Department	: Academic Affairs, Admission and Registration Office		
Title	: Document Application Form		
Doc. Code	: SUC/F/AARO/02	Edition	: 04
Effective Date	: 11 May 2026	Pages	: Page **1** of **1**

SOUTHERN UNIVERSITY COLLEGE 南方大學學院

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)
3. **All documents must be collected within six (6) months from the date of application.** Documents not collected within this period shall be **automatically destroyed**. Any subsequent request will be treated as a **new application** and shall require **full payment**, with **no refund or compensation** for any previous payment made.

PARTICULARS OF STUDENT

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

Documents (please (√) 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	

For Account and Finance Office Use Only

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