 **VINE UNIVERSITY**

**Graduation Request Form (졸업신청서)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Name:** | (Korean) |  | | (English) |  | Student ID: |  |
| **2. Address:** |  | | | | | | |
| (Zip Code) |  | | | (E-mail) |  | |
| **3. Telephone:** | (Home) |  | | (Office) |  | (Cell) |  |
| **4. Degree:** | B.A.( ), M.A.( ), M.M.( ), M.Div.( )  D.Miss.( ), D.C.E.( ) | | | | **5. Graduation Date:** |  | |
|  | | | | | | | |
| **Confirm/Dept.** | | | **Signature** | | | **Date** | |
| International Student Advisor (유학생인경우) | | |  | | |  | |
| Financial Aid Officer (Financial Aid 수혜자인 경우) | | |  | | |  | |
| Librarian (도서관) | | |  | | |  | |
| Treasurer (총무처) | | |  | | |  | |
| \*졸업신청서는 졸업학기의 3월 15일 전에 졸업비 총무처에 완납하시고 신청해 주시길 바랍니다.  I request for graduation clearance. (졸업을 신청합니다.)  **서명 (Signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **날짜 (Date):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |

***For Office Use Only***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Transfer Credits (Units) | Vine Credits (Units) | | | | Total Credits (Units) |
|  | Achieved |  | Current |  |  |

**Receipt**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Description | Amount | 포함내역 |
| Treasurer (총무처) | Graduate Fee | $400 (대학 및 대학원)/$500(박사과정) | 엘범, 가운세탁비, 꽃다발, 졸업식행시비, 식사비, 졸업엘범 및 졸업장 발송비(졸업식 불참자)등 |
| Total | |  |  |

|  |  |
| --- | --- |
| Cash |  |
| Check |  |
| Money Order |  |

From: Vine To:

By: Date: