

**CONFIRMATION LETTER/TRANSCRIPT/FAX/PHOTOCOPY  
REQUEST FORM**

**Steps**

- 1) Fill in this form
- 2) Make payment at the cashier counter
- 3) Submit form together with receipt to Student Services counter for processing

NAME : \_\_\_\_\_ GENDER : \_\_\_\_\_  
 CSM No : \_\_\_\_\_ NRIC/PASSPORT NO. : \_\_\_\_\_  
 COURSE ENROLLED : \_\_\_\_\_

**1) CONFIRMATION LETTER**

General Purposes		Other Purposes	
	Confirmation Letter (advising a student status)		Confirmation Letter for PTPTN
	EPF Withdrawal Letter		Foundation Completion Letter for PTPTN
	Bank Account Letter		Confirmation Letter for Yayasan
	Degree/Foundation Completion Letter		Withdrawal/Release Letter
	Industrial Training		
	Others (please specify) :		Other (please specify) :

Other information to add in the letter : \_\_\_\_\_

*(Notes : Additional copies of individual letter advising a student status in the University (includes enrolment status, recommendation letter, letters of course completion) (RM10.00 each)*

**2) STATEMENT OF RESULTS/TRANSCRIPT/ENROLMENT ADVICE SLIP**

- I would like to request for a reprint of my transcript (**RM 10.00 each**)  
     Semester \_\_\_\_\_, Year \_\_\_\_\_      No. Copies : \_\_\_\_\_
- Photocopy (**RM 5.00 per page**)  
     Semester \_\_\_\_\_, Year \_\_\_\_\_      No. Copies : \_\_\_\_\_
- Reprinting of certificate - Foundation (**RM50.00 each**)

**3) OTHER SERVICES**

- Faxing (Non-Academic Related Documents)  
     No. of Pages : \_\_\_\_\_      Destination : \_\_\_\_\_  
     **Local : RM 1.00 per page      International : RM 5.00 per page**
- Photocopy Documents (**RM 0.50 per page**)  
     No of pages : \_\_\_\_\_

**OFFICE USE ONLY**

**ACCOUNT DEPARTMENT**

Payment received by : .....      Date : .....

Receipt No : .....

**STUDENT SERVICES**

Date Received : .....      Date Prepared : .....

**STUDENT ACKNOWLEDGEMENT**

Acknowledged Receipt : .....      Date : .....