

<b>REQUEST FORM (GRADUATED STUDENT)</b> ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY	<h1 style="margin: 0;">RF02</h1> <p style="font-size: 8px; margin: 0;">Version : 01 Revision : 02 Effective Date : March 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
SECOND COPY OF FULL TRANSCRIPT (RM3.00)		
SECOND COPY OF SCROLL (RM100.00)		
SECOND COPY OF RELEASE LETTER (RM5.00)		
<i>TOTAL AMOUNT</i>		

*Please Specify*

STUDENT'S SIGNATURE :	DATE OF APPLICATION :
	DATE OF COLLECTION :

**FOR AMAD OFFICE USE**

**DISCLAIMER :**

1. Students are advised to **confirm with Academic Management and Admission Division (AMAD) the particular(s) requested before submitting the form. AMAD will only process the duly completed form and will not print out a new request due to wrong request submission.**
2. A processing fee is charged for each copy of the document.
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4. *Please allow **three (3) working days** excluding the application day for processing of transcript and release letter.*  
*Please allow the period of **two (2) weeks for the processing of scroll.***  
 Any enquiries, please call the following numbers: 03-6421 6421 ext. 3014

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