



UNIVERSITI
TEKNOLOGI
PETRONAS

Request for Degree Scroll

SECTION A

1. Name :
 Student ID : IC/Passport :
 Programme :
 Sponsor :
 Year Graduated:.....

2. I would like to request for a copy/copies of the transcript as stated below:

| Quantity/ Versions | Amount (RM) |
|------------------------------|--------------------------|
| Eg. English / 1 Malay / 1 | RM 50.00 x 2 = Rm 100.00 |
| | |
| Total | |

Note : RM50.00 is charged for each copy of degree scroll. Payment is to be made into
 UTP Finance CIMB account# 8004857910 – Institute of Technology PETRONAS

3. Reason/s :

SECTION B : (Student's Action) Please tick the appropriate box.

☐

I will collect the slip from the Exam and Record Unit.

☐

Please send the scroll to the address below:

Address :

Phone:

*courier charge is : RM15 - Local ☐ RM150 - International ☐

Date : Signature :

SECTION C : For office use only

Date Received : Signature :

Name :

Note: Student must submit this form together with the receipt at least one week before the date required.