

PENGAMBILAN TRANSKRIP AKADEMIK
COLLECTION OF ACADEMIC TRANSCRIPT

Nota: Borang ini hendaklah diisi dengan HURUF BESAR dan dihantar ke Pusat Pengurusan Siswazah. Sila sertakan bukti bayaran yuran graduasi sebanyak **RM120.00**. Permohonan akan diproses dalam tempoh 7 (tujuh) hari bekerja selepas penerimaan borang permohonan yang lengkap. Permohonan transkrip akan ditutup 3 minggu sebelum majlis konvokesyen berlangsung bagi tujuan penyelarasan skrol.

Note: This form is to be filled in CAPITAL LETTERS and submitted to the Postgraduate Management Centre. Please attach proof of payment for graduation fee of **RM120.00**. The application will be processed in 7 (seven) working days after receiving the completed form. Transcript application will be closed three weeks before the convocation ceremony takes place for the purpose of coordinating scrolls.

BAHAGIAN A MAKLUMAT GRADUAN
PART A DETAILS OF GRADUAND

1. Nama Penuh:
Full Name: _____
2. No. Matrik:
Matric No: _____
3. Program:
Programme: Sarjana Doktor Falsafah
Master *Doctor of Philosophy*
4. Struktur Program :
Programme Structure : _____
5. Bidang Pengajian :
Field of Study _____
6. Tarikh Pengesahan Senat:
Date of Senate's Endorsement: _____

Tandatangan
Signature

Tarikh
Date

BAHAGIAN B MAKLUMAT WAKIL GRADUAN
PART B DETAILS OF GRADUAND'S REPRESENTATIVE

Sekiranya wakil, sila isi ruangan ini.
For representative, please fill in this section.

1. Nama:
Name: _____
2. No. Kad Pengenalan/Pasport:
IC/Passport No.: _____
3. E-mel:
E-mail : _____

4. Alamat Tetap:
*Permanent
Address:*

5. Alamat
Surat-
Menyurat:
Postal Address:

6. No. Telefon
Bimbit:
Mobile Phone:

7. Hubungan dengan Pelajar:
Relationship:

Tandatangan
Signature

Tarikh
Date

Sila sertakan dokumen berikut:
Please attach document(s) below:

- a) Kad pengenalan/pasport asal wakil graduan
Original IC/passport of graduand's representative
- b) Salinan kad pengenalan/pasport wakil graduan
A copy of IC/passport of graduand's representative
- c) Surat kebenaran mengambil transkrip daripada graduan
An approval letter of transcript collection from the graduand

BAHAGIAN C
PART C

PENGESAHAN PEJABAT BENDAHARI
ENDORSEMENT OF THE BURSARY

Adalah disahkan bahawa graduan ini tidak berhutang.
It is certified that this graduand does not have any outstanding fee.

Adalah disahkan bahawa graduan ini mempunyai hutang:
It is certified that this graduand has outstanding fee:

Perkara <i>Details</i>	Jumlah <i>Amount</i>
<input type="checkbox"/> Yuran graduasi <i>Graduation fee</i>	_____
<input type="checkbox"/> Yuran kediaman <i>Residential fee</i>	_____
<input type="checkbox"/> Yuran pengajian <i>Tuition fee</i>	_____
<input type="checkbox"/> Lain-lain <i>Other(s)</i>	_____

Sila tanda (✓) mana-mana yang berkaitan
Please tick (✓) which applicable

Tandatangan dan Tarikh
Signature and Date

Nama Pegawai dan Cop Rasmi
Name and Official Stamp of Officer

BAHAGIAN D PENGESAHAN PERPUSTAKAAN
PART D ENDORSEMENT OF THE LIBRARY

Adalah disahkan bahawa graduan ini tidak mempunyai sebarang hutang dan telah memulangkan semua buku yang dipinjam.
It is confirmed that this graduand does not have any debt and has returned all books.

Tandatangan dan Tarikh
Signature and Date

Nama Pegawai dan Cop Rasmi
Name and Official Stamp of Officer

BAHAGIAN E PENGESAHAN FAKULTI/INSTITUT/PUSAT
PART E ENDORSEMENT OF THE FACULTY/INSTITUTE/CENTRE

Adalah disahkan bahawa tesis berserta salinan fail lembut telah diterima seperti yang diperlukan.
It is confirmed that bound thesis with hard cover together with soft-copy have been received as required.

Tandatangan dan Tarikh
Signature and Date

Nama Pegawai dan Cop Rasmi
Name and Official Stamp of Officer

BAHAGIAN F UNTUK KEGUNAAN PEJABAT
PART F FOR OFFICE USE

Dengan ini disahkan bahawa graduan/wakil telah mengambil transkrip akademik.
It is hereby certified that the academic transcript was collected by the graduand/representative.

Tandatangan dan Cop Rasmi
Signature and Official Stamp

Tarikh
Date