

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. :

LEVEL :

PROGRAMME :

MAJOR/MINOR :

PHONE NO. :

EMAIL :

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

STUDENT'S SIGNATURE :

DATE OF COLLECTION :

FOR AMAD OFFICE USE

DISCLAIMER :

1.	Students are advised to ask Academic Management and Admission Division (AMAD) the particular requested before submit the form. AMAD will only process the duly completed form and will not print out a new request due to wrong request submitting.
2.	A processing fee is charged for each copy of the letter.
3.	Please provide sufficient postage and self-addressed envelope if you select collection by mail. Kindly be informed that AMAD will not be responsible for any damage, loss or late arrival of the posted document.
4.	Please allow three (3) working days excluding the application day for processing. Any enquiries, please call the following numbers: 03-6421 6421 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.