

**TUNKU ABDUL RAHMAN UNIVERSITY OF MANAGEMENT AND TECHNOLOGY**  
**APPLICATION FOR LETTER OF CERTIFICATION**

(Please complete in duplicate copy)

**SECTION A : Applicant Particulars**

(To be completed by applicant and submitted to Department of Examinations and Credit Accumulation, 1st Floor of Khaw Kai Boh Building, Kuala Lumpur/Examinations Division, Branch Campuses)

Name : .....  
 (IN FULL & BLOCK LETTERS)

Identity Card No. (new) : ..... Registration No. : .....

Identity Card No. (old) : ..... Year of Graduation : .....

Postal Address : ..... Programme of Study : .....

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.....

.....

Postcode : ..... Campus : .....

Contact Tel No. (H) : ..... (eg. KL / Penang / Perak)

(H/P) : .....

E-mail : .....

Application Fee : **RM150**

[Online Banking via Instant Transfer / Interbank Fund Transfer (IBG) / Cash / Banker's Cheque / Personal Cheque made payable to 'TAR UMT' Public Bank Berhad Account No.: 3-1815641-13]

Attached herewith are the following documents needed upon submission: (Please tick (√) the appropriate box)

A certified copy of Identity Card

Payment of RM150

Collection of Letter of Certification: Campus .....  
 (KL/Penang/Perak)

A certified true copy of Certificate

**Note: The original certificate is needed for verification upon submission of the application.**

Date : ..... Signature : .....

**SECTION B : (For Department of Finance Use) Cash Payment at Department of Finance, TAR UMT KL Campus**

Receipt No.: .....

Date: ..... Issued by: .....

**SECTION C : (For Examinations Department / Division Use)**

Check List : Received from applicant by attending staff

A certified copy of Identity Card

Payment of RM150

Certified true copy of Certificate (confirmed correct against original)

Programme of study verified against the JPA list

Attending staff signature: .....

Attending staff name: .....

Date: .....

Check List : Verification by Officer

Officer signature: .....

Rubber stamp of officer: .....