



**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 600.00	RM 500.00

- 3. Application will be processed within seven (7) working days.

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

**ENDORSEMENT:**

I hereby supported / declined this application.

\_\_\_\_\_  
Director / Dean Date : \_\_\_\_\_  
Office of Academic Management/ Centre for Graduate Studies

**APPROVAL:**

I hereby approved / unapproved this application.

\_\_\_\_\_  
Deputy Vice Chancellor (Academic & International) Date: \_\_\_\_\_  
Universiti Tun Hussein Onn Malaysia

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

1. Printed date : \_\_\_\_\_ 2. Certificate Serial number : \_\_\_\_\_