

Japanese and Korean University Document Request

Name _____ Date _____

Email _____ Thai Mobile Phone # _____

University Name _____

University Address _____

University Phone #: _____ Fax # _____

Filing Dates (inclusive) _____

- € Student will submit all documents to university. No ISB documentation mailing required.
- € Student will submit official ISB transcript with all other application documents. ISB will provide the student with an official transcript stamped, "This document is official only if received in a sealed ISB envelope". Student will be given an unofficial copy for translation and/or inspection.
Note: Official transcripts will be available 4 weeks prior to the filing date listed above.

- € Certificate of Attendance/Graduation
- € Transcript to be mailed via regular mail to student's address:

- € Documents will be picked up from ISB counseling office.

By _____ on _____
(NAME) (DATE)

- € Student will submit all application documents directly to the university with the exception of the letters of recommendation and official transcript. Student will be given an unofficial transcript copy for translation and/or inspection. *ISB will mail recommendation letter(s) and official transcript via express mail to arrive during the appropriate filling dates listed above. No cost to the student.*

- € Recommendation Letter _____
- € Recommendation Letter _____
- € Recommendation Letter _____
- € Certificate of Attendance/Graduation

- € ISB will submit all application documents directly to the university. Student may request an unofficial transcript copy for inspection. *ISB will mail recommendation letter(s) and official transcript via express mail to arrive during the appropriate filling dates listed above. No cost to the student.*

- € Recommendation Letter _____
- € Recommendation Letter _____
- € Recommendation Letter _____
- € Certificate of Attendance/Graduation
- € Student Packet includes: _____

Student Signature

Date

Other Information:

For Guidance Office Use Only:

Date Received _____ by _____

Date Sent _____ via _____

Tracking # _____