

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

**Application Procedure for Delivery of Certificate and/or Academic Transcript via Courier Service /
Registered Mail**

General Information

Alumni can request their Certificate and Academic Transcript to be mailed out by courier / registered mail.

Tunku Abdul Rahman University of Management and Technology shall not be held liable in the event of non-delivery or damage of the Certificate and/or Academic Transcript.

Procedure of Application

- a) Request for delivery of Certificate and/or Academic Transcript via courier service / registered mail can be made via the application form.

- b) Application Form can be submitted via:
 - Email to 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)

- c) Graduands who have completed the programme and yet to be convocated are required to complete the online Tracer Study and TAR UMT Exit Survey, attached together with the Tracer Study Confirmation Slip and Exit Survey Acknowledgement Slip.

Processing Time

The application will be processed within five (5) working days upon receiving the application with the payment and necessary documents.

Charges

- a) For Domestic Destination, charges for the Administrative Fees and Postage is RM30.

- b) For Overseas Destination, charges will be quoted based on the destination.

Payment Methods

~ STRICTLY NO REFUND AFTER PAYMENT MADE ~

- 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 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.