

**TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY**  
**DEPARTMENT OF EXAMINATIONS AND CREDIT ACCUMULATION**  
**APPLICATION FOR ACADEMIC TRANSCRIPT**  
(For WF & WM STATUS STUDENTS ONLY)

An applicant with WF/WM status is required to fulfill the following requirements as to be eligible for application for academic transcript:

WF: Withdrawn due to Arrears of Fees  
WM: Withdrawn due to Arrears of Student Status Maintenance Fees

- i) To return the outstanding reference books to Library, if any.
- ii) To pay for Administration Fee of RM200.

**Once the academic transcript is generated, the WF/WM status will be updated to WR status. Student with WR status is not allowed to apply for reinstatement.**

**WR: Withdrawn and Not Eligible for Reinstatement**

**Section A : Personal Details**

Name : \_\_\_\_\_  
(IN FULL & BLOCK LETTERS)

Identity Card No. /  
Passport No. : \_\_\_\_\_ Registration No. : \_\_\_\_\_

Faculty/Centre : \_\_\_\_\_ Branch : KL / PP / PK / JH / PH / SB  
(please circle)

Programme of Study : \_\_\_\_\_

Contact No. : \_\_\_\_\_ E-mail : \_\_\_\_\_

Year of Admission : \_\_\_\_\_ Year of Leaving : \_\_\_\_\_

Student Status : WF  WM  Verified by DECA : \_\_\_\_\_  
(Signature & Date)

**Section B: Clearance on outstanding reference books from Library (For Library Use)**

Applicant does not owe Library any reference books.

Confirmed by : \_\_\_\_\_ Date : \_\_\_\_\_  
(Signature)

\_\_\_\_\_ Office's Stamp : \_\_\_\_\_  
(Name)

**Section C: Academic Transcript Request**

**i) Academic Transcript Fee per copy: RM10**

Please indicate number of copy required:

Doctoral Degree	<input type="text"/>	Advanced Diploma	<input type="text"/>	Other Qualifications: _____	<input type="text"/>
Master Degree	<input type="text"/>	Diploma	<input type="text"/>		
Bachelor Degree	<input type="text"/>	Foundation	<input type="text"/>		

**Total Amount of Academic Transcript: (RM) \_\_\_\_\_**

**ii) Additional charges will be imposed for mailing services.**

Please choose mode of collection / delivery: (Please tick )

<ul style="list-style-type: none"> <li>• Collect Personally</li> <li>• Request send through email</li> <li>• Collect by Authorised Person</li> </ul> <p><i>(Please attached authorisation letter, copy of applicant's IC &amp; copy of authorised person IC)</i></p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	No additional charges
<ul style="list-style-type: none"> <li>• Request for mailing services - Domestic Destination</li> <li>• Request for mailing services to University - Domestic Destination</li> </ul> <p><i>(Attached with Cover Letter from TAR UMT)</i></p>	<input type="checkbox"/> <input type="checkbox"/>	RM 30
<ul style="list-style-type: none"> <li>• Request for mailing services - Overseas Destination</li> <li>• Request for mailing services to University - Overseas Destination</li> </ul> <p><i>(Attached with Cover Letter from TAR UMT)</i></p>	<input type="checkbox"/> <input type="checkbox"/>	RM _____ Charges will be quoted according to destination

**Total Amount of Mailing Services: (RM) \_\_\_\_\_**

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iii) Administration Fee of RM200.00 is charged.

Total Amount of Administration Fee: (RM) \_\_\_\_\_ 200.00  
Grand Total Amount Payable: (RM) \_\_\_\_\_

**Mode of Payment** : Modes of payment: Online Banking via Instant Transfer / Interbank Fund Transfer (IBG) / Cash / Banker's cheque / Personal Cheque made payable to "TAR UMT" [Public Bank Berhad Account No.: 3-1815641-13]

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date : \_\_\_\_\_

**Section D : (For Department of Finance Office Use) *Vote Chargeable: 24827 (RM200) & 24805 (Transcript Fees)***

Receipt No : \_\_\_\_\_ Date : \_\_\_\_\_

Issued By : \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name) Office's Stamp : \_\_\_\_\_

**Section E : (For DECA Office Use)**

Checked by : \_\_\_\_\_  
(Signature) Date : \_\_\_\_\_

\_\_\_\_\_  
(Name) Office's Stamp : \_\_\_\_\_

NOTE: Applicant(s) are reminded that this form MUST be submitted to Department of Examinations and Credit Accumulation for processing after making payment.