



Student Records and Convocation Division (BRPK)  
 Registrar's Office  
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**APPLICATION FOR COLLECTION OF SCROLL AND OFFICIAL TRANSCRIPTS**  
**CONVOCATION SESSION : .....**

**A. DETAILS OF GRADUAND**

Name : .....

MyKad/Passport Number : ..... Student Number : .....

Program Code : .....

Correspondence Address : .....

.....  
 .....

Mobile Phone Number : ..... E-mail : .....

Convocation Session : .....

Mode of Collection (please tick) :

- Self collect at BRPK Counter  
 Post to correspondence address (Within Malaysia only)

Documents to be attached (please tick) :

- A copy of MyKad/Passport  
 A copy of representative's MyKad/Passport  
 A copy of Graduates Tracer Study confirmation slip  
 A copy of receipt for convocation fee  
 A copy of receipt for payment of arrears (If any)

Signature of Graduand : ..... Date : .....

**B. GRADUAND'S CONSENT (If appointing a representative)**

I hereby appoint the below mentioned name as my representative to collect the scroll and official transcripts on my behalf. I acknowledge that Universiti Teknologi MARA will not be held responsible for any claims should the document is damaged or lost. I take full responsibility for my actions.

Signature of Graduand : ..... Date : .....

**C. DETAILS OF REPRESENTATIVE**

Name : .....

MyKad/Passport Number : ..... Relationship : .....

Signature of Representative : ..... Date : .....

**FOR OFFICE USE ONLY**

Received by : ..... Processed by : .....

Date : ..... Date : .....