

## **NOTIS MAKLUMAN PEJABAT PENGURUSAN AKADEMIK**

### **PERMOHONAN TRANSKRIP AKADEMIK (AWAL) BAGI GRADUAN YANG BERKEPERLUAN (PROGRAM SARJANA MUDA DAN DIPLOMA)**

1. Pelajar yang berstatus Graduan dan berkeperluan boleh membuat permohonan Transkrip Akademik (Awal).
2. Jumlah bayaran yang akan dikreditkan ke akaun SMAP pelajar adalah seperti berikut :
  - a) RM 50.00 - Caj bayaran bagi transkrip sahaja (Ambil di kaunter PPA).
  - b) RM 62.00 - Caj bayaran bagi permohonan transkrip & bayaran pos (Semenanjung).
  - c) RM 68.00 - Caj bayaran bagi permohonan transkrip & bayaran pos (Sabah/Sarawak).
3. Pemohon akan menerima satu salinan Transkrip Akademik yang sama semasa Istiadat Konvokesyen UTHM.
4. Permohonan Transkrip Akademik (Awal) boleh dikemukakan melalui pautan berikut dengan menggunakan e-mel rasmi pelajar sahaja:

<https://forms.gle/kfA6aGidSvCnAtdk9>
5. Sebarang pertanyaan boleh hubungi En. Imran di talian 07-4537655 atau e-mel imranb@uthm.edu.my. Terima kasih.

**Pejabat Pengurusan Akademik  
12 Mac 2025**



**INFORMATION NOTICE**  
**OFFICE OF ACADEMIC MANAGEMENT**

**ACADEMIC TRANSCRIPT (EARLY) APPLICATION**  
**FOR IN NEED GRADUATES**  
**(BACHELOR DEGREE AND DIPLOMA PROGRAMME)**

1. *In need students with Graduate status may apply for an Academic Transcript (Early).*
2. *The amount of payment that will be credited to the student's SMAP account is as follows:*
  - a) *RM 50.00 - Fee for transcript only (Self pickup at the PPA counter).*
  - b) *RM 62.00 - Fee for transcript & postage to Peninsular Malaysia.*
  - c) *RM 68.00 - Fee for transcript & postage to Sabah/Sarawak.*
3. *Applicants will receive the same Academic Transcript during the UTHM Convocation Ceremony.*
4. *Application for (Early) Academic Transcript can be performed via the following link using the student's official e-mail only:*  
  

<https://forms.gle/kfA6aGidSvCnAtdk9>
5. *For further inquiries, please contact Mr. Imran at 07-4537655 or e-mail [imranb@uthm.edu.my](mailto:imranb@uthm.edu.my). Thank you.*

**Office of Academic Management**  
**March 12<sup>th</sup>, 2025**

