

**EQUIVALENT LETTER (UNDERGRADUATE)**  
**(GRADUATED STUDENTS ONLY)** EFFECTIVE FROM THE 18<sup>TH</sup> CONVOCATION  
 ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

**RF08**

Version : 01  
 Revision : 02  
 Effective Date : March 2023

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)
Equivalent Letter (RM5 each)		
<i>TOTAL AMOUNT</i>		
STUDENT'S SIGNATURE :	DATE OF COLLECTION :	

----- ✂ -----

STUDENT'S COPY			
<b>EQUIVALENT LETTER (UNDERGRADUATE)</b>		<b>RF08</b>	
<b>(GRADUATED STUDENTS ONLY)</b> EFFECTIVE FROM THE 18 <sup>TH</sup> CONVOCATION		Version : 01 Revision : 02 Effective Date : March 2023	
REQUEST : (Please tick (/) which is necessary)	QUANTITY	AMOUNT (RM)	
Equivalent Letter (RM5 each)			
<i>TOTAL AMOUNT</i>			
STUDENT'S SIGNATURE :	DATE OF COLLECTION :		

NAME : \_\_\_\_\_

MATRIC NO. : \_\_\_\_\_

PROGRAMME : \_\_\_\_\_

**DISCLAIMER:**

1. Student may request for the equivalent letter for the purpose of applying for job or furthering studies after his/ her graduation has been endorsed by the Senate and the clearance has been made.
2. Only completed application will be processed by Academic Management and Admission Division (AMAD).
3. Students are advised to check the accuracy of the personal particulars in the database through the Imaalum (website). Any update of particulars must be submitted to AMAD by filing up RF06. AMAD will only process the completed form **and will not print a new equivalent letter due to misinformation.**
4. A fee of RM 5.00 is charged for a copy of equivalent letter. Please provide sufficient postage and self-addressed envelope if you select collection by mail. Kindly be informed that AMAD will not be responsible for any damage, loss or late arrival of the posted document.
5. **Please allow three (3) working days excluding the application day for processing.** Any enquiries, please call the following numbers: 03-6421 6421 ext. 3014.
6. **Student must present the student's copy of the application form for collection purpose.**