

**TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY  
DEPARTMENT OF EXAMINATIONS AND CREDIT ACCUMULATION  
APPLICATION FOR ACADEMIC TRANSCRIPT**

**Section A : Personal Details**

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

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

Year of Graduation : \_\_\_\_\_ Branch : KL / PP / PK / JH / PH / SB  
(please circle)

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

Faculty : \_\_\_\_\_

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

**Section B: Academic Transcript Request**

**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)** \_\_\_\_\_

**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 (Attached with Cover Letter from TAR UMT)</li> </ul>	<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 (Attached with Cover Letter from TAR UMT)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	RM _____ Charges will be quoted according to destination

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

**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]

Completed application form and payment slip shall be emailed to: examination@tarc.edu.my

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

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

**Section C : (For Department of Finance Office Use) Vote Chargeable: 24805**

Receipt No : \_\_\_\_\_ Issued by: \_\_\_\_\_ Date : \_\_\_\_\_

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

Checked by : \_\_\_\_\_ Date : \_\_\_\_\_