

UNITAR International University
3-01A Level 3, Tierra Crest
Jalan SS6/3 Kelana Jaya
47301 Petaling Jaya, Selangor
Tel: +603 7627 7200 Fax:+603 7627 7238



REQUEST FOR LETTER OF COMPLETION FORM

INSTRUCTION : Student is required to read **IMPORTANT GUIDELINES** before fill up this form. Please fill up the form completely.

Full Name (CAPITAL LETTER)																			
Matric No.																			
Programme																			
Email													Contact No.						
NRIC/ Passport No.																			
Study Centre																			
Mailing Address																			
Town													State						
Postcode					Country														

TYPE OF LETTER (Please tick ✓)

1. Letter of Completion (Pre-Convocation)
2. Letter of Completion (Post-Convocation) Convocation Date/Year : _____
3. Others (Please specify) _____

Student's Signature

____/____/____
Date

STUDENT ACCOUNTS DEPARTMENT

Fees Paid : RM _____ Outstanding Fees : RM _____

Sponsorship : Approved Not Approved

PTPTN Sponsorship Amount Approved : _____ Amount Released : _____

Comment : _____

Signature

____/____/____
Date

REGISTRY AND EXAMINATION DEPARTMENT

Received Request Form : Date ___/___/___

Time ___/___/___ am/pm

Letter Ready for Collection : Date ___/___/___

Time ___/___/___ am/pm

Signature

___/___/___
Date

IMPORTANT GUIDELINES

1. **Letter of Completion will only be released to the student who has been endorsed by Senate as Completed Study and shall subject to Financial Clearance.**
2. Student may authorised another person to collect the letter on his/her behalf by providing a valid authorisation letter.
3. Any enquiries, please refer to Officer at One Stop Student Services Centre, Main Campus or Programme Coordinator at Regional Centres.

Collection :

Main Campus:

1. The letter will be ready for collection on the same day or by next working day for any request received after 2.00 pm
2. The letter, unless specified to be faxed or mailed, is to be collected at One Stop Student Services Centre.

Regional Centres:

1. Please submit your application to the Programme Coordinator and allow five (5) working days for processing.
2. Students may collect the letter at your respective Regional Centre