

## Procedure of Application for Replacement Copy of Certificate (Scroll)

### Eligibility

Applicant must be a graduate of TARC or TAR UC and the application shall be any one of the following reasons:

- a) Original certificate is **misplaced or lost**.

Applicant must make police report and indicate the institution name and certificate description in the police report i.e. Tunku Abdul Rahman College or Tunku Abdul Rahman University College - Certificate of Diploma in Business Studies (Accounting).

- b) Original certificate is **damaged**.

No police report is required for damage of certificate but applicant must surrender the original damaged certificate to TAR UC when an application is made.

### Format of Replacement Copy of Certificate

The format of replacement copy of certificate is different from the original certificate and with 'replacement copy' wordings printed on it.

### Obtaining the Application for Replacement Copy of Scroll Form

Applicant may obtain the form from the counter of Department / Division of Examinations and Credit Accumulation or download the form from TAR UC website: [www.tarc.edu.my](http://www.tarc.edu.my)

### Submission, Charges and Modes of Payment

- a) Applicant is required to submit the following documents for applying replacement copy of certificate:

- Two (2) copies of completed 'Application for replacement copy of certificate' forms.
- A certified copy of identification card (for Malaysian) / passport (for non-Malaysian).
- Original or certified copy of police report (for misplace or lost certificate).
- Original copy of statutory declaration with Commissioner for Oaths or advocates and solicitors.

The statutory declaration form is available at the counter of Department / Division of Examinations and Credit Accumulation / TAR UC website: [www.tarc.edu.my](http://www.tarc.edu.my)

- Application fee of RM300 (banker draft, money order or personal cheque payable to 'KOLEJ UNIVERSITI TUNKU ABDUL RAHMAN').

Applicant shall submit the aforesaid documents with application fee to the Department / Division of Examinations and Credit Accumulation during counter service operating hours:

**Monday to Friday (8.30 am – 5.30 pm), closed on Saturday, Sunday and Public Holiday**

- b) Applicant may opt to mail the aforesaid documents with application fee to the following address for processing:

**Department of Examinations and Credit Accumulation  
Kolej Universiti Tunku Abdul Rahman  
Jalan Genting Kelang, Setapak,  
53300 Kuala Lumpur**

### **Processing Time**

Replacement copy of certificate shall be available **ten (10) working days** upon received the application with payment. For applicant graduated in or prior to 2001, longer processing time may be needed.

### **Modes of Collection**

- a) Applicant shall present his or her identification card (for Malaysian) or passport (for non-Malaysian) for collection of replacement copy of certificate at the counter of Department / Division of Examinations and Credit Accumulation during operating hours.
- b) If the applicant is unable to collect the certificate in person, he or she may arrange for collection by proxy. The representative must bring along a copy of applicant's NRIC and his or her NRIC together with an authorisation letter signed by the applicant. The UC will not be liable for damage to or loss of any certificate collected by proxy.