

**REQUEST FOR OFFICIAL LETTER FORM**

**IMPORTANT GUIDELINES**

1. Please fill up the form completely. Only completed form will be processed.
2. Please submit the completed form to Admission and Student Record Department (ASR)
3. Student may collect the official letter from Admission and Student Record Department (ASR)

NAME (Capital Letter)

MATRIC NO  CONTACT NO

MAILING ADDRESS

**TYPE OF LETTER (Please Tick ✓)**

Student Confirmation Status

PTPTN Matters

Zakat/Baitulmal/Biasiswa

Replacement of Full Transcript (for graduated Student Only)

Others (Please Specify): \_\_\_\_\_

Date Request: \_\_\_/\_\_\_/\_\_\_ IC. No: \_\_\_\_\_

Current Semester: \_\_\_\_\_

**COLLECTION (Please Tick ✓)**

By Hand  On Behalf

Representative's Name: \_\_\_\_\_

IC No.: \_\_\_\_\_

**STUDENT ACCOUNTS DEPARTMENT**

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

Sponsorship : YES / NO \_\_\_\_\_  
Sponsored by : \_\_\_\_\_  
Amount Approved : RM \_\_\_\_\_  
Amount Released : RM \_\_\_\_\_

Duration : \_\_\_\_\_ Years  
Begin : \_\_\_\_\_  
End : \_\_\_\_\_

Signature & Stamp : \_\_\_\_\_ Date : \_\_\_\_\_

**STUDENT ACKNOWLEDGMENT**

Signature: \_\_\_\_\_

Date Received: \_\_\_/\_\_\_/\_\_\_

**FOR OFFICE USE (ADMISSION AND STUDENT RECORD DEPARTMENT)**

Checked & Verified by: \_\_\_\_\_

Date Return Form: \_\_\_/\_\_\_/\_\_\_