



HELP University Sdn Bhd , ELM Business School

No.15 Jalan Sri Semantan 1, Off Jalan Semantan, Bukit Damansara, 50490 Kuala Lumpur.

Tel : 603-2716 2000 Fax : 603-2095 7100

CERTIFICATE/TRANSCRIPT RELEASE AUTHORISATION AND INDEMNITY FORM

(Not applicable to University of London and A-Level Certificates)

Student Name : _____
(As per NRIC/Passport)

HELP Student ID: _____ Name of Diploma/Degree: _____

Graduating Year: _____ Nationality: Malaysian/Others, please specify: _____

Contact Number: Mobile: _____ House: _____ Others/Fax: _____

E-mail Address: 1. _____ 2. _____

Mailing Address: _____
(in BLOCK LETTERS)

Postcode: _____

City: _____ Country: _____

Document: (Please Tick ✓) ☐ Certificate ☐ Transcript

Mode of collection:

☐ Authorised 3rd Party: -
Name as per NRIC/Passport: _____

NRIC/Passport Number: _____ HELP Student ID: _____
(If authorised person is a HELP student)

Contact Number: Mobile _____ House _____

☐ To be sent by HELP University
(HELP will **NOT** be responsible for any loss or damage during delivery)

☐ Via Courier:

☐ RM127.20 - International

☐ RM212.00 - International (Africa, Afghanistan, East Timor, Middle East and Mauritius)

☐ RM 31.80 - Local (excluding Sabah and Sarawak)

☐ RM 42.40 - Sabah and Sarawak

Payment for courier or mailing charges should be made by Bank Draft/Banker's Cheque/Cashier's Order payable to **HELP University Sdn Bhd** or cash.

I, _____ NRIC/Passport No. _____ have read
(Name)

and understood the conditions and procedures as stipulated in the important note overleaf. (Please be informed that the information requested herein is for administrative purposes only)

Student Signature _____

Date: ____/____/____

IMPORTANT NOTE:

1. HELP University will **NOT** be responsible for any loss or damage during delivery of the document sent via courier or normal mail.
2. The student will bear all or any costs and be responsible for any loss or damage during delivery.

DETAILS OF COSTS INCURRED AND PROCEDURES FOR APPLYING FOR REPLACEMENT CERTIFICATE AND/OR TRANSCRIPT

1. University of East London (UEL)

<http://www.uel.ac.uk/financialservices/stewardship/registry/assessment/#4>

2. Charles Sturt University (CSU)

Certificate Cost: AUD 100 (payable to CSU) plus RM120 Administrative Fee (payable to HELP University)

- A letter requesting the replacement of certificate/transcript
- Police Report
- CSU Certificate Replacement Form*
- Transcript Cost: AUD25 (payable to CSU via credit card only)
- CSU Transcript Replacement Form*

3. HELP University (HELP)

Certificate Cost: RM150 (payable to HELP University)

- HELP Certificate Replacement Form*
- Police Report
- Transcript Cost: RM20 if Non-Urgent (5 working days)
RM50 if Urgent (3 working days)
- Transcript Application Form*

** available at Registry Department*

For Office Use:

Received by: _____ Date Received: ____/____/____ Receipt No: _____

Date sent: ____/____/____ Courier Service: DHL/TNT/aramex

Consignment Note No: _____

Revised date 16 Dec 2015