



**CENTRE FOR POSTGRADUATE STUDIES**

**APPLICATION FORM FOR ADVANCE COLLECTION OF SCROLL**

**Instructions:**

1. Kindly provide evidence should the name or other particulars stated above is different from the record in University's database. (i.e. certified copy of identity card or passport)
2. Kindly submit the completed form to the Centre for Postgraduate counter.
3. Please provide sufficient postage and self-addressed envelope if you select collection by mail.

**Terms and Conditions:**

1. The graduand may apply for advance collection of scroll after the endorsement of his/her graduation status and cleared all their dues to the University.
2. The graduand may collect the scroll at the Centre for Postgraduate Studies counter five (5) working days (not including day apply) after submission of the form.
3. The Centre for Postgraduate Studies will not be responsible for any damage, loss or late arrival of the scroll for collection by mail.
4. The graduand who had collected the scroll and intended to attend the convocation ceremony will have to pay the full deposit for robe rental (POSTAL ORDER to FINANCE DIRECTOR, IIUM with the amount of RM500.00 for Master robe and RM750.00 for PhD robe) during the collection of the robe. The deposit will be refunded upon the robe return.

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

Name:	Matric No.:
Telephone No.:	Email Address :
Programme :	Department & Centre of Studies :
Permanent Address & Contact No. :	
Correspondence Address & Contact No. :	
Collection By (Please tick / where necessary):	
1) By Hand <input type="checkbox"/>	2) By Mail <input type="checkbox"/>
I fully understand the Terms & Conditions for Advance Collection of Scroll, and I am aware and agree that I will have to pay the full deposit for robe rental during the convocation ceremony.	
_____ Student's Signature	_____ Date

**SECTION B : OFFICE USE (CENTRE FOR POSTGRADUATE STUDIES)**

Action/ Remarks:	Date:

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

**SECTION C : STUDENT MUST PRESENT THIS SLIP DURING COLLECTION (BY HAND) – ADVANCE COLLECTION OF SCROLL**

Name & Matric No. : & Programme:	CPS Stamp: