e-mail attachment.  Thank you for your cooperation. I am looking forward to hearing from you soon. | |
| Sincerely yours, |  |
|  | **SangHwa Song, Ph.D.** Dean of GSL, Incheon National University |
| **Verified by Previous School Attended**  Above records & transcripts : Correct □ Incorrect □  Additional comments :  **Name of Organization** :  **Name** : **Title of position** : **Signature** : | |