



CENTRE FOR POSTGRADUATE STUDIES

APPLICATION FOR CERTIFICATION LETTER

INSTRUCTIONS

1. Please furnish the information correctly before submitting the form to CPS
2. You must be a registered student at the time of application of certification letter. **You are not entitled to apply if you did not register or been blocked by Finance Division.**
3. **Please mention the FULL ADDRESS of the organization /recipient clearly.**
4. A fee of RM1.00 for each copy is applicable (for hardcopy) and the payment must be made during the request. Please retain the slip at the end of this form and present it when collecting your letter
5. The letter will be ready within **THREE (3) WORKING DAYS** after the submission date.
6. Email this form to **pgstudy@iium.edu.my**

***NOTE**

Please complete the (CPS/adm04) form if you have any changes in your personal particulars (such as e-mail address & mobile phone number)

TO BE COMPLETED BY THE APPLICANT

1. Name:	2. Matric No.:
	3. Tel. No.:
4. Passport/IC No. (<i>Latest</i>):	5. Email Add.:
6. Programme:	7. No. of copies required:
8. Name and Address of Recipient (Organizer):	
9. Reason of application:	
Signature :	Date :

-----Please Cut Here-----

APPLICATION FOR CERTIFICATION LETTER SLIP
(Student must present this slip during the collection of the letter)

Name : _____

Matric No : _____ Date Ready : _____

No. Of Copies : _____