

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 Counters for processing

NAME (as on IC/PASSPORT) : _____ GENDER : _____

STUD. ID NO: _____ NRIC/PASSPORT NO. : _____

CONTACT NO : _____

COURSE ENROLLED : _____

1) CONFIRMATION LETTER (GENERAL COUNTER)

| 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/MARA/HI-ED |
| Foundation Completion Letter | Withdrawal/Release Letter |
| Letter of Offer (proceed to Admission-Counter 3) | Fee Statement (Finance-proceed to Cashier-Counter 6) |
| Others (please specify) : | Other (please specify) : |

Other information to add in the letter : _____

*(Notes : Additional copies of individual letter and Letter of Offer will be charged at **RM10.00 each.**)*

2) STATEMENT OF RESULTS/TRANSCRIPT

- I would like to request for a reprint of my transcript (**RM 10.00 each**) – **Examination-Counter 3**
Semester _____, Year _____ No. Copies : _____
- Photocopy (**RM 5.00 per page**)-**From Student Service Record**
Semester _____, Year _____ No. Copies : _____
- Reprinting of certificate - Foundation (**RM50.00 each**)

3) OTHER SERVICES

- Faxing (Non-Academic Related Documents) - proceed to International Office to fax
No. of Pages : _____ Destination : _____ Fax No.: _____
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 :