



CENTRE FOR POSTGRADUATE STUDIES

APPLICATION FOR CERTIFICATION LETTER

INSTRUCTIONS

1. Please furnish the information correctly before submitting the form to CPS, *otherwise the letter will not be issued.*
2. You must be a registered student at the time of application of certification letter. You are not entitled to apply if you did not register or been blocked by Finance Division.
3. **Please mention the FULL address of the organization /recipient clearly.**
4. A fee of RM1.00 for each copy is applicable and the payment must be made during the request.
5. The letter will be ready within **THREE (3) WORKING DAYS** after the submission date.
6. Please retain the slip at the end of this form and present it when collecting your letter.

***NOTE**

Please complete the (CPS/adm04) form if you have any changes in your personal particulars (such as e-mail address & mobile phone number)

TO BE COMPLETED BY THE APPLICANT

1. Name:	2. Matric No.:
	3. Tel. No.:
4. Passport/IC No. (Latest):	5. Email Add.:
6. Programme:	7. No. of copies required:
8. Name and Address of Recipient:	
9. Reason of application:	
Signature :	Date :

-----Please Cut Here-----

APPLICATION FOR CERTIFICATION LETTER SLIP

NAME : _____

MATRIC NO : _____ DATE READY : _____

NO. OF COPIES: _____

(student must present this slip during the collection of the letter)