APPLICATION REQUIREMENTS FOR REPRINTING THE DEGREE AND ACADEMIC TRANSCRIPT

1. Application is open to all First Degree graduated students.

2. Applicants can apply for reprinting the Degree and/or Academic Transcript (either in Malay, English, or both)

3. What you need to do:
   i) Fill in the Application Form For Reprinting The Degree and Academic Transcript;
   ii) Prepare Money Order, paid to “UUM Bursar” based on the cost for reprinting as below:
      ♦ Degree
        i) Malay Version - RM 250.00
        ii) English Version - RM 250.00
      ♦ Academic Transcript
        i) Malay Version - RM 10.00
        ii) English Version - RM 10.00
   iii) Prepare Self-address A4 Size “Post Ekspres” envelope.

4. The application will be processed within five (5) working days upon acceptance.

5. Send the completed form to:
   Graduation Unit
   Academic Affairs Department
   Universiti Utara Malaysia
   06010 UUM Sintok
   KEDAH DARUL AMAN
   TEL: 04-9283319/3320
APPLICATION FOR REPRINTING THE DEGREE AND ACADEMIC TRANSCRIPT

Date : __________________________________
Name : __________________________________
Matric No. : __________________________________
I.C / Passport No. : __________________________________
Address : __________________________________

Mobile No. : __________________________________

To:
Graduation Unit
Academic Affairs Department
Universiti Utara Malaysia
06010 UUM Sintok
KEDAH DARUL AMAN
TEL: 04-9283319/3320

Sir

APPLICATION FOR REPRINTING THE DEGREE AND ACADEMIC TRANSCRIPT

I, as the abovementioned name and matric no. would like to request for reprinting the document(s) as below:

DEGREE

☐ MALAY VERSION  
RM 250.00

☐ ENGLISH VERSION  
RM 250.00

ACADEMIC TRANSCRIPT

☐ MALAY VERSION  
RM 10.00

☐ ENGLISH VERSION  
RM 10.00

Note: Please tick (✓) in appropriate box

I attached herewith the money order, paid for UUM Bursar, and a self-address A4 size “Pos Ekspress” envelope for the mailing purpose.

Thank you.

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(Name: ____________________________)

IMPORTANT

- Please read the attached terms and conditions carefully.