

REQUEST FORM (GRADUATED STUDENT)

ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

RF02

Version : 01
Revision : 01
Effective Date : 01/04/2017

NAME :

MATRIC NO. :

COLLECTION BY :

(A) HAND

PROGRAMME :

(B) MAIL

PHONE NO. :

EMAIL :

REQUEST : (Please tick (/) which is necessary)	QUANTITY	AMOUNT
SECOND COPY OF FULL TRANSCRIPT (RM3.00)		
SECOND COPY OF SCROLL (RM100.00)		
SECOND COPY OF RELEASE LETTER (RM5.00)		
TOTAL AMOUNT		

Please Specify

STUDENT'S SIGNATURE :	DATE OF APPLICATION :
	DATE OF COLLECTION :

FOR AMAD OFFICE USE

DISCLAIMER :

1.	Students are advised to confirm with Academic Management and Admission Division (AMAD) the particulars requested before submitting 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.	<i>Please allow three (3) working days excluding the application day for processing of transcript and release letter.</i> <i>Please allow the period of two (2) weeks for the processing of scroll.</i> Any enquiries, please call the following numbers: 03-6421 6421 ext. 3014

STUDENT'S COPY

REQUEST FORM (GRADUATED STUDENTS)

ACADEMIC MANAGEMENT AND ADMISSION

RF02

Version : 01
Revision : 01
Effective Date : 01/04/2017

REQUEST : (Please tick (/) which is necessary)	QUANTITY	AMOUNT
SECOND COPY OF FULL TRANSCRIPT (RM3.00)		
SECOND COPY OF SCROLL (RM100.00)		
SECOND COPY OF RELEASE LETTER (RM5.00)		
TOTAL AMOUNT		

Please Specify

NAME :

DATE OF APPLICATION :

MATRIC NO. :

DATE OF COLLECTION:

PROGRAMME :

*Please allow the period of **TWO (2) WEEKS for the processing of scroll.***

*Please allow **three (3) working days** excluding the application day for processing.*