



**APPLICATION FORM FOR CERTIFICATION LETTER
(APPLICABLE FOR GRADUATE STATUS ONLY)**

Instructions:

1. Only student with Graduate status (GR) may apply for this letter.
2. The student must state the complete address of the recipient of this letter and make sure all information is correct while submitting the form to the CPS. The CPS will not issue a new letter due to misinformation.
3. A fee of **RM1.00** is charged for each additional letter.
4. Please allow **THREE (3)** working days for processing. Student must present the slip of Section D during the collection of the letter.
5. Any copy that is not collected within **THREE (3)** months from the date of application will be automatically disposed.

SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

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

SECTION B : DOCUMENTS APPLIED (TO BE FILLED BY THE STUDENT)

Number of Copies:		Complete Name and Address of the Recipient:	
1) Certification Letter <i>e.g. English medium, specialization etc.</i>	<input type="checkbox"/>		
2) Verification Letter <i>e.g. Letter to Ministry, Embassy, Scholarship etc.</i>	<input type="checkbox"/>		
3) Completion of Studies Letter <i>e.g. Letter to student after endorsement of graduate status</i>	<input type="checkbox"/>		
Student's Signature _____		Date _____	

SECTION C : OFFICE USE (CENTRE FOR POSTGRADUATE STUDIES)

Action/ Remarks:	Date:

-----PLEASE CUT HERE -----

SECTION D : STUDENT MUST PRESENT THIS SLIP DURING COLLECTION

Name & Matric No. : & Programme:	No. of Copies :
	1) Certification Letter <input type="checkbox"/>
	2) Verification Letter <input type="checkbox"/>
	3) Completion of Studies Letter <input type="checkbox"/>
Date Applied:	Payment: Paid / Not Paid
Date of Collection:	CPS Stamp: