

 SOUTHERN UNIVERSITY COLLEGE 南方大學學院	ACADEMIC AFFAIRS, ADMISSION AND REGISTRATION OFFICE	Revision:	03
	DOCUMENTS APPLICATION FORM	Effective Date:	15-March-2022
		Page No:	Page 1 of 1

IMPORTANT NOTES:

- Please pay at Account and Finance Office (Room103) before submission of the form.
- Please collect the document three to seven working days after the submission date. (Student ID & Syllabus are min seven working days)(Official receipt required)

PERSONAL DATA PROTECTION ACT

I understand and agree that Southern University College has the permission to use my personal data for the purpose of administering. I have read, understood and agreed to the Personal Data Protection Act of Southern University College. (Note: You may access and update your personal data by writing to us at reg@sc.edu.my)

PARTICULARS OF STUDENT

Name		Contact No.	
Student ID		Batch No.	
IC / Passport			
Reasons			

Documents (please (v) in the box provided)

Letter of KWSP <1 set> (@RM10)

Letter of MQA <1 set> (@RM8)

• Letter of certification (@RM5)

⇒ Type of Letter : Letter of student status Letter of changing of programme

Letter of deferment / withdrawal Letter of medium of instruction Letter of completion of studies

Letter certifying date of expected completion Letter of postponement for PLKN / National Services

Others: _____

• Academic Record :

Transcript (Student :RM20 Former Student: RM30)

Semester Academic Record (@RM10) (Year : _____ Semester : _____)

• Renew of Student ID Card (@RM25)

• Syllabus : _____ copies (@RM35)

_____ subject (@RM15) ⊗ Course/Subject Applied : _____

Student ID card for status verification at semester final examination (@RM20)

Others : _____

Student's Signature		Date	
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For Account and Finance Office Use Only

Total Payment:	Stamp of AFO:
Reference Number:	Date: