

**ISTIADAT KONVOKESYEN UNIVERSITI MALAYA | UNIVERSITI MALAYA CONVOCATION CEREMONY  
BORANG KEBENARAN WAKIL UNTUK PENGAMBILAN SKROL DAN TRANSKRIP AKADEMIK  
REPRESENTATIVE'S AUTHORIZATION FORM FOR COLLECTION OF ACADEMIC SCROLL AND TRANSCRIPTS**

**Notes:**

- The graduate/representative should complete the Outstanding Clearance Form I <https://aasd.um.edu.my/academic-verification> prior to collection.
- The graduate should complete and sign this authorization form complete with a copy of graduate's MyKad or Passport and pass the document to the representative.
- The representative must bring along complete document as mentioned in item 1 and a copy of his/her own MyKad or Passport during collection.

<b>A. Maklumat Pemohon / Applicant's information</b>			
<b>Nama Pemohon:</b> <i>Applicant's Name</i>		<b>No. Matrik (lama &amp; baru):</b> <i>Matric No. (old &amp; new):</i>	
<b>Fakulti:</b> <i>Faculty</i>			
<b>No. KP (baru / lama) / No. Pasport:</b> <i>NRIC No. (new / old) / Passport No.:</i>		<b>No. Tel:</b> <i>Tel. No.</i>	<b>Emel:</b> <i>Email</i>
<b>B. Maklumat Ijazah / Qualification Information</b> <i>(Sila tandakan [x] di kotak berkenaan / Please tick [x] in the appropriate box)</i>			
<b>Ijazah / Degree</b>	<b>Nama Program / Name of Programme</b>	<b>Tahun dianugerahkan / Year awarded</b>	
<input type="checkbox"/> <b>Ijazah Sarjana Muda (Versi Bahasa Malaysia)</b> <i>Bachelor's Degree (Malay Version)</i>			
<input type="checkbox"/> <b>Ijazah Sarjana Muda (Versi Bahasa Inggeris)</b> <i>Bachelor's Degree (English Version)</i>			
<input type="checkbox"/> <b>Ijazah Sarjana (Versi Bahasa Inggeris)</b> <i>Master's Degree (English Version)</i>			
<input type="checkbox"/> <b>Ijazah Doktor Falsafah (Versi Bahasa Inggeris)</b> <i>Doctor of Philosophy (English version)</i>			
<input type="checkbox"/> <b>Lain-lain kelayakan (Sila nyatakan):</b> <i>Other qualifications (Please specify):</i>			
<b>C. Maklumat Wakil / Representative's Details</b>			
<b>Nama Wakil / Name of Representative:</b>		<b>No. Kad Pengenalan / Pasport Wakil / NRIC No. / Passport No of Representative</b>	
<b>Hubungan / Relationship:</b>		<b>Alamat Wakil / Representative's Address</b>	
<p>Saya dengan ini melantik nama yang disebutkan di atas sebagai wakil saya untuk mengambil skrol dan transkrip bagi pihak saya. Saya mengakui bahawa Universiti tidak akan bertanggungjawab ke atas sebarang tuntutan yang dibuat oleh saya, sekiranya sijil tersebut rosak atau hilang / I hereby appoint the above-mentioned name as my representative to collect the scroll and transcript on my behalf. I acknowledge that the University will not be held responsible for any claims made by me, should the certificate get damaged or lost.</p>			
<b>D. Pengesahan Graduan / Graduate's Verification</b>			
<p>Saya mengesahkan maklumat yang diberikan adalah BENAR. I hereby confirm all the details are TRUE.</p>			
<b>Tandatangan Pemohon:</b> <i>Applicant Signature:</i>		<b>Tarikh:</b> <i>Date:</i>	
<b>E. Rekod Pengambilan / Collection Record</b>			
<b>Tandatangan Wakil / Representative Signature:</b>		<b>Tarikh Pengambilan / Collection Date</b>	
<b>F. Untuk Kegunaan Pejabat / For Office Use</b>			
<b>Salinan Kad Pengenalan / Passport Graduan</b> <i>Copy of Graduate's MyKad or Passport</i>	<b>Salinan Kad Pengenalan / Passport Wakil</b> <i>Copy of Representative's MyKad or Passport</i>	<b>Borang Pengesahan Hutang</b> <i>Outstanding Clearance Form</i>	
<b>Nama staf BPP / Name of BPP Staff in-charge</b>		<b>Tarikh / Date</b>	