

**APPLICATION FOR TEMPORARY CERTIFICATION LETTER
(FINAL YEAR SEMESTER STUDENTS)**

ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

RF04

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

NAME :

MATRIC NO. :	COLLECTION BY :	(A) HAND	
PROGRAMME :		(B) MAIL	

PHONE NO. :

EMAIL :

STUDENT'S SIGNATURE :

DATE OF APPLICATION:

DATE OF COLLECTION :

FOR AMAD OFFICE USE

DISCLAIMER :

1.	This is only a temporary letter to certify that a student is waiting for the Senate to endorse his/her graduation, and not an official release letter. This letter is not valid for the purpose of filing an application for chambering.
2.	The official release letter will be given free together with the full transcript after the Senate endorsement.
3.	Students are advised to check all the accuracy of personal particulars are accurate in the database through the Student Information System (website). Any update of particulars must be submitted to AMAD. AMAD will only process the completed form and will not print a new temporary certification letter due to wrong information.
4.	A fee of RM 1.00 is charged for each copy of temporary certification letter. Please provide sufficient postage and self-addressed envelope if you select collection by mail.
5.	Kindly be informed that AMAD will not be responsible for any damage, loss or late arrival of the posted document.
6.	Please allow three (3) days excluding the application day for processing. Any enquiries, please call 03-6421 6421 ext. 3014.
7.	Student must present the student's copy of the application form for collection purpose



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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.*