



**SECTION IV (To be completed by Corporate Legal & International Department (CLID) - Student Visa (for International student only)**

Comment : \_\_\_\_\_  
Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION V (To be completed by Dean)**

Comment : \_\_\_\_\_  
Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION VI (To be completed by University Library) : (Obtain Clearance on Book Returned etc.)**

Please tick (√) where applicable :

Items Borrowed From Library : Returned  Yes  No  
Good Condition  Yes  No  
Penalty:  Yes  No Total Cost Estimated : RM \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION VII (To be completed by Scholarship Management & Financial Assistance Unit) (if applicable)**

Comment : \_\_\_\_\_  
Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION VIII (To be completed by Student Accounts and Procurement Department)**

|   |                       |                              |                             |
|---|-----------------------|------------------------------|-----------------------------|
| 1 | After Add/Drop Period | W1                           | <input type="checkbox"/>    |
|   |                       | W2                           | <input type="checkbox"/>    |
| 2 | Course Registered     | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Total Fees Charged : RM \_\_\_\_\_ Payment Received : RM \_\_\_\_\_  
Total Refund (If Any) : RM \_\_\_\_\_ Invoice No : \_\_\_\_\_  
Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Name : \_\_\_\_\_

**SECTION XI (To be completed by Academic Administration Department)**

Please tick (√) where applicable :

Semester :  February \_\_\_\_\_  May/June \_\_\_\_\_  September \_\_\_\_\_  Other \_\_\_\_\_ (e.g:  April 2016 )

**Return of Matric Card**

Card No. : \_\_\_\_\_ Barcode No.: \_\_\_\_\_  
Please tick (√) where applicable :

Card Returned  Yes  No  
Good Condition  Yes  No  
Defective  Yes  No  
Signature & Stamp \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

\* Copy of the form has to be submitted to SMU if the student under scholarship.