



**OFFICE OF ACADEMIC MANAGEMENT / CENTRE FOR GRADUATE STUDIES
UNIVERSITI TUN HUSSEIN ONN MALAYSIA
APPLICATION FOR EARLY ACADEMIC CERTIFICATE & TRANSCRIPT**

Level of Study : Diploma Bachelor Degree Master Degree Doctor of Philosophy

Student's Name : _____

National Identity Registration Card / : _____ Matric Number : _____
Passport Number

Faculty / Centre : FKAAB / FKKE / FKMP / FPTP / FPTV / FSKTM / FAST / FTK / PPD / PPUK

Semester / Session : ____ / _____

Mobile Phone Number : _____ E-mail : _____

Reason of Application : _____

Kindly attach supporting documents with this application.

CHECKLIST:

- 1. Financial status : Kindly attach verified financial statement from Bursary.
- 2. Visa (for international students only) : Kindly attach a copy of passport and check out memo.
- 3. Application fees of TWO HUNDRED FIFTY RINGGIT MALAYSIA (RM 250.00) shall be imposed for the Early Academic Certificate & Transcript. This charges are excluding the postage fees.

NOTES:

- 1. The convocation fees shall be charged to graduand who wish to attend the convocation ceremony.
- 2. The deposit for convocation attire rental shall be charged to graduand who wish to attend the convocation ceremony. The charges for convocation attire rentals are as follows:

Level of Study	Doctor of Philosophy	Master Degree	Bachelor Degree	Diploma
Rental charges	RM 1,200.00	RM 800.00	RM 800.00	RM 600.00

- 3. Application will be processed within ten (10) working days.

_____ Signature

Date : _____

ENDORSEMENT:

I hereby supported / declined this application.

_____ Director / Dean
Office of Academic Management/ Centre for Graduate Studies

Date : _____

APPROVAL:

I hereby approved / unapproved this application.

_____ Deputy Vice Chancellor (Academic & International)
Universiti Tun Hussein Onn Malaysia

Date: _____

For Office of Academic Management / Centre for Graduate Studies use only :

- 1. Printed date : _____
- 2. Certificate Serial number : _____