



Student Records Request

学生证明材料申请

Name of Student 学生姓名: _____ Grade 年级: _____ Date 申请日期: _____

Records Requested 申请以下证明材料:

- Report cards for the following years 成绩单 (写明年份) _____ # of copies 份数 _____
- Official transcript 高中学分成成绩单 _____ # of copies 份数 _____
- School Profile 学校简介 _____ # of copies 份数 _____ (Included)
- Letter of Certification 在读证明 _____ # of copies 份数 _____
- Letter of recommendation 老师推荐信 _____ # of copies 份数 _____

Name of teacher/advisor to complete the letter 需要以下老师的推荐信:

Purpose of Recommendation Letter 需要老师推荐信的理由:

- ___ College application 申请大学
 ___ High school application 申请高中
 ___ Study abroad 出国读书
 ___ Other 其它原因: _____

Academic Achievements 学习表现:	
Extra Curricular Activities 课外活动:	
Community Service: 社区服务	
Work Experience: 工作经历	
Special Talents: 特殊才艺	
Leadership roles or any other special information about yourself: 担任过的领导角色或其它 关于你自己的特殊方面	

Specific Instructions for completing this letter 材料完成后领取方式（请打勾选择）：

Student or other person will pick up from the main office.
材料准备好后，学生本人或他人将去 QISS 办公室领取。

Mail to the following address:
材料准备好后，请 QISS 邮寄到以下地址：

(The school will cover normal postage but not DHL or Fed Ex. DHL and Fed Ex fees will be determined by the number of documents being sent and MUST be paid before mailing.)

(QISS 仅支付平邮费用，不支付 DHL 或 Fed Ex 国际快递费。选择使用 DHL 或 Fed Ex 邮寄，其费用将由材料数量多少来决定，请在邮寄之前将足额快递费支付给 QISS。)

Other Special Instructions 其它特殊要求:

Signature of person requesting records: _____ Date: _____

证明材料申请人签字

日期

Printed name of requesting person: _____

证明材料申请人名字打印体

(Your signature above means that you have read and agreed to follow the specified guidelines below)

(签字之后表示您已阅读并同意以下规定说明。)

Note 说明:

- **All requests for records take a minimum of 5 working days to prepare. Please do not ask for letters or records to be rushed. Last minute requests will NOT be honored.**
学生证明材料需要至少五个工作日完成，请不要加急催促。未提前申请者不予提供证明材料。
- **First 3 copies of any record requested are free. Additional copies over 3 will be available for RMB25 for each copy, to be paid before records are given to student/parent or mailed.**
证明材料三份以内免费。超过三份每份收取人民币 25 元。该费用应于材料领取或邮寄之前支付给 QISS。
- **At no time will QISS bill you for these copy fees or for shipping/ mailing fees. ALL fees must be paid prior to receipt of records. This includes any school fees that are due. There are NO exceptions to this rule.**
材料费与邮寄费必须先支付方可领取或收到证明材料。学费同样也必须是首先付清。此规定没有例外。



Student Records Request

학생 서류 신청서

Name of Student(학생이름): _____

Grade(학년): _____ Date(날짜): _____

Records Requested (요청 서류):

- Report cards for the following years _____ # of copies _____
성적표 (재학 기간) (필요부수)
- Official transcript (고등학교 성적 증명서) _____ # of copies _____
- School Profile (학교 프로필) _____ # of copies _____
- Letter of Certification (재학 증명서) _____ # of copies _____
- Letter of recommendation (추천서) _____ # of copies _____

Name of teacher/advisor to complete the letter: _____

추천서 요청 교사 이름:

Purpose of Recommendation Letter (추천서 요청 사유):

___ College application (대입 서류용)

___ High school application (고등학교 입학용)

___ Study abroad (해외 유학용)

___ Other(기타): _____

Academic Achievements: 학업 성취도:	
Extra Curricular Activities: 과외 활동	
Community Service: 사회 봉사 활동	
Work Experience: 현장 실습	
Special Talents: 특기	
Leadership roles or any other special information	

about yourself:

(리더십 또는 학생 특별 정보)

Specific Instructions for completing this letter (서류 완성 후 선택 사항):

___ Student or other person will pick up from the main office

(학생 또는 제 3 자 오피스 직접 수령)

___ Mail to the following address (우편수령,주소): _____

(The school will cover normal postage but not DHL or Fed Ex. DHL and Fed Ex fees will be determined by the number of documents being sent and MUST be paid before mailing.

학교는 일반 우편 일 경우에만 지불하며 DHL 또는 Fed Ex. 요금은 신청인이 부담해야 합니다. DHL 또는 Fed Ex. 요금은 보내는 서류의 수량에 의해 결정되며 반드시 서류를 발송하기 전에 지불해야 합니다.)

___ Other Special Instructions (기타 특별 요청): _____

Signature of person requesting records _____ Date: _____

신청인 서명

날짜

Printed name of requesting person 신청인 이름 (정자체) _____

(Your signature above means that you have read and agreed to follow the specified guidelines below

위의 서명은 본인이 아래에 명시된 가이드라인을 읽고 준수하는 데 동의 한 것을 의미합니다.)

Note (유의 사항):

- **All requests for records take a minimum of 5 working days to prepare. Please do not ask for letters or records to be rushed. Last minute requests will NOT be honored.** 학생 서류는 최소 5 일(주말 제외) 전에 신청해야 합니다. 서류신청을 미리 준비해 주시기 바랍니다.. 마지막 순간의 요청은 수락되지 않습니다.
- **First 3 copies of any record requested are free. Additional copies over 3 will be available for RMB25 for each copy, to be paid before records are given to student/parent or mailed.** 신청 서류의 최초 3 부는 무료입니다. 세 부 이상의 신청 서류는 부당 25RMB 를 지불해야 하며 서류가 학생/학부모에게 전달되거나 우편으로 발송되기 전에 모든 비용이 지불되어야 합니다.
- **At no time will QISS bill you for these copy fees or for shipping/ mailing fees. ALL fees must be paid prior to receipt of records. This includes any school fees that are due. There are NO exceptions to this rule.** 모든 서류 비용과 우편 요금은 서류를 받기 전에 지불되어야 하며 학비와 기타 비용도 지불되어야 합니다. 본 수칙을 엄수합니다.