



APPLICATION FORM FOR COLLECTION OF CREDENTIAL ON BEHALF

Instruction:

Please complete Section A, B and C and attached with this form a photocopy of yours and the representative identity card/ passport/ matric card.

SECTION A: TYPES OF DOCUMENTS TO COLLECT ON BEHALF (TO BE FILLED BY THE STUDENT)

a. For Graduated Student

Full Transcript Completion of Studies Letter Degree/ Scroll
 Verification Letter Other (please specify):

b. For Registered/ Active Student

Partial Transcript Certification Letter

Other (please specify):

SECTION B : STUDENT'S INFORMATION

Name:	Matric No.:
Telephone No. & Email Address :	
Programme :	
Department & Centre of Studies :	
Permanent Address & Contact No. :	
Correspondence Address & Contact No. :	

SECTION C : INFORMATION OF REPRESENTATIVE

Name:	Identity No.:
Telephone No. & Email Address :	
Relationship with the student :	
Permanent Address & Contact No. :	
I confirmed that my representative shall have the authority to sign acknowledgement of the receipt of the said document. I hereby undertake that I shall not hold IIUM responsible if the said document is lost or undelivered after collected by my representative.	
_____ Signature	_____ Date

SECTION D : OFFICE USE

Action/ Remarks:	Date: