



TRANSCRIPT REQUEST

International Christian School Uijeongbu

contact@icsujb.org

Requestor: _____ Email: _____ Date: _____

Your Contact Information:

Final Year of Attendance at ICSU: _____ Final Grade Level at ICSU: _____ Did You Graduate from ICSU? _____

Date Transcript Needed: _____ Need Paper Copy? _____ Need Electronic Copy? _____

***If using "Common Apps," an electronic copy is appropriate; however, most colleges still request a letter. Graduates who are transferring from one college to another college will not be eligible for electronic copies – paper transcripts only. Transcripts are finalized from the date of graduation or date of withdrawal, and cannot be modified.**

Paper Transcripts – To Be Mailed

Official Name of the School/Organization	Contact Name, Email Address, Phone & Fax Number Physical Address to Send Transcripts
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Electronic Transcripts – To Be Emailed

Official Name of the School/Organization	Email Address to Send Transcripts
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Transcript Fees & Shipping Cost

Transcript Cost (Electronic & Paper)	Shipping Cost (Please provide information above)
₩10,000 KRW (\$9.00 USD) Per Copy	Electronic - No shipping cost Option 1 - DHL: ₩35,000 KRW (\$32.00 USD) Option 2 - International EMS: (same as Option 1) Option 3 - National EMS: ₩10,000 KRW (\$9.00 USD)

Payment Options

School Bank Account – Wire Transfer	Hand Deliver or Mail Money Order or Check
Korean Post Office Bank Account Number: #103861-01-000601 International/Dollar: International Christian School Uijeongbu Shinhan Bank Account number: 180-002-706246	International Christian School Jindeung-ro 28 Uijeongbu 11608, Republic of Korea Phone: +82.31.855.1277

***5 business days are needed to complete your request.**

Instructions:

1. Fill out this PDF form, including as much information as possible.
2. Clearly indicate if you need a Paper Transcript, Electronic Transcript, or Both.
3. Type directly on the form and then save it, with your information.
4. Email the form as an email attachment to: contact@icsujb.org
5. Transcript requests will not be completed until ICSU has received full payment. Wire the payment to the Korean bank account or pay cash in the school office.
6. Transcripts are only issued upon the request of the individual named on the transcript.

If you have any questions on the use of this form or the transcript request process, please contact ICSU at: contact@icsujb.org