



CENTRE FOR FOUNDATION STUDIES

Workstation: CFS/DDAIL
Version : 01
Revision No: 00
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COLLECTION OF CREDENTIAL ON BEHALF * (TRANSCRIPT / ACADEMIC CERTIFICATE)

Our references : IIUM/501/DDAIL/13/22/3

Deputy Dean
Academy and Industrial Linkages
CFSIIUM

Assalamualaikum wrt. wbt

Dear Sir,

COLLECTION OF CREDENTIAL ON BEHALF

TRANSCRIPT
 CERTIFICATE

With reference to the above matter, I (*student details*)

Name : _____

Matric / ID/ Passport No : _____

Programme (if applicable) : _____

Hereby authorize my friend/ father/ mother/ husband / wife/ other/ (State the relationship: _____)

to collect on my behalf my credential. A photocopy of my *Matric Card / Passport is attached for your verification and record purposes.

For your ease of reference, the details of my representative are as follows:

Name : _____

Matric / ID/ Passport No : _____

Programme (if applicable) : _____

My representative understand that he / she would be **required to make a copy** of his/ her *Matric Card or Passport for identification as record purposes when collecting the said document for me.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said document. I hereby undertake that I shall not hold IIUM responsible if the said document is lost or undelivered after collected by my representative.

Thank you, wasalam

Yours faithfully

(Signature)

*Please delete where inappropriate

FOR OFFICE USE

Date Received

Remarks.