



## YUIN UNIVERSITY

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### REQUEST / SUGGESTION

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

From: Last name \_\_\_\_\_ First name \_\_\_\_\_ ( \_\_\_Student, \_\_\_Faculty, \_\_\_Others)

To: \_\_\_Admissions, \_\_\_Dean, \_\_\_President, \_\_\_PDSO, \_\_\_Board Chair, \_\_\_Others

In case of others, please write name: \_\_\_\_\_

Appointment Date and Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ at \_\_\_\_ : \_\_\_\_ am/pm

I would like to submit this request/Suggestion for the following purpose:

- A. Absent or Excuse Absent: \_\_\_\_\_
- B. Drop for the class attendance of semester or quarter: \_\_\_\_\_
- C. Withdraw: \_\_\_\_\_
- D. Transfer to other school: \_\_\_\_\_
- E. Refund: \_\_\_\_\_
- F. Certificate of Enrollment: \_\_\_\_\_ Verification of Payment: \_\_\_\_\_
- G. Transcripts:  
(Legal name in visa or passport) Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Date of Admission (in I-20 form): \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ Name of Degree program: \_\_\_\_\_  
Title of Dissertation (if Ph.D. degree): \_\_\_\_\_  
Prior Education: (Degree) \_\_\_\_\_ (School name) \_\_\_\_\_  
(State in US or Country) \_\_\_\_\_ (Year) \_\_\_\_\_
- H. Student ID card: (Submit Picture)  
(Legal name in visa or passport) Last name: \_\_\_\_\_ First name: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_
- I. Diploma: (Name of Degree) \_\_\_\_\_ (Year Graduated) \_\_\_\_\_
- J. Suggestion Topic: \_\_\_\_\_

Explanations or Suggestions:

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Admission Office Signature (For Admitting the form Not Approving) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Fee paid: \$ \_\_\_\_\_ (by cash, check, credit card)

Responsible Person Name & Title: \_\_\_\_\_

Responsible Person Explanations (If needed)

Responsible Person Approval Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_