



CENTRE FOR FOUNDATION STUDIES

GUIDELINES OF COLLECTION OF CREDENTIAL (TRANSCRIPT AND CERTIFICATE FOR CFS GRADUATE)

OPTION 1

(Highly Recommended - maximum 45 minutes waiting time)

SELF- COLLECTION at the office counter Examination and Graduating Unit, Office of Deputy Dean Academic and Industrial Linkages (ODDAIL), CFS Gambang Campus.

Please provide your identification document (i.e CFS Matric Card or Identification Card).

OPTION 2

COLLECTION BY AN AUTHORISED REPRESENTATIVE. You can get the collection form at the office counter of ODDAIL or you can print the form link given below:

[COLLECTION OF CREDENTIAL \(TRANSCRIPT AND CERTIFICATE\) ON BEHALF.pdf](#)

Please provide your copy identification document (i.e CFS Matric Card or Identification Card).



OPTION 3

VIA POSTAL by sending a “**POSLAJU PRABAYAR L SIZE ENVELOPE ONLY**” with **COMPLETED CONSIGNMENT NOTES** to ODDAIL CFS IIUM as follows:

Examination & Graduating Unit (ODDAIL),
Ground Floor Ibn Sina,
Centre for Foundation Studies (CFS),
International Islamic University Malaysia (IIUM)
26300 Gambang, Pahang Darul Makmur

Please provide us with a copy of identification documents (i.e **Identification Card / Passport / Matric Card with the form**) and ****a copy of processing fees payment receipt/statement**. Make sure you fill up all the details at the form before submission to our office. You can print the form from the link provided below;

[APPLICATION FOR ACADEMIC TRANSCRIPT AND CERTIFICATE.pdf](#)

**** For collection *AFTER ONE YEAR* from the date of the graduation / request 2nd copy for your official academic transcript please make a payment (RM15) at Bank Muamalat;**

ACCOUNT NO: 0601-0004153714
ACCOUNT NAME: OPERATING ACCOUNT



GUIDELINES FOR FILL IN THE CONSIGNMENT NOTES

RECEIVER - Fill in the details correctly.

Please put envelope no. 2 inside envelope no. 1 properly and send to this address:

Examination & Graduating Unit (ODDAIL),
Ground Floor Ibn Sina,
Centre for Foundation Studies (CFS),
International Islamic University Malaysia (IIUM)
26300 Gambang, Pahang Darul Makmur

REMINDER:

Only completed documents received will be entertained.

Any further enquiry please contact Examination and Graduation Unit at
09 - 5183400 ext; 2519 / 2524



ENVELOPE (1) – SEND TO ODDAIL (INSERT ENVELOPE (2) IN ENVELOPE (1))

POS Laju Nota Kiriman Domestik Pos Laju Untuk Prabayar Sahaja (For Prepaid Only)

EP 72 481 483 4MY

1. Penerimaan (Receiver)
Nama (Name): HANIFF ASRUL AZIZI AMIR
Alamat (Address): NO. 777 SOLOK SETULANG DAENG
JALAN PARIT MENKUAH
BATU 4 1/2, KAMPUNG TENGAH
MELAKA PINDAH
Negara (State): MELAKA
Poskod (Postcode): 75100
Telefon (Telephone): 012 - 3456789

2. Pengirim (Sender)
Nama & Alamat (Name & Address): EXAMINATION AND GRADUATING UNIT
GROUND FLOOR IBN SINA BUILDING
CENTRE FOR FOUNDATION STUDIES
Negara (State): GAMBANG
Poskod (Postcode): PAHANG
Telefon (Telephone): 05 - 518 3400

3. Rekrangan Kandungan (Content Description)
4. Pengikutan (Tracking)

26300





ENVELOPE (2) – WILL BE USED FOR ODDAIL TO POSTED BACK YOUR ACADEMIC TRANSCRIPT AND CERTIFICATE

POS Laju Nota Kiriman Domestik Pos Laju Untuk Prabayar Sahaja
Untuk Prabayar Sahaja (Pre-Paid Only)

EP 72 481 488 4MY

1 Pengirim (Sender)
Nama (Name): EXAMINATION AND GRADUATING UNIT
Alamat (Address): GROUND FLOOR IBN SINA BUILDING
CENTRE FOR FOUNDATION STUDIES
Bandar (City): GAMBANG Negeri (State): PAHANG DARUL MAKMUR
Poskod (Postcode): 26300 TelEmail (Tel/Email): 09 - 518 3400

2 Penerima (Receiver)
Nama & Alamat (Name & Address): HANIFF ASRUL AZIZI AMIR
NO. 777 SOLOK SETULANG DAENG
JALAN PARIT MENKUNANG,
BATU 4 1/2, KAMPUNG TENGAH
MELAKA PINDAH
Bandar (City): MELAKA Negeri (State): MELAKA
TelEmail (Tel/Email): 09 - 518 3400

3 Kandungan (Contents)
No. Bilah (No. of Items): 1
Jumlah (Value) (RM): DOKUMEN

4 Pengakuan (Declaration)
Saya bertanggungjawab sebagai pemohon yang telah setuju bersetuju dengan terma & syarat perkhidmatan Pos Laju.
I hereby accept/declare as the applicant that I agree to accept Pos Laju service terms & conditions.

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