

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 (Please tick ✓)	<input type="checkbox"/> Partial Transcript					<input type="checkbox"/> Replacement of Full Transcript (for Graduated Student Only)										
Method of Collection: (Please tick ✓)	<input type="checkbox"/> By Hand					Name										
	<input type="checkbox"/> On Behalf					ID/ Passport No.										
	<input type="checkbox"/> Via Post					Address										
----- Student's Signature							Date of application : _____ / _____ / _____								_____ am/pm	
							Date								Time	

STUDENT ACCOUNT DEPARTMENT

Financial Outstanding (Please tick ✓)		Please tick (✓)		Charges (RM)	
<input type="checkbox"/> Yes	Amount : _____	<input type="checkbox"/>	Partial Transcript	50.00	
<input type="checkbox"/> No	Receipt No. : _____	<input type="checkbox"/>	Full Transcript Replacement	50.00	
----- Signature & Stamp		_____ / _____ / _____ Date			

REGISTRY AND EXAMINATION DEPARTMENT

<input type="checkbox"/> Date Received from Student _____ / _____ / _____	<input type="checkbox"/> Date of Collection (by student) _____ / _____ / _____
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IMPORTANT GUIDELINES

1. Request for transcript will be charged as follows:

Partial Transcript	RM50.00	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