

APPLICATION FOR ADVANCE COLLECTION OF SCROLL
ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

RF03

Version : 01
Revision : 02
Effective Date : March 2023

NAME :

MATRIC NO. :

COLLECTION BY : (A) HAND

PROGRAMME :

(Please tick (/) which is necessary)

(B) MAIL

MAJOR/MINOR :

POSTAL ADDRESS :

EMAIL :

PHONE NO :

INSTRUCTIONS :

1. Kindly provide evidence should the name or other particular stated above is different from the record in the University's database. (i.e certified copy of identity card or passport)
2. Kindly submit the completed form to the Academic Management and Admission Division counter.
3. Please provide sufficient postage and self-addressed envelope if you select collection by mail.

TERMS & CONDITIONS:

1. The graduand may apply for advance collection of scroll after the endorsement of his/her graduation status and cleared all his/her dues to the University.
2. The graduand may collect the scroll at the Academic Management and Admission Division counter five (5) working days after submission of form.
3. Academic Management and Admission Division will not be responsible for any damage, loss or late arrival of the scroll.
4. Upon the collection of the scroll, graduand who intend to attend the convocation ceremony will have to pay the full deposit (RM450.00) for the robe rental. The deposit will be refunded upon the robe return.

AGREEMENT:

I fully understand the Terms & Conditions for Advance Collection of Scroll and I am aware and agree that I will have to pay the full deposit (RM450.00) for robe rental during the convocation ceremony.

Student's Signature : _____

Date : _____

FOR AMAD OFFICE USE

Please tick (/)

Student was endorsed for graduation :

Student has completed his/her University Clearance :

Endorsement Date : _____

Officer Signature & Stamp : _____

Date : _____

STUDENT'S COPY

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NAME :

MATRIC NO. :

DATE OF COLLECTION:

PROGRAMME :

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Student's Signature : _____

Date : _____