

Official Transcript Request Form for Exchange/Visiting Student

An official transcript bears the seal of the University. To order a transcript, please complete the form below, and email to gsummer@ewha.ac.kr with the request form in MS word format enclosed. Fields marked with * are compulsory.

Name*		Student ID*		ISS	
Date of Birth (YYMMDD) *		Email*			
		Phone*			
Name of home university while you attended Ewha					
Program	Year*	Semester*		Number of Copies per Semester*	
Exchange or Visiting					
(Example)	2013	Fall		2	
Total Number of Transcripts*					
Shipping Address*					
Seal transcripts in stamped Envelopes?*		Yes		No	
Additional Requirements					
Delivery	Domestic*	Post (Tracking N/A)		Courier	Collected from GSC office
	International	Express Mail Only Available due to Tracking Issue			
[Note] Ewha Womans University Academic Transcripts normally take two working days to produce once order and payment has been received. If requesting delivery by post, it will take about 10 business days after producing transcripts. If requesting deliver by courier, please supply a valid phone number, and you will be able to receive transcripts within 5 business days after it is produced.					
Fees	Domestic	- Transcript: 2,000 KRW/each - Delivery: 3,000 KRW/address for Post, 10,000 KRW/address for Courier Service (FedEx or EMS)			
	International	- Transcript: 2,000 KRW/each - Delivery: 25,000KRW/address for Courier Service (FedEx or EMS)			
Payment		Payment is for transcripts to be processed. Only wire-transfers of KRW to Ewha Womans University will be accepted. The bank service fee should be charged by the student. Each additional destination and/or delivery method is billed as a separate request.			
Guide for Wire Transfer Payments		Bank: Shinhan Bank (Ewha Branch), Seoul, Korea Account No: 100-029-417438 (KRW only) Account Holder: Office of international Affairs, Ewha Womans University Bank Swift Code: SHBKCRSE			

Student's Signature _____ Date _____

(Write down your name)



EWHA WOMANS UNIVERSITY
OFFICE OF INTERNATIONAL AFFAIRS

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