



For KAED use only

## APPLICATION FOR POSTGRADUATE WORKSTATIONS

### SECTION A (STUDENT'S INFORMATION)

NAME : \_\_\_\_\_  
TELEPHONE NO : \_\_\_\_\_ MATRIC.NO : \_\_\_\_\_ EMAIL : \_\_\_\_\_  
MAJOR/PROGRAMME : \_\_\_\_\_

### SECTION B (APPLICATION STATUS)

SEMESTER : \_\_\_\_\_ SESSION: \_\_\_\_\_ YEAR : \_\_\_\_\_

NEW APPLICATION  RENEW

### SECTION C (STUDENT'S SIGNATURE)

STUDENT'S SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

### SECTION D (DETAILS OF WORKSTATION) (OFFICE USE ONLY)

LOCATION

TICK (/)	
PG WORKSTATION 1, LEVEL 1	
PG WORKSTATION 2, LEVEL 2	
PG WORKSTATION 3, LEVEL 3	
PG WORKSTATION 4, LEVEL 3	

DESK NO : \_\_\_\_\_

KEY(S) :

TICK (/)	
GLASS DOOR	
GRILL	
CUBICLE	

DATE TAKEN : \_\_\_\_\_

DATE RETURN : \_\_\_\_\_

SIGNATURE & STAMP : \_\_\_\_\_

DATE : \_\_\_\_\_

### GENTLE REMINDER:

1. The Office of DDPG, KAED will not responsible for any damage or loss of your belongings
2. Please keep your workstation area clean and neat.