

CHANGE OF NAME - GRADUATED (UNDERGRADUATE)

ACADEMIC MANAGEMENT AND ADMISSION DIVISION'S COPY

RF11

Version : 01
Revision : 00
Effective Date : Jan 2025

NAME :

MATRIC NO. :

PHONE NO. :

PROGRAMME :

EMAIL :

MAJOR / MINOR :

CHANGE:

NAME:

PLEASE ATTACH PHOTOCOPY OF NRIC/ PASSPORT

STUDENT'S SIGNATURE :

DATE OF APPLICATION :

DATE OF COLLECTION:

FOR AMAD OFFICE USE

DISCLAIMER:

1.	For changes of name, please attach photocopy of your identity card/ passport. Any enquiries, please call the following numbers: 03-6421 6421 ext. 4046.
2.	Student must return the original scroll, transcript and graduation letter. The University will process the request once we have received the required documents and payment RM300.00.
3.	AMAD will not be responsible for any mistake due to misinformation. <u>AMAD will only process the duly completed form and will not print out a new request due to wrong request submission.</u>
4.	A change of name will affect <u>all data in the university's records.</u>
5.	Please allow <u>three (3) working days</u> excluding the application day for processing of transcript and release letter. Please allow the period of <u>two (2) weeks for the processing of scroll.</u>



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