

EQUIVALENT LETTER (UNDERGRADUATE)
(GRADUATED STUDENTS ONLY) EFFECTIVE 18TH CONVOCATION
 ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

RF08

Version : 01
 Revision : 01
 Effective Date : 01/06/2017

NAME :

MATRIC NO. : _____ COLLECTION BY : (A) HAND _____

PROGRAMME : _____ (B) MAIL _____

MAJOR/MINOR : _____ LEVEL : _____

PHONE NO. : _____ EMAIL : _____

REQUEST : (Please tick (/) which is necessary)	QUANTITY	AMOUNT (RM)
<input type="checkbox"/> Equivalent Letter (RM5 each)		
TOTAL AMOUNT		

STUDENT'S SIGNATURE : _____ DATE OF COLLECTION : _____

STUDENT'S COPY
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PROGRAMME : _____

DISCLAIMER:

1. Student may request for the equivalent letter for the purpose of applying for job or furthering studies after his/ her graduation has been endorsed by the senate meeting and the clearance has been made.
2. Only completed application will be processed by Academic Management and Admission Division (AMAD).
3. Students are advised to check all the 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 complete form **and will not print a new equivalent letter due to misinformation.**
4. A fee of RM 5.00 is charge for a copy of equivalent letter. 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.
5. **Please allow three (3) working days excluding the application day for processing.** Any enquiries, please call the following numbers: 03-6421 6421 ext. 3014.
6. **Student must present the student's copy of the application form for collection purpose.**