

UNITAR International University
3-01A Level 3, Tierra Crest
Jalan SS6/3 Kelana Jaya
47301 Petaling Jaya, Selangor
Tel: +603 7627 7200 Fax: +603 7627 7238



ACADEMIC TRANSCRIPT REQUEST FORM

INSTRUCTION : Student is required to read the **IMPORTANT GUIDELINES** carefully. Please fill up this form completely.

Full Name (CAPITAL LETTER)

Matric No.

Programme

Email

 Contact No.

Request for (Please tick ✓) Partial Transcript Replacement of Full Transcript (for Graduated Student Only)

Method of Collection : (Please tick ✓) By Hand On Behalf Via Post

Name

ID/ Passport No.

Address

Student's Signature _____ Date of application : ____/____/____ am/pm
Date Time

STUDENT ACCOUNT DEPARTMENT

Financial Outstanding (Please tick ✓) Yes Amount : _____ No Receipt No. : _____

Please tick (✓)	Charges (RM)
<input type="checkbox"/> Partial Transcript	10.00
<input type="checkbox"/> Full Transcript	50.00

Signature & Stamp _____ Date ____/____/____

REGISTRY AND EXAMINATION DEPARTMENT

Date Received from Student ____/____/____ Date of Collection (by student) ____/____/____

IMPORTANT GUIDELINES

- Request for transcript will be charged as follows:

Partial Transcript	RM10.00	Replacement of Transcript	RM50.00
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- Kindly complete the form and make the necessary payment at Student Account Department.
- Completed form must be submitted together with payment receipt to One Stop Student Services Centre, Main Campus or to your respective Programme Coordinator at Regional Centre.
- For any requests from RC's students, please allow five (5) working days for processing.
- Transcripts can be collected:
 - Main Campus: One Stop Student Services Centre on the same day or by next working day for any request received after 2.00 pm.
 - Regional Centres: from your respective Programme Coordinator.