**VINE UNIVERSITY**

Transcript & Official Document Request Form

1. Student ID (학생ID) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. English First Name (이름) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ English Last Name (성) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Address (주소) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Zip Code \_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Contact Home (전화번호) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Degree (학위과정) ( ) B.A ( ) M.A ( ) M. Div. ( ) M. Miss. ( ) D. Miss. ( ) D.C.E.

6. Request Document (요청 문서) Quantity

\*Official Academic Transcript \_\_\_\_\_\_\_\_\_\_\_\_

\*Official Verification of Enrollment \_\_\_\_\_\_\_\_\_\_\_\_

\*Official Verification of Degree Received \_\_\_\_\_\_\_\_\_\_\_\_

\*I-20 Issue \_\_\_\_\_\_\_\_\_\_\_\_

7. Processing Options ( ) Standard 3 business days ( ) Expedite 1 business day

8. Delivery Option ( ) Hold for Pick Up ( ) USPS First Class/$5.00

 ( ) USPS International/$10.00 ( ) Priority Domestic Express/$15.00

( ) E-mail ( ) Priority International/$30.00

9. Delivery Information: Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City \_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_

10. Total Due (합계): $\_\_\_\_\_\_\_\_\_\_\_

11. Payment Options (지불 옵션): ( ) Check ( ) Bank

12. Date of Request (요청일): m.\_\_\_\_\_\_\_ d.\_\_\_\_\_\_\_ y.\_\_\_\_\_\_\_