



**APPLICATION FORM FOR ACADEMIC TRANSCRIPT**

**Instructions:**

1. A fee of **RM3.00** is charged for each additional full / partial transcript. Any **ad-hoc application will be charged RM 25.00**. The first copy of the full transcript is given free.
2. **Student with finance block must obtain permission from the IIUM Finance Division for the transcript.**
3. The full transcript will **only be released after the endorsement of student's graduation** status.
4. Student must complete clearance in order to receive a full transcript from the CPS.
5. Student must **make sure that all information is correct** upon submitting to CPS. CPS will not in any way print a new full transcript due to misinformation.
6. Please allow **THREE (3) working days** for processing. The student must present the slip of Section C during the collection of full transcript. Any inquiries, please call Examination Unit (03-6196 5205 / 5207).
7. Any copy that is **not collected** within **THREE (3) months** from date applied will be **automatically disposed**.

**SECTION A : STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)**

Name:	Matric No.:
Telephone No.:	Email Address :
Programme :	Department & Centre of Studies:
Permanent Address & Contact No. :	
Correspondence Address & Contact No. :	
Number of Copies:	
1) Full Transcript <input type="checkbox"/>	2) Partial Transcript <input type="checkbox"/>
_____ Student's Signature	_____ Date

**SECTION B : OFFICE USE (CENTRE FOR POSTGRADUATE STUDIES)**

Action/ Remarks:	Date:
------------------	-------

-----PLEASE CUT HERE -----

**SECTION C : STUDENT MUST PRESENT THIS SLIP DURING COLLECTION**

Name & Matric No. : & Programme	No. of Copies :	
	Full Transcript	<input type="checkbox"/>
	Partial Transcript	<input type="checkbox"/>
Date Applied:	Payment: Paid / Not Paid	
Date of Collection:	CPS Stamp:	