

**OFFICIAL LETTER  
APPLICATION FORM**

**INSTRUCTIONS**

1. Student is required to read **IMPORTANT GUIDELINES** carefully.
2. Please fill up the form completely.

**SECTION I (To be completed by student)**

**1. STUDENT'S PARTICULAR**

NAME (Capital Letter)

MATRIC NO

NRIC/PASSPORT NO.

EMAIL

PROGRAMME

TELEPHONE NO Home  Mobile

MAILING ADDRESS

Postcode  State  Country

**2. TYPE OF LETTER**

(Please tick (✓) :

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Letter of Completion (Pre-Convocation)  | 6. <input type="checkbox"/> Letter of Completion (Post-Convocation)<br>Convocation Year : _____ |
| 2. <input type="checkbox"/> KWSP (Branch : _____ )  | 8. <input type="checkbox"/> PTPTN   |
| 3. <input type="checkbox"/> MARA  | 9. <input type="checkbox"/> Others (Please specify below)<br>_____<br>_____                     |
| 4. <input type="checkbox"/> Student Confirmation Status   |   |
| 5. <input type="checkbox"/> Exam Notification Letter to Employer<br><i>*Special Request (Please give your employer details)</i> |   |

\_\_\_\_\_  
Student's Signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION II ( To be completed by Student Accounts and Procurement Department)**

Fees Paid : RM \_\_\_\_\_

Outstanding Fees : RM \_\_\_\_\_

Invoice No : \_\_\_\_\_

Receipt No : \_\_\_\_\_

Comment : \_\_\_\_\_

\_\_\_\_\_

Signature & Stamp

Name : \_\_\_\_\_

Sponsorship:  
 YES  NO

PTPTN Sponsorship  
Amount Approved : \_\_\_\_\_  
Amount Released: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION III (To be completed by Academic Administration Department)**

Received Request Form : Date : \_\_\_/\_\_\_/\_\_\_ Time : \_\_\_:\_\_\_ am/ pm  
Letter Ready For Collection : Date : \_\_\_/\_\_\_/\_\_\_ Time : \_\_\_:\_\_\_ am/ pm

\_\_\_\_\_  
Signature & Stamp

Date \_\_\_/\_\_\_/\_\_\_

**IMPORTANT GUIDELINES**

- Letter of Completion will only be released after Senate endorsement and subject to Financial Clearance.
- For request received before **12.00 noon, letter will be ready for collection after 4.30 pm on the same day.**
- For request received **after 12.00 noon, letter will be ready for collection at 9.30 am on the next working day.**
- Any enquiries, please contact officers at Academic Administration Department.
- All letters unless specified to be faxed or mailed, are to be collected at the Academic Administration Department.