

REMINDER: COMPLETE AND PROCEED WITH PAYMENT BEFORE YOU SUBMIT THIS FORM.

IMPORTANT INFORMATION:

Processing Time:

It will take three working days to process the document.

Identification/ Personal Details Required:

When requesting for a letter, you must present a legitimate form of personal identification (e.g student ID card, driver's license, passport) showing your name, signature and photos. For fax service request, please provide the complete recipient number.

Personal Details

Student ID No:	Gender:
IC/Passport No:	Date of Birth:
Full Name (As per IC/Passport):	
Postal Address:	
Phone No:	Email:
Course Enrolled:	Nationality:

Type of Confirmation Letter (Please mark (x) in the boxes) – RM10 per letter

<input type="checkbox"/> Student Status Letter	<input type="checkbox"/> Foundation Completion Letter
<input type="checkbox"/> EPF Withdrawal Letter	<input type="checkbox"/> Release letter
<input type="checkbox"/> Open Bank Account Letter	<input type="checkbox"/> Letter of Offer (Proceed to Admission Counter No.2)
<input type="checkbox"/> PTPTN Confirmation Letter	<input type="checkbox"/> CGPA Letter
<input type="checkbox"/> YAYASAN/ MARA/ HI-ED Confirmation Letter	<input type="checkbox"/> Other (please specify):
Other Information (If any) :	

Other Services (Please mark (x) in the boxes)

<input type="checkbox"/> Re-printing Foundation/ IEP completion certificate (RM50 each - proceed to Examination Counter No.4)	<input type="checkbox"/> Faxing RM 1.00 per page – Local RM 5.00 per page – International No of pages: _____ Destination: _____ Fax No: _____
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Office Use Only

Cashier Office	
Payment Received By:	Date:
Receipt No:	
Student Acknowledgement	
Date Received:	Student Signature: