

REQUEST FORM (ALL LEVELS) (UNDERGRADUATE)

ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

RF01

Version : 01
Revision : 01
Effective Date : 01/06/2017

NAME :

MATRIC NO. :

COLLECTION BY :

(A) HAND

PROGRAMME :

(B) MAIL

MAJOR/MINOR :

LEVEL :

PHONE NO. :

EMAIL :

REQUEST : (Please tick (/) which is necessary)	QUANTITY	AMOUNT (RM)
CERTIFICATION / CONFIRMATION LETTER (RM1 each)		
EXPECTED TO GRADUATE LETTER FOR (RM1 each)		
ENGLISH AS A MEDIUM OF INSTRUCTION LETTER (RM1 each)		
COPY OF WD / DM / TD LETTER (RM1 each)		
OTHERS (RM1 each)		
TOTAL AMOUNT		

STUDENT'S SIGNATURE :

DATE OF COLLECTION :

FOR AMAD OFFICE USE

DISCLAIMER :

1.	Students are advised to <u>ask Academic Management and Admission Division (AMAD) the particular requested before submit the form. AMAD will only process the complete form and will not print out a new request due to wrong request/misinformation.</u>
2.	A processing fee is charged for each copy of the letter.
3.	Please provide <u>sufficient postage and self-addressed envelope if you select collection by mail.</u> Kindly be informed that AMAD will not be responsible for any damage, loss or late arrival of the posted document.
4.	<u>Please allow three (3) working days excluding the application day for processing.</u> Any enquiries, please call the following numbers: 03-61964000 ext. 3014.



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The student will be charged **RM 1.00** for each copy requested. Please allow three (3) working days excluding the application day for processing.