



STUDENT MATRIC CARD REQUEST

TO BE FILLED BY STUDENT

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|------------------|--|----------------------------|--|
| Name: | | | |
| Program: | | | |
| School/ Faculty: | | | |
| Matrix No.: | | IC No. / Passport No.: | |
| Gender: | | Nationality: | |
| Mobile No: | | Intake / Academic Session: | |

Type of Application:

Lost Damage Others

Others (specify): _____

Student's declaration: I declare that the information stated is true and I understand that my request will be rejected if the form that submitted is incorrect.

Date: _____

Student's Signature: _____

| ACADEMIC OFFICE USE | STUDENT FINANCE UNIT USE | IT USE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Learning Management Section certified the student had lost/ damage matric card. Lost/ Damage: _____ time/s Initial & Stamp: Date: | Student Finance Unit certified the student had paid RM50.00 for the matric card. Initial & Stamp: Date: | Information Technology Unit certified the student had receive new matric card. Initial & Stamp: Date: |
| STUDENT AFFAIRS USE | CONFIRMATION BY STUDENT | |
| I declared the student had paid RM50.00 for new matric card and receive the receipt of payment. Initial & Stamp: Date record: | I have receive the new matric card. Signature: Date receive: | |