

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



ACADEMIC TRANSCRIPT REQUEST FORM

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

Full Name (CAPITAL LETTER)															
Matric No.															
Programme															
Email						Contact No.									

Request for Partial Transcript Replacement of Full Transcript
(Please tick ✓) (for Graduated Student Only)

Method of Collection : By Hand On Behalf Via Post

Name

ID/ Passport No.

Address

Student's Signature Date of application : ____/____/____ ____/____ am/pm
Date Time

STUDENT ACCOUNT DEPARTMENT

Financial Outstanding (Please tick ✓)

Yes Amount : _____

No Receipt No. : _____

	Please tick (✓)	Charges (RM)
	<input type="checkbox"/> Partial Transcript	10.00
	<input type="checkbox"/> Full Transcript	50.00

Signature & Stamp Date

REGISTRY AND EXAMINATION DEPARTMENT

Date Received from Student ____/____/____ Date of Collection (by student) ____/____/____

IMPORTANT GUIDELINES

1. Request for transcript will be charged as follows:

Partial Transcript	RM10.00	Replacement of Transcript	RM50.00
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2. Kindly complete the form and make the necessary payment at Student Account Department.
3. Completed form must be submitted together with payment receipt to One Stop Student Services Centre, Main Campus or to your respective Programme Coordinator at Regional Centre.
4. For any requests from RC's students, please allow five (5) working days for processing.
5. Transcripts can be collected:
 - i. Main Campus: One Stop Student Services Centre on the same day or by next working day for any request received after 2.00 pm.
 - ii. Regional Centres: from your respective Programme Coordinator.

