

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

Procedure of Application for Letter of Certification

Eligibility

Alumni who was issued with the TARC Advanced Diploma Certificate (Scroll) prior to July 2013 graduation.

Obtaining the Application for Letter of Certification Form

Applicant may obtain the form from the counter of Department / Division of Examinations and Credit Accumulation or download the form from TAR UMT website: www.tarc.edu.my

Submission, Charges and Modes of Payment

a) Applicant is required to submit the following documents for applying Letter of Certification:

- Two (2) copies of completed 'Application for Letter of certification' forms
- A certified copy of identification card (for Malaysian) / passport (for non-Malaysian)
- A certified true copy of Advanced Diploma Certificate

The Original Advanced Diploma Certificate is needed for verification upon submission of the application.

- Application fee: **RM 150**
[Online Banking via Interbank Fund Transfer (IBG) / Cash / Banker's Cheque / Personal Cheque made payable to 'TARC EDUCATION FOUNDATION'] - please refer to *Payment Methods for more information.

Applicant shall submit the aforesaid documents with application fee (payment confirmation / payment transaction / payment receipt) to the Department / Division of Examinations and Credit Accumulation during counter service operating hours:

Monday to Friday (8.30 am – 5.30 pm), closed on Saturday, Sunday and Public Holiday

b) Applicant may opt to courier the aforesaid documents with application fee (Banker's Cheque / Personal Cheque / payment confirmation / payment transaction) to the following address for processing:

**Department of Examinations and Credit Accumulation
Tunku Abdul Rahman University of Management and Technology
Jalan Genting Kelang, Setapak,
53300 Kuala Lumpur**

c) Applicant may opt to e-mail the aforesaid documents with payment confirmation / payment transaction to examination@tarc.edu.my for processing.

***Payment Methods:**

- i) Online Banking via Interbank Fund Transfer (IBG)

Please perform transfer to **'TARC EDUCATION FOUNDATION' Public Bank Berhad Account No. 3-1838176-33**. Applicant shall submit the payment confirmation together with the application form to the Department / Division of Examinations and Credit Accumulation.

- ii) CASH PAYMENT

Please make payment together with the application form at Department of Finance, TAR UMT KL Campus. Applicant shall submit the payment receipt together with the application form to the Department of Examinations and Credit Accumulation, TAR UMT KL Campus.

OR

Over-the-counter at Public Bank Branches in Malaysia by completing pay-in-slip payable to **'TARC EDUCATION FOUNDATION' Public Bank Berhad Account No. 3-1838176-33**. Applicant shall submit the confirmation of payment transaction together with the application form to the Department / Division of Examinations and Credit Accumulation.

- iii) Banker's Cheque / Personal Cheque

Please make cheque payable to **'TARC EDUCATION FOUNDATION'** and submit it together with the application form to the Department / Division of Examinations and Credit Accumulation.

Processing Time

Applicant will be notified through e-mail **within One (1) month** from the date of an application with payment is received.

Modes of Collection

- a) Applicant shall present his or her identification card (for Malaysian) or passport (for non-Malaysian) for collection of Letter of Certification at the counter of Department / Division of Examinations and Credit Accumulation during operating hours.
- b) If the applicant is unable to collect the Letter of Certification in person, he or she may arrange for collection by proxy. The representative must bring along a copy of applicant's NRIC and his or her NRIC together with an authorisation letter signed by the applicant. The university will not be liable for damage to or loss of any Letter of Certification collected by proxy.
- c) Alumni from Penang Branch and Perak Branch may submit their application form with payment and opt to collect the Letter of Certification from the respective Branch Campus.