**Section A (Applicant Particulars)**

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NRIC. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_ Student ID Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Certificate Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Convocation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Justification

|  |
| --- |
|  |

Student’s Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section B (Details)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** | **Payment** | **Tick (√)** | **Amount to be Paid** |
| Certificate | 100 |  |  |
| Result Transcript | 50 |  |  |
| **TOTAL** | | |  |

|  |  |
| --- | --- |
| **RECOMMENDATION (Examination & Convocation Unit)** | |
| 1. Recommended / NOT recommended \*  2. With charge / Without charge \*  **Remarks;** | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date :  Stamp : |

|  |  |
| --- | --- |
| **APPROVAL (Registrar)** | |
| 1. Request approved / NOT approved \*  2. With charge / Without charge \*  **Remarks;** | Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date :  Stamp : |
| **Basis of consideration for approval;**   1. Change in the name of the University (if applies). Graduates of the University before the change in name, may request to replace their certificate under the new name of the University (optional). 2. Replacement of degree certificate and result transcript that was lost, damaged or destroyed after it had been delivered and received by the student. Student has to provide a sworn affidavit (statutory declaration form), signed in the presence of a Magistrate or Commissioner for Oaths, stating the circumstances that led to the loss, damage or destruction of the degree certificate or results transcript. | |

**Section C (Payment Verification) - Finance**

I, herewith verified that the payment is made by the student, with total amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature : Date :

|  |
| --- |
| **Section D (Records)- AARD** |
| Date Received: by Sign : |
| Issue Date : by Sign : |

|  |
| --- |
| **Section E (Collection)- Applicant** |
| My signature on this document is an acknowledgment that I have received my **certificate/result transcript** as requested and verified that all the information in the document(s) are correct.  Date Received: by Sign : |