



JABATAN HAL EHWAL AKADEMIK
Academic Affairs Department
Collegiality ♦ Communication ♦ Teamwork ♦ Respect
Universiti Utara Malaysia

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PERMOHONAN MENDAPATKAN SURAT RASMI/APPLICATION FOR OFFICIAL LETTER

Nama pemohon/Name of applicant:	
No. Kad pengenalan/IC No./Passport No.:	
No. Matrik/Matric No.:	H/P. No:
Program/Programme:	
Alamat/Address: _____ _____	
*Jenis surat dipohon/Type of letter requested: <input type="checkbox"/> Surat tawaran/Offer letter (cetakan semula/reprint)- please attached proof of payment RM30.00 <input type="checkbox"/> Surat sokongan/Supporting letter (untuk pindah universiti/for university transfer) <input type="checkbox"/> Surat pengesahan/Confirmation letter (Sila nyatakan/Please state): _____	
Tujuan permohonan/ The purpose of request: _____	
*Kaedah kutipan/Methods of collection: <input type="checkbox"/> Diambil di Jabatan Hal Ehwal Akademik/Collect from Academic Affairs Department <input type="checkbox"/> Melalui emel/By e-mail <input type="checkbox"/> Melalui pos/By post (Sila sertakan alamat surat-menyurat/Please provide postal address: _____ _____)	
Tandatangan pemohon/Applicant's signature _____	Tarikh/Date _____
* Sila tandakan (✓) di petak yang berkenaan/Please tick (✓) in appropriate box	

PENTING UNTUK CETAKAN SEMULA SURAT TAWARAN SAHAJA/IMPