



ISSUANCE OF CERTIFICATE FORM

INSTRUCTION

- STEP 1: Fill out the form.
 STEP 2: Obtain the signature of Head of Academic and Finance Executive.
 STEP 3: Submit the form to the Administration Department for processing

- CERTIFICATE WILL ONLY BE ISSUED TO STUDENT WHO HAS SUCCESSFULLY FULFILLED THE ACADEMIC REQUIREMENTS AND PAID HIS / HER TUITION FEES COMPLETELY.**
- A PROCESSING TIME IS MINIMUM 3 WORKING DAYS FROM THE DATE OF APPLICATION.**
- INCOMPLETE FORM WILL NOT BE PROCESSED.**

STUDENT DETAILS

NAME			
NRIC / PASSPORT NO.			
STUDENT ID		PROGRAM	
CONTACT NO.		INTAKE	
TYPE OF CERTIFICATE:			
<input type="checkbox"/> SKM	<input type="checkbox"/> BACHELOR	<input type="checkbox"/> DIPLOMA	<input type="checkbox"/> CERTIFICATE <i>(Please specify)</i>

_____ SIGNATURE	_____ DATE
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ACKNOWLEDGEMENT OF RECEIPT

NAME			
NRIC / PASSPORT NO.			
CERT SERIAL NO.		CONTACT NO.	
SIGNATURE			

DATE			

FOR OFFICIAL USE ONLY

DEPARTMENT	NAME	SIGNATURE	DATE	REMARKS
ACADEMIC				
FINANCE				
ADMINISTRATION				