

**CENTRE FOR POSTGRADUATE STUDIES**

**APPLICATION FORM FOR COLLECTION OF CREDENTIAL ON BEHALF**

**Instruction:**

Please complete Section A, B and C and attached with this form a photocopy of yours and the representative identity card/ passport/ matric card.

**SECTION A: TYPES OF DOCUMENTS TO COLLECT ON BEHALF (TO BE FILLED BY THE STUDENT)**

a. For Graduated Student

Full Transcript       Completion of Studies Letter       Degree/ Scroll   
 Verification Letter       Other (please specify):

b. For Registered/ Active Student

Partial Transcript       Certification Letter

Other (please specify):

**SECTION B : STUDENT'S INFORMATION**

Name:	Matric No.:
Telephone No. & Email Address :	
Programme :	
Department & Centre of Studies :	
Permanent Address & Contact No. :	
Correspondence Address & Contact No. :	

**SECTION C : INFORMATION OF REPRESENTATIVE**

Name:	Identity No.:
Telephone No. & Email Address :	
Relationship with the student :	
Permanent Address & Contact No. :	
I confirmed that my representative shall have the authority to sign acknowledgement of the receipt of the said document. I hereby undertake that I shall not hold IIUM responsible if the said document is lost or undelivered after collected by my representative.	
_____ Signature	_____ Date

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

Action/ Remarks:	Date:
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