**Confirmation of On-Campus Volunteer Work**

(원내 봉사활동 확인서)

(For confirmation of off-campus volunteer work, please use an application form from the institution at which the volunteer work was done.)

**1. Volunteer's Personal Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dept.(Major) |  | Student  ID No. |  | Gender | M/F |
| Student Name |  | | Date of Birth |  | |
| Advisor |  | | Mobile Phone |  | |

**2. Description of Volunteer Work**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of Volunteer Work |  | | Total Hours of Volunteer Work | Hours |
| Place |  | | | |
| Department in Charge of Volunteer Work | Name of Department |  | Mobile Phone No. |  |
| Description of Volunteer Work (Details) | Kind/Type of Volunteer Work | | | |
|  |  | | | |

I hereby confirm the above student's volunteer work as listed above.

Date(MM/DD/YY):

Name of Department/Team:

Chief of Department/Team: Signature:

**※ Note:**

◦ This form should be submitted to the relevant department of the student engaged in the volunteer work, it should be submitted with the achievements graded as 1AU, 2AU, 3AU, or 4AU (1AU/16 hours); it should then be submitted to the Academic Registrar's Team.

◦ Volunteer work achievements of each semester (Spring semester, Fall semester) should be submitted with the achievements graded as 1AU, 2AU, 3AU, or 4AU, and be approved by the relevant department.

◦ The confirmation form should be submitted by the end of June for work completed in the first half (January-June) of the year, and by the end of December for work completed in the second half (July-December) of the relevant year.

◦ AU Granted for Volunteer Work

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hours of Volunteer Work/Semester | Less than 16 hours | Between 16 to 32 hours | Between 32 to 48 hours | Between 48 to 64 hours | 64 hours or more |
| AU Granted for Volunteer Work | 0AU | 1AU | 2AU | 3AU | 4AU(“S“) |