**Recommendation Letter for Spring 2023**

**Korea University Graduate School of International Studies**

**▣Applicant Information**

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| --- | --- | --- | --- |
| **Full Name** |  | **Date of Birth** | ( MM / DD/ YYYY ) |
| **Email Address** |  | **Contact No.** |  |

**▣Recommender Information**

|  |  |
| --- | --- |
| **Full Name** |  |
| **University / College / Institution** |  |
| **Number of Year You Have Known****the Applicant for** | ( ) Years ( ) Months |
| **Official Email at Work** |  |
| **Contact Number at Work** |  |

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

□I agree □I do not agree

**(Your personal information is only used in Admissions process.)**

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

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

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

**Recommender’s Name: .**

**Signature: .**

**▣Recommendation letter**

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

**2. If I am 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 disclosed the contents of this letter of recommendation to anyone and in any case.**

**Recommender’s Name: .**

**Signature: .**

**Date: ( MM / DD / YYYY ) .**

**▣A Copy of Business Card**

**※ If don’t have it, any materials which shows the recommender’s occupational information**

**(e.g. screenshot of the webpage which indicates the faculty in the institution, etc.)**

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