UNIVERSITI
TEKNOLOGI
PETRONAS

Request for Academic Transcript

SECTION A

1.   Name : ………………………………………………………………………………………………...

   Student ID : …………………….. Programme : ……………………………………….......

   Date of Birth : …………………… Passport /IC No : ……………………………………..

   Phone (Home) / (Mobile) : …. …………………Email: …………………………………..

> *Please settle your outstanding dues at Finance Department before make request for Academic Transcript. Registry will hold your application until payment made for the outstanding dues. Thank you.*

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

   Foundation Completion ☐   **Undergraduate (1st – 2nd year, Technology)** ☐

   Postgraduate ☐   **Undergraduate (1st – 3rd year, Engineering)** ☐

   Undergraduate (1st – Final Year 1st / Completed) ☐

   Thesis Title Postgraduate By Research : (Please attached together with the copy of Hardbound Front Page)

   …………………………………………………………………………….......................................

   …….

   Circle number copy of transcript according to programme of study you require on below table

Undergraduate / Postgraduate Studies					
Copy	1	2	3	4	5
(RM)	15	30	45	60	75

Foundation Studies					
Copy	1	2	3	4	5
(RM)	15	30	45	60	75

FINANCE STAMP

   Any online payment can be made through **UTP CIMB** Acc: 8004857910

SECTION B :   Please send the slip to the address below **(if require courier services):**

   Paid for :   **Local**   ☐ **RM15**   **International**   ☐ **RM150**

   Address : ………………………………………………………………

   ……………………………………… Postcode: ……………………

FINANCE STAMP

Cut Here _ _ _ ✂ _ _ _ _ _ _ _ _ _✂ _ _ _ _ _ _ _ _ _ _✂ _ _ _ _ _ _ _ _ _ _✂_ _ _ _

Proof of application Transcript (Student Copy)

Name of applicant   _____   Student Id: _____

Name of representative   _____   Student Id: _____

Phone No: _____

REGISTRY STAMP

Note: Student can get the transcript after **FIVE (5)** working days and also must bring this proof of application receipt during collection.