



UNIVERSITI
TEKNOLOGI
PETRONAS

UTP-ACA-REGISTRY-ERU 01.4

Request for Letter

UNDERGRADUATE / POSTGRADUATE

FOUNDATION

Expected ☐ Completion Study / Graduation ☐

Completion of Foundation ☐

SECTION A (Standard letter address : < To Whom It May Concern>)

1. Name :
Student No. : IC/Passport :
Programme : Date :
Phone No. : E-mail :

2. *MSc & PhD by Research*

Thesis Title : (Please attached the copy of your front page Hardbound Thesis)

Completion Date : Viva Date :

3. 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 copy of graduation letter.

UTP CIMB Account : **8004857910** (online payment transaction)

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

☐

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

☐

Please send the letter to the address below:

☐

(Note: No courier service for this requirement. The Letter will be send by POS MALAYSIA)

Please send to my Email Address.

Address :
.....

Phone:

Cut Here ----- ✂ ----- ✂ ----- ✂ ----- ✂ ----- ✂ -----

SECTION C : EXPECTED / COMPLETION 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 .**