

**Tunku Abdul Rahman University of Management and Technology  
Department of Examinations and Credit Accumulation**

**Application Procedure for Malaysian Qualification Statement**

**General Information**

Malaysian Qualification Statement is a document issued to students who have successfully completed their TAR UMT Bachelor Degree or postgraduate qualification. It describes the qualification they have received in a standard format that is designed by the Malaysian Qualifications Agency (MQA).

Graduates can view and print the MQS document from the TAR UMT Student Intranet after three (3) working days from the publication of the Name Lists of Graduates. Graduates can print the MQS document via Student Intranet free of charge until the day of the convocation ceremony.

For any request for printing of MQS after the convocation day, there will be an administrative fee of RM30 charged. Additional charges will be imposed for mailing services.

**Procedure of Application**

- a) Request for Malaysian Qualification Statement can be made via the following application form.

**Application for Malaysian Qualification Statement (MQS) for TAR UMT Programmes**

- b) Application Form can be submitted via:

- Email to [examination@tarc.edu.my](mailto:examination@tarc.edu.my)
- Submit personally or mail to Department of Examinations and Credit Accumulation  
Tunku Abdul Rahman University of Management and Technology  
Jalan Genting Kelang, Setapak  
53300 Kuala Lumpur.

Counter Service Operating Hours:  
Monday – Friday, 8.30am – 5.30pm  
(closed on Saturday, Sunday & Public Holiday)

**Processing Time**

MQS shall be available five (5) working days upon received the application with payment.

### Fees and Mode of Collection / Delivery

<b>MQS fee per copy</b>	RM 30
<b>Mode of Collection / Delivery:</b> <ul style="list-style-type: none"><li>• Collect Personally</li><li>• Request send through email</li><li>• Collect by Authorized person (need to attached authorization letter, copy of applicant's IC &amp; copy of authorized person's IC.)</li></ul>	No additional charges
<ul style="list-style-type: none"><li>• Request for mailing services – Domestic Destination</li></ul>	RM30
<ul style="list-style-type: none"><li>• Request for mailing services – Overseas Destination</li></ul>	Charges will be quoted according to destination

### Payment Methods

- a) Online Banking via Instant Transfer / Interbank Fund Transfer (IBG)

Please perform transfer to '**TAR UMT**' Public Bank Berhad Account No.: **3-1815641-13**.

Payment Confirmation Slip is required to be attached and submitted to the Department of Examinations and Credit Accumulation.

- b) Cash Payment

Please make payment together with the application form at Bursary Department, TAR UMT KL Main Campus.

Payment Receipt together with the application form is required to be submitted to the Department of Examinations and Credit Accumulation.

- c) Banker's Cheque / Personal Cheque

Please make cheque payable to '**TAR UMT**' and submit together with the application form to the Department of Examinations and Credit Accumulation.