

## 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: