



UNIVERSITI
TEKNOLOGI
PETRONAS

UTP-ACA-REGISTRY-REU 01.5

Request for Research Methodology Letter

SECTION A (This is a standard letter address: To Whom It May Concern)

1. Name :
Student No. : IC/Passport:
Programme : Date:
Phone No. : E-mail :
Sponsor : Supervisor:
Assessment Date: D.O.B:

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

No of Copy	1	2	3	4	5
Payment (RM)	5	10	15	20	25

FINANCE
STAMP

Note: **RM5.00** is charged for each letter payable to UTP CIMB Account: **8004857910**

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

☐

I will collect the letter from the Registration and Examination office.

☐

Please send to my Email:.....

☐

Please send the letter to the address below:

(Note: All local mailing will be send by POS MALAYSIA unless request otherwise.
International courier service charge will apply to international mailing address)

Mailing Address:

.....

..... Phone:.....

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

SECTION C: RESEARCH METHODOLOGY LETTER (*Student Receipt*)

Date Received: Student id:

Name :

REGISTRY
RECEIVED
STAMP

Note: **Student can collect the letter after FIVE (5) working days and must also bring this receipt during collection.**