

 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
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IMPORTANT NOTES:

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

PARTICULARS OF STUDENT

Name		Contact No.	
Student ID		Batch No.	
IC / Passport			
Reasons			
<p>Documents (please (v) in the box provided)</p> <p><input type="checkbox"/> Letter of KWSP <1 set> (@RM10)</p> <p><input type="checkbox"/> Letter of MQA <1 set> (@RM8)</p> <p>• Letter of certification (@RM5)</p> <p>⇒Type of Letter : <input type="checkbox"/> Letter of student status <input type="checkbox"/> Letter of changing of programme</p> <p><input type="checkbox"/> Letter of deferment / withdrawal <input type="checkbox"/> Letter of medium of instruction <input type="checkbox"/> Letter of completion of studies</p> <p><input type="checkbox"/> Letter certifying date of expected completion <input type="checkbox"/> Letter of postponement for PLKN / National Services</p> <p><input type="checkbox"/> Others: _____</p> <p>• Academic Record :</p> <p><input type="checkbox"/> Transcript (Student :RM20 Former Student: RM30)</p> <p><input type="checkbox"/> Semester Academic Record (@RM10) (Year : _____ Semester : _____)</p> <p>• <input type="checkbox"/> Renew of Student ID Card (@RM25)</p> <p>• Syllabus : <input type="checkbox"/> _____ copies (@RM35)</p> <p> <input type="checkbox"/> _____ subject (@RM15) ☒ Course/Subject Applied : _____</p> <p><input type="checkbox"/> Student ID card for status verification at semester final examination (@RM20)</p> <p><input type="checkbox"/> Others : _____</p>			
Student's Signature		Date	

For Account and Finance Office Use Only

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