



CENTRE FOR FOUNDATION STUDIES

GUIDELINES OF COLLECTION OF OFFICIAL ACADEMIC TRANSCRIPT AND CERTIFICATES OF COMPLETION FOR STUDENTS GRADUATED IN SEMESTER 3, 2020/2021

Please be informed that the official academic transcript is ready for collection.

TO ALL GRADUATED CFS STUDENT IN SEMESTER 3, 2020/2021,

You may collect your Academic Transcript Foundation Programme, Completion of Study Certificate and Dean's List Certificate starting from Monday / 13th August 2021

OPTIONS 1

VIA POSTAGE (HIGHLY RECOMMENDED)

You must make a collection of **Official Academic Transcript** via **postal** by sending a **“POSLAJU PRABAYAR L SIZE ENVELOPE ONLY”** with **COMPLETED CONSIGNMENT NOTES** (*fill by your own*) to ODDAI CFS IIUM as follows:

Examination & Graduating Unit (ODDAI),
Ibn Sina Building
Office of the Deputy Dean
Academic and Internationalisation
Centre for Foundation Studies
IIUM Gambang Campus,
26300 Gambang
Pahang Darul Makmur

Please provide us with a copy of identification documents (i.e **Identification Card / Passport / Matric Card**)

Please take note:

The period of sending back your full transcript within 3 – 7 days after we received your postal envelope



OPTIONS 2

BY APPOINTMENT (NOT RECOMMENDED)

1. Kindly consult Officer in Charge of Graduating for appointment via:

Email : haniff@iium.edu.my / harulazizi@iium.edu.my
Telephone no. : 09 – 518 3400 ext. 2519 / 2524
Virtual counter : **GOOGLE MEET PLATFORM**
<https://meet.google.com/mvf=mbxs-brn?hs=224>

2. Only selected candidate will be notified for appointment through email

3. You are required to provide details of your:

- a. Name
- b. Matric number
- c. Programme
- d. Semester graduated
- e. Hand phone number
- f. Email
- g. Date of collection

******* For former CFS / collection **AFTER ONE YEAR** and more than date of the graduation / request 2nd copy for your official academic transcript, please make payment (RM15) by depositing into the university account at any Bank Muamalat Malaysia Berhad (BMMB) branch counter at the following number:

Account number : **0601 – 0004153 – 71 - 4**
Account name : **CFSIIUM Operating Account**

Transcript and certificate will only be sent to you after you already paid for the certificate



Please send a ***a copy of processing fees payment receipt/statement*** in envelope that you send to us as proof of payment state that you already paid.

You can print the form from at this link:

1. [APPLICATION FOR ACADEMIC TRANSCRIPT AND CERTIFICATE.PDF](#)
2. [COLLECTION OF CREDENTIAL \(TRANSCRIPT AND CERTIFICATE\) ON BEHALF NEW.PDF](#)

GUIDELINE FOR FILL IN CONSIGNMENT NOTES

Receiver - Please fill in the details correctly.

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

Examination & Graduating Unit (ODDAI),
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 – 518 3400 Ext; 2519/2524



Envelope (1) – Send to ODDAI (insert envelope (2) in envelope (1))

