**Recommendation Letter for Spring 2024**

**Korea University Graduate School of International Studies**

**▣ Applicant’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **Date of Birth** | ( MM/DD/YYYY ) |
| **Email Address** |  | **Contact No.** |  |
| **Application Number** |  | **Relationship with the Recommender** |  |

**▣ Recommender’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** |  | **University****/College/Institution** |  |
| **Official Email at Work** |  | **Contact Number at Work** |  |
| **Number of Year You Have Acquainted with the Applicant** | ( ) Year( ) Month | **Your Signature** |  |

**※ Your personal information will only be used in the Admissions process.**

**※ Please kindly note that the collection of your personal information (including the Business Card) is just to clarify if the recommendation letter is authentic; written originally from the recommender, not written by the applicant, agency, or counterfeited by any case. Your kind support for applicants and understanding will be highly appreciated.**

**※ The recommendation letter must be written in either English or Korean.**

**※ The recommender’s full name and signature must be handwritten or digitally-signed on all the pages.**

**※ The recommendation letter must be sent in PDF format directly from the recommender’s official work email account to** **gsisadmin@korea.ac.kr****.**

**▣ Do you agree and grant consent to Korea University to provide your personal information above?**

□ I agree. □ I do not agree.

**▣ A Copy of Business Card**

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| **If you don’t have it, any materials which shows the recommender’s occupational information will be acceptable. (e.g. screenshot of the webpage which indicates the faculty in the institution, etc.)** |

**▣ Recommendation letter**

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**1. I verify that the contents of this letter is true.**

**2. If I found to have written false statements or asked another person to write on my behalf,
I understand that the applicant’s admission may be revoked.**

**3. I pledge not to disclose the contents of this letter of recommendation to anyone and in any case.**

**Recommender’s Name:**

**Recommender’s Signature*:***

***Date of Written : ( MM / DD / YYYY )***