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| REQUEST FORM (ALL LEVELS) (UNDERGRADUATE) ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY | <h1 style="margin: 0;">RF01</h1> <p style="font-size: small; margin: 0;">Version : 01 Revision : 02 Effective Date : 03/01/2023</p> |
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|---------------|-------------------------|
| NAME : | |
| MATRIC NO. : | COLLECTION BY: (A) HAND |
| PROGRAMME : | (B) MAIL |
| MAJOR/MINOR : | LEVEL : |
| PHONE NO. : | EMAIL : |

| REQUEST : (Please tick (/) which is necessary) | QUANTITY | AMOUNT (RM) |
|--|----------|-------------|
| CERTIFICATION LETTER (RM1 each) | | |
| EXPECTED TO GRADUATE LETTER (RM1 each) | | |
| ENGLISH AS A MEDIUM OF INSTRUCTION LETTER (RM1 each) | | |
| COPY OF WD / DM / TD LETTER/ (RM1 each) | | |
| OTHERS | | |
| TOTAL AMOUNT | | |

| | |
|-----------------------|----------------------|
| STUDENT'S SIGNATURE : | DATE OF COLLECTION : |
|-----------------------|----------------------|

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| STUDENT'S COPY REQUEST FORM (ALL LEVELS) (UNDERGRADUATE) ACADEMIC MANAGEMENT AND ADMISSION | <h1 style="margin: 0;">RF01</h1> <p style="font-size: small; margin: 0;">Version : 01 Revision : 02 Effective Date : 03/01/2023</p> |
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| REQUEST : (Please tick (/) which is necessary) | QUANTITY | AMOUNT (RM) |
|--|----------|-------------|
| CERTIFICATION / CONFIRMATION LETTER (RM1 each) | | |
| EXPECTED TO GRADUATE LETTER (RM1 each) | | |
| ENGLISH AS A MEDIUM OF INSTRUCTION LETTER (RM1 each) | | |
| COPY OF WD / DM / TD LETTER/ (RM1 each) | | |
| OTHERS | | |
| TOTAL AMOUNT | | |

| | |
|--------------|----------------------|
| NAME : | |
| MATRIC NO. : | DATE OF COLLECTION : |
| PROGRAMME : | |

The student will be charged **RM 1.00** for each copy of the document requested. Please allow **three (3) working days excluding the application day** for processing.