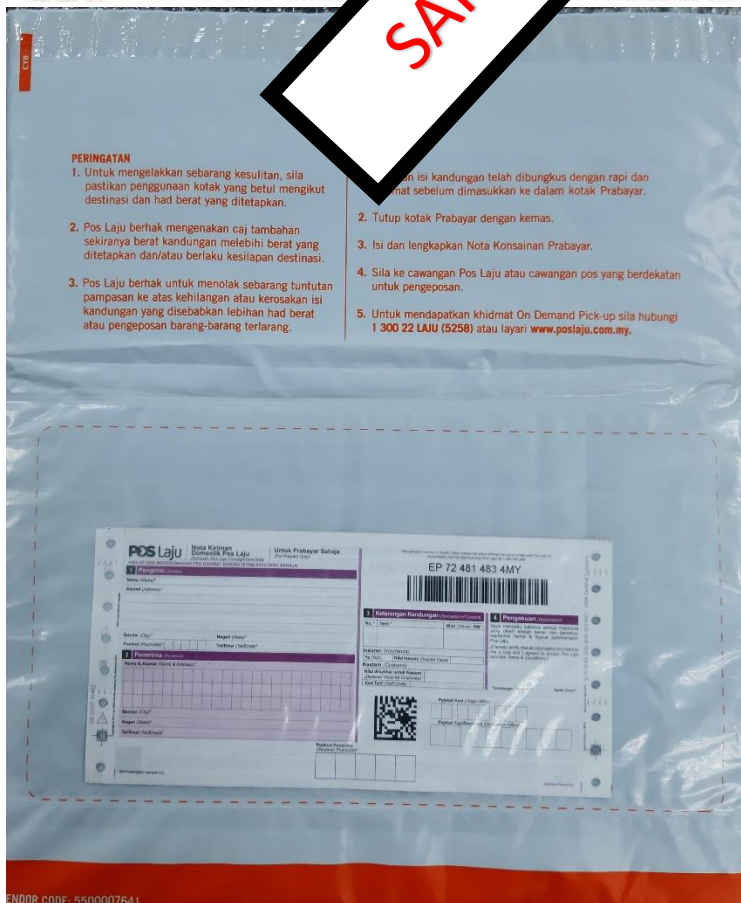
POS Laju Nota Kiriman Domestik Pos Laju (For Prepaid Only)
RWAJIB MELAKA MENGGUNAKAN PEN DAKWAT KERING HITAM ATAU BIRU SAHAJA

1 Pengirim (Sender)
Nama (Name): **HANIFF ASRUL AZIZI AMIR**
Alamat (Address): **NO. 777 SOLOK SETULANG DAENG
JALAN PARIT MENGGUANG
BATU 4 1/2 , KAMPUNG TENGAH
MELAKA PINDAH**
Bandar (City): **MELAKA** Negeri (State): **MELAKA**
Poskod (Postcode): **75100** Tel/Emel (Tel/Email): **012 - 3456789**

2 Penerima (Recipient)
Nama & Alamat (Name & Address): **EXAMINATION AND GRADUATING UNIT
GROUND FLOOR IBN SINA BUILDING
CENTRE FOR FOUNDATION STUDIES**
Bandar (City): **GAMBANG**
Negeri (State): **PAHANG**
Tel/Emel (Tel/Email): **09 - 518 3400**

3 Keterangan (Remarks)
4 Pengakuan (Declaration)
5 Pejabat Asal (Origin Office)
6 Pejabat Tujuan (Destination Office)

(Silakan isikan ruangan ini)





Envelope (2) – will be used for ODDAI to posted back your Academic Transcript and Certificate

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

Sila gunakan nombor di bawah untuk menyemai status kiriman kepada laman web Pos Laju di www.postaj.com.my/atau hubungi (Pos Laju) di 1-800-300-300

EP 72 481 483 4MY

1 Pengirim (Sender)
Nama (Name) **EXAMINATION AND GRADUATING UNIT**
Alamat (Address) **GROUND FLOOR IBN SINA BUILDING
CENTRE FOR FOUNDATION STUDIES**

2 Penerima (Receiver)
Nama & Alamat (Name & Address) **HANIFF ASRUL AZIZI AMIR
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MELAKA PINDAH**
Bandar (City) **MELAKA**
Negeri (State) **MELAKA**
Tel/Emel (Tel/Email) **09 - 518 3400**

3 Keterangan Kandungan (Description of Content)
No. Item Nilai (Value) RM
1 DOKUMEN

4 Pengakuan (Declaration)
Saya mengaku bahawa semua maklumat yang diberi adalah benar dan bersungguh-meneruina Terms & Syarat perkhidmatan Pos Laju.
(I hereby certify that all information provided by me is true and I agreed to accept Pos Laju services Terms & Conditions.)

Bandar (City) **GAMBANG** Negeri (State) **PAHANG DARUL MAKMUR**
Poskod (Postcode) **26300** Tel/Emel (Tel/Email) **09 - 518 3400**

Poskod Penerima (Receiver Postcode) **75100**

(Sila kosongkan ruangan ini)

