

\*For Office Use Application
Officer Name:

## OFFICIAL LETTER APPLICATION FORM

INSTRUCTIONS				
<ol> <li>Student is required</li> <li>Please fill up the formula</li> </ol>	d to read <b>IMPORTANT GUIDEL</b> form completely.	<b>_INES</b> carefully.		
SECTION I (To be con	enloted by student			
SECTION I (To be con		STUDENT'S PART	TICULAR	
NAME				$\overline{}$
(Capital Letter)				$\dashv$
MATRIC NO				
NRIC/PASSPORT NO.				
EMAIL			_	
PROGRAMME			- -	
TELEPHONE NO	Home		Mobile	
MAILING ADDRESS			<u> </u>	<u> </u>
	Postcode	State _	Country	
		2. TYPE OF LETT	TER	
(Please tick (√):				
1. Letter of C	Completion (Pre-Convocation)		6 Letter of Completion (Post-Convo	cation)
2. KWSP (Br	ranch :	)	Convocation Year : 8 PTPTN	
3. MARA			9 Others (Please specify below)	
4. Student Co	Confirmation Status			
	tification Letter to Employer			
	Request (Please give your empl	loyer details)		
l			Date//	
8	Student's Signature			
	npleted by Student Accounts a	and Procurement D		
Fees Paid :	RM		Sponsorship:	
Outstanding Fees:	RM		□ YES □ NO	
Invoice No :			PTPTN Sponsorship	
Receipt No :			Amount Approved :	
Comment :			Amount Released:	-
			Date//	
			Date	
_	nature & Stamp			
Name :				

SECTION III (To be comple	ted by	y Academic	Administration Dep	partment)			
Received Request Form	:	Date :	///		Time:	:	am/ pm
Letter Ready For Collection	:	Date :	///		Time :	::	am/ pm
Signature & Stam	ID ID	_		Date		/ /	
MPORTANT GUIDELINES							
• Letter of Completion will only	/ be re	leased after S	enate endorsement a	nd subject to	Financial Clea	arance.	
• For request received before	12.00	noon, letter v	vill be ready for colle	ction after 4	1.30 pm on the	same day.	
<ul> <li>For request received after 1</li> </ul>	2.00 r	oon, letter wi	II be ready for collec	tion at 9.30	am on the nex	t working day.	
<ul> <li>Any enquiries, please contact</li> </ul>	ct office	ers at Academ	ic Administration Depa	artment.			
<ul> <li>All letters unless specified to</li> </ul>	be fax	ked or mailed,	are to be collected at	the Academi	c Administratio	n Department.	