



**BAHAGIAN PENGAJIAN PRASISWAZAH  
UNDERGRADUATE STUDIES DIVISION**

**Permohonan Pengeluaran Transkrip Awal  
Application For Early Transcript**

**Arahan/ Instructions**

1. Sila isi borang ini dengan tepat dan lengkap. / Please complete the form.
2. Sila kemukakan dokumen salinan resit bayaran yuran graduasi RM100.00 / Please submit a copy of the RM100 graduation fee payment receipt.
3. Bayaran hanya boleh dibuat di Unit Kewangan Pelajar atau di atas talian <https://payportal.unimas.my/epayment/>.  
Payment can only be made at the Student Finance Unit or online at <https://payportal.unimas.my/epayment/>.
4. Sila lampirkan borang penyelesaian hutang seperti dilampirkan.  
Please submit the Outstanding Fees form as attached.
5. Sila isi **Borang Aduan** yang terdapat di dalam Laman Web BPPs ([www.bpps.unimas.my](http://www.bpps.unimas.my)) sekiranya terdapat kesilapan maklumat dalam tempoh 30 hari dari tarikh surat ini dikeluarkan. Sebarang semakan selepas tempoh ini tidak akan dipertimbangkan.  
Please fill in the complaint form on BPPs website ([www.bpps.unimas.my](http://www.bpps.unimas.my)) if there are any errors in information within 30 days from the issuance date of this letter. Any review after this period will not be entertained.
6. Hantar **borang yang telah lengkap ke alamat berikut:** Pendaftar  
Universiti Malaysia Sarawak  
94300 Kota Samarahan  
u.p: Bahagian Pengajian Prasiswazah  
Submit the completed form to:

**Untuk Diisi Oleh Pemohon/ To Be Completed By Applicant**

A. Maklumat Peribadi/ Personal Details	B. Maklumat Pengajian / Details of Studies
Nama/Name : _____	Program/Programme : _____
No. Matrik/Matric No. : _____	Fakulti/Faculty : _____
No. Kad Pengenalan/ Identification Card No. : _____	Degree : _____
No Tel Bimbit/ HP No. : _____	
Emel/Email : _____	
Alamat/ Postal Address : _____	

**Sila tanda (I) jika berkenaan/Please tick (I) where applicable**

C. Cara Serahan/ Method of Collection	Serahan Tangan/ By Hand	Pos/Mail	D. Kehadiran Konvokesyen / Convocation Attendance	Hadir/Attending	Tidak Hadir/Not Attending
<b>Terma dan Syarat/ Terms and Conditions</b>	1. Graduan telah menyelesaikan semua hutang dengan Universiti. Graduates have settled all outstanding university fees.		2. Permohonan tertakluk kepada kelulusan Senat. All applications are subjected to the Senate approval.		
	3. Transkrip akan diserahkan dalam tempoh 14 hari bekerja selepas kelulusan Pendaftar. The academic transcripts can be collected within 14 working days after the approval from the Registrar.				

\_\_\_\_\_  
Tandatangan/Signature

\_\_\_\_\_  
Tarikh/Date

**E. Pengesahan (Kegunaan Pejabat Sahaja) /  
Verification (For Office Use Only)**

<input type="checkbox"/> Disahkan layak bergraduasi oleh Senat/ Certified eligible to graduate by the Senate	Disahkan oleh/ Endorsed by:
<input type="checkbox"/> Semua hutang telah dijelaskan kepada Universiti/ No outstanding fees to the University	
_____ Timbalan Pendaftar / Deputy Registrar, BPPs	_____ Pendaftar / Registrar
_____ Tarikh/Date	_____ Tarikh/Date



**Penyelesaian Hutang Universiti**  
**Confirmation of Settlement**

**Arahan/ Instructions:**

1. Sila lengkapkan borang ini dengan mendapatkan pengesahan **TIADA HUTANG TERTUNGGAK** daripada Pusat Tanggungjawab berikut:

*Please complete this form by obtaining confirmation of no outstanding fees from the respective centres below:*

<b>Pengesahan/ Verification</b>	<b>Tandatangan &amp; Cop PTJ/ Signature &amp; stamp</b> <b>Nombor Resit (sekiranya ada)/ Receipt Number (If applicable)</b>
<b>Yuran Universiti (Unit Kewangan Pelajar) /</b> <b>University Tuition Fees (Student Finance Unit)</b>	
<b>Kolej Kediaman (Unit Penginapan Pelajar)/</b> <b>Residential College (Student Accommodation Unit)</b>	
<b>Bahagian Keselamatan/ Security Division</b>	
<b>Pusat Khidmat Maklumat &amp; Akademik (PKMA)/</b> <b>Centre for Academic Information Services (CAIS)</b>	
<b>Pusat Sukan/ Sport Centre</b>	
<b>Bahagian Hal Ehwal Pelajar/ Student Affairs and</b> <b>Alumni Division</b>	

\_\_\_\_\_  
Tandatangan/ Signature

Nama/ Name:

No. Matrik/ Matric No.:

Tarikh/ Date: