

 <b>SOUTHERN</b> UNIVERSITY COLLEGE 南方大學學院	ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE	Document No:	AARO/F_DC/01/2020
	DOCUMENTS APPLICATION FORM	Revision:	01
		Effective Date:	11-August-2020
		Page No:	Page 1 of 1

**IMPORTANT NOTES:**

- Please pay at Account and Finance Office (Room103) before submission of the form.
- Please collect the document three to seven working days after the submission date. (Student ID & Syllabus are min seven working days)(Official receipt required)

**PERSONAL DATA PROTECTION ACT**

I understand and agree that Southern University College has the permission to use my personal data for the purpose of administering. I have read, understood and agreed to the Personal Data Protection Act of Southern University College. (Note: You may access and update your personal data by writing to us at [reg@sc.edu.my](mailto:reg@sc.edu.my))

**PARTICULARS OF STUDENT**

Name		Contact No.	
Student ID		Batch No.	
IC / Passport			
Reasons			

Documents (please (v) in the box provided)

☐ Letter of KWSP <1 set> (@RM10)

☐ Letter of MQA <1 set> (@RM8)

• Letter of certification (@RM5)

⇒Type of Letter : ☐ Letter of student status ☐ Letter of changing of programme ☐ Letter of leaving school

☐ Letter of deferment / withdrawal ☐ Letter of medium of instruction ☐ Letter of completion of studies

☐ Letter certifying date of expected completion ☐ Letter of postponement for PLKN / National Services

☐ Letter of postponement payment for PTPTN

☐ Others: \_\_\_\_\_

• Academic Record :

☐ Transcript (Student :RM20 Former Student: RM30)

☐ Semester Academic Record (@RM10) (Year : \_\_\_\_\_ Semester : \_\_\_\_\_)

• ☐ Renew of SUC Student ID Card (@RM25) ☐ Renew of RHB Student ID Card <Letter> (@RM5)

• Syllabus : ☐ \_\_\_\_\_ copies (@RM35)

☐ \_\_\_\_\_ subject (@RM15) ☒ Course/Subject Applied : \_\_\_\_\_

☐ Student ID card for status verification at semester final examination (@RM20)

☐ Others : \_\_\_\_\_

Student's Signature		Date	
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**For Account and Finance Office Use Only**

Total Payment:	Stamp of AFO:
Reference Number:	Date: