

**ISTIADAT KONVOKESYEN UNIVERSITI MALAYA / UNIVERSITI MALAYA CONVOCATION CEREMONY  
BORANG PENGAMBILAN SKROL DAN TRANSKRIP AKADEMIK  
FORM FOR COLLECTION OF ACADEMIC CERTIFICATES AND TRANSCRIPTS**

**IMPORTANT NOTES**

- 1) Graduates should complete and sign this form, have Section B stamped for Outstanding Clearance and bring the MyKad, Passport or Matric Card to EGC Counter.
- 2) If a representative is collecting the on behalf of the graduate, the graduate must fill out the form and provide:
  - a hard copy of the graduate's and representative's MyKad or Passport (main page only).
  - the Collection of Academic Scroll and Transcripts Form and ensure Outstanding Clearance is completed in Section B.
  - the representative must bring all required documents for collection

<b>Tahun dianugerahkan</b> Year Awarded
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<b>A. Maklumat Pemohon / Applicant's information</b>																											
Nama Pemohon <i>Applicant's Name</i>					No. Matrik (lama & baru) <i>Matric No. (old &amp; new)</i>																						
Nama Program <i>Name of Programme</i>				Kod Program <i>Code of Program</i>																							
Fakulti <i>Faculty</i>				No. KP (baru / lama) / No. Pasport <i>NRIC No. (new / old) / Passport No.</i>																							
Phone No. <i>Tel. No.</i>				Emel <i>Email</i>																							
<b>B. Pengesahan Hutang (WAJIB) / Outstanding Clearance (COMPULSORY)</b>																											
(1) Library		(2) Residential College/ International House		(3) Academic Attire (Robe)		(4) Bursary																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Debts</th> <th>Amount (RM)</th> </tr> <tr> <td>Yes</td> <td>No</td> <td></td> </tr> </table>		Debts		Amount (RM)	Yes	No		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">Debts</th> <th>Amount (RM)</th> </tr> <tr> <td>Yes</td> <td>No</td> <td></td> </tr> </table>		Debts		Amount (RM)	Yes	No		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Attend Convo</th> <th>Returned Date</th> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Attend Convo	Returned Date	Yes	No	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Outstanding</th> <th>Amount (RM)</th> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>		Outstanding	Amount (RM)	Yes	No
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<b>C. Maklumat Wakil (sekiranya berkenaan) / Representative's Details (if applicable)</b>																											
Nama Wakil <i>Name of Representative</i>					No. Kad Pengenalan / Pasport Wakil <i>NRIC No. / Passport No. of Representative</i>																						
Hubungan / Relationship					Alamat Wakil / Representative's Address																						
<input type="checkbox"/> 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>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.</i>																											
<b>D. Pengesahan Graduan / Graduate's Verification</b>																											
<input type="checkbox"/> Saya mengesahkan maklumat yang diberikan adalah BENAR. <i>I hereby confirm all the details are TRUE</i>																											
Tandatangan Pemohon <i>Applicant's Signature</i>					Tarikh <i>Date</i>																						

**UNTUK KEGUNAAN PEJABAT EGC / FOR EGC OFFICE USE**

<b>Rekod Pengambilan / Collection Record</b>							
Nama staf EGC yang bertugas <i>Name of Attending Staff</i>					Tandatangan <i>Signature</i>		
Tandakan (X) dokumen yang diserahkan/diambil oleh Pemohon/Wakil <i>Mark (X) for the document that has submitted/collected by the applicant/representative</i>							
Salinan Kad Pengenalan / Passport Graduan <i>Copy of Graduate's MyKad or Passport</i>				Salinan Kad Pengenalan / Passport Wakil <i>Copy of Representative's MyKad or Passport</i>			
Skrol BM/BI <i>Malay/English Scroll</i>		Transkrip (BM) <i>Transcripts (Malay)</i>		Transkrip (BI) <i>Transcripts (English)</i>			
Tandatangan Pemohon / Wakil <i>Signature</i>					Tarikh Pengambilan / Collection Date <i>Please update in the MAYA system</i>		