



DUPLICATE CERTIFICATE REQUEST FORM

STUDENT INSTRUCTION:

- All payments to be made at the Bursary Department.
- Submit completed form and attach the original copy of payment receipt RM200 to Academic Office.
- Student can collect the certificate in person after two weeks.
- The duplicate certificate will bear the signatures of the current officials of the University.

Full Name : _____
(as appears on original certificate)

Student ID : _____ NRIC/Passport No. : _____

Programme : _____ Intake : _____

Semester/Year of Graduation : _____

Mobile Phone No. : _____ E-mail : _____

Current Mailing Address : _____

REASON FOR REQUEST

- ☐ Original Certificate has been lost or destroyed. (Police report is required).
- ☐ Name change (Request for a certificate to be issued with the new name). Evidence of court document is required.
- ☐ Others. Please specify _____

DECLARATION

I declare that the information given in this form is true and correct. I understand that my request can be rejected in the event that I have submitted incorrect or incomplete information.

Student's signature : _____

Date : _____

OFFICE USE ONLY

Received by : _____ Date : _____

Certificate checked and verified by : _____ Date : _____

APPROVED / NOT APPROVED

Vice President Academic : _____