

 <p><b>UNIVERSITI PENDIDIKAN SULTAN IDRIS</b> اونورسیتی قندییقن سلطان ادریس SULTAN IDRIS EDUCATION UNIVERSITY</p>	<p><b>EXAMINATION &amp; GRADUATION UNIT INSTITUTE OF GRADUATE STUDIES UNIVERSITI PENDIDIKAN SULTAN IDRIS 35900 TANJUNG MALIM, PERAK TEL : 05-4505490 / 5485 FAX : 05-4594649 emel / email: uppp.ips@upsi.edu.my</b></p>
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**APPLICATION FOR ACADEMIC TRANSCRIPT / SCROLL FORM**

**SECTION A: APPLICANT DETAILS**

Name : \_\_\_\_\_

IC / Passport Number : 

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Matric Number : 

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Programme : \_\_\_\_\_

Mode : Course Work  Mixed Mode  Research  PhD  EdD  PSK

Type of Document (please ✓ ) : 

Letter of Completion		Academic Transcript	
Scroll		Re-Print Transcript Scroll	

Collection of Document: (please ✓ ) 

In Person		Representative		By Post		Runner	
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Address (If Posted) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number : 

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## SECTION B: REPRESENTATIVE / RUNNER DETAILS (If the applicant represents)

Please fill the below information if you give authorize for your representative / runner to collect the transcript/scroll:

**(Compulsory: Attached a copy of representative's identity card/ passport / matric card)**

Representative's / Runner's Name : \_\_\_\_\_

Identity Card Number /Passport Number : \_\_\_\_\_

Relationship : \_\_\_\_\_ Telephone Number : \_\_\_\_\_

- I understand that any outstanding fees or charges, such as library fines, tuition fees or accommodation fees must be cleared with the relevant department before my transcript request can be processed.
- I understand that my official transcript will show my academic record as of the date this order is placed.
- I understand that my request will not be processed if this section of the form has not been signed to authorize the release of my record.

### APPLICANT'S/ REPRESENTATIVE'S SIGNATURE

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

#### Disclaimer :

1. The University will only issue the transcript and scroll **ONCE**. The University will not be responsible if the transcript/scroll may be damaged or lost in the act of giving this consent. Additional copies of transcript/scroll will be charged.
2. The university shall not be responsible if official transcript/scroll sent by post are not received, damaged or lost.
3. The university shall not be responsible after the transcript/scroll received by representative / runner.

## VERIFICATION BY IGS OFFICE

### FOR OFFICE USE ONLY

Received Date : \_\_\_\_\_

Staff Name & Signature : \_\_\_\_\_

Transcript/Scroll Sent / Collected/ Posted: