

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

**Application Procedure for Academic Transcript**

**General Information**

Students who successfully completed their programme of study will be issued a complimentary copy of Academic Transcript after the convocation ceremony upon completion of online Tracer Study.

**Eligibility**

- a) All TARC / TAR UC / TAR UMT Alumni and Students are eligible to apply for Academic Transcript, except applicant on suspension of study or withdrawn status (WF or WM) due to arrears of fees.
- b) Applicant who is denoted WF or WM status may be permitted to apply for Academic Transcript with condition. Applicant with WF or WM status is required to pay Administration fee of RM200 and to return any outstanding reference book to Library. Processing time may be longer and subject to the University's requirement.

Once the Academic Transcript for applicant with WF or WM status is generated, the WF or WM status will be updated to **WR** status which means ***Withdrawn and Not Eligible for Reinstatement***. Student with WR status is not allowed to apply for reinstatement.

**Procedure of Application**

- a) Request for Academic Transcript can be made via the following application form.

Application for Academic Transcript form

Application for Academic Transcript form (for WF or WM Status)

- 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**

Academic Transcript shall be available five (5) working days upon received the application with payment. For applicant graduated in or prior to 2001, longer processing time may be needed.

### **Fees and Mode of Collection / Delivery**

<b>Academic Transcript fee per copy</b>	RM 10
<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><li>• Request for mailing services to University – Domestic Destination (Attached with Cover letter from TAR UMT)</li></ul>	RM30
<ul style="list-style-type: none"><li>• Request for mailing services – Overseas Destination</li><li>• Request for mailing services to University – Overseas Destination (Attached with Cover letter from TAR UMT)</li></ul>	Charges will be quoted according to destination

### **Payment Methods**

#### **a) Online Banking via 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 Department of Finance, 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.