



# DOCUMENT/SERVICE REQUEST FORM

Academic Bldg A208 Student Services and Career  
 Department of Academic and Student Affairs  
 The State University of New York (SUNY), Korea  
 T. 032-626-1195 F. 032-626-1199 E. student@sunykorea.ac.kr

**OFFICE HOUR**  
 Mon-Fri 10AM-4PM  
 Lunch Break 12PM-1PM  
 Closed on Weekends and Holidays

**PLEASE NOTE:**

- Please print all information legibly.
- Any official document will not be issued to or for a student who is indebted to the University.
- The University's official documents are available only for pick up. Official document(s) cannot be faxed or emailed to the individual or a third party.
- Document Request/Service Form may be faxed or emailed to Student Services at [student@sunykorea.ac.kr](mailto:student@sunykorea.ac.kr). We cannot accept phone requests.
- SUNY Korea does not issue the official transcript. You may print the unofficial transcript or order the official transcript from your SOLAR/MyFIT.
- **Please allow 2-5 business days for processing of documents. Urgent request is allowed, but an additional fee (+3,000 KRW) will apply.**
- We accept CASH ONLY for service charge. Service charges will later be used as scholarship funds.

**PERSONAL INFORMATION**

Student ID Number	First Name	Last Name	Date of Birth (MM/DD/YY)
<small>*If you're an international student requesting Proof of Residence.</small>	*Alien Registration Card Number	*Housing Address <input type="checkbox"/> Dorm A <input type="checkbox"/> Dorm B Rm#	*Nationality

**CONTACT INFORMATION**

Mobile Number	Home Phone Number	University E-mail Address <input type="checkbox"/> @stonybrook.edu <input type="checkbox"/> @fitnyc.edu
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**PROGRAM INFORMATION**

Degree Program <input type="checkbox"/> Undergraduate <input type="checkbox"/> Master <input type="checkbox"/> Doctor	Entry Year/Semester 20 <input type="checkbox"/> Spring <input type="checkbox"/> Fall	Department <input type="checkbox"/> AMS <input type="checkbox"/> BUS <input type="checkbox"/> CSE <input type="checkbox"/> FBM <input type="checkbox"/> FD <input type="checkbox"/> MEC <input type="checkbox"/> TSM	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No
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**DOCUMENT REQUEST**

Purpose of Request			
Document Type	# of Copies	Urgent?	Additional Instruction
<input type="checkbox"/> Enrollment Verification (Eng).....1,000 KRW <input type="checkbox"/> Enrollment Verification (Kor).....2,000 KRW <input type="checkbox"/> Leave Status Verification (Kor).....2,000 KRW <input type="checkbox"/> Certificate of Expected Graduation (Kor).....2,000 KRW <input type="checkbox"/> Admission Confirmation Letter (Kor).....2,000 KRW <input type="checkbox"/> Degree Verification - SB only (Eng).....2,000 KRW <input type="checkbox"/> Scholarship Maintenance Certificate (Kor) ...2,000 KRW <input type="checkbox"/> Certificate of Employment (Kor) .....2,000 KRW <input type="checkbox"/> Proof of Residence (Kor).....2,000 KRW	_____	<input type="checkbox"/>	
Release of Document(s) <input type="checkbox"/> I will pick up in person with photo ID. <input type="checkbox"/> I cannot pick up my document(s) so I authorize _____ to pick up my documents on my behalf.			<b>*Additional fee (+3,000 KRW) for Urgent Request (1-2 business days)</b>

**STUDENT AUTHORIZATION**

Signature	Date of Request (MM/DD/YY)
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**FOR OFFICE USE ONLY**

<p><b>Cash Receipt</b></p> <p>Payment Amount: _____ (Unit: KRW)</p> <p>For: _____</p> <p>Received by: _____ (Signature)</p> <p>Date: _____</p>	<p>Received by:</p> <div style="border: 1px solid black; height: 100px;"></div>
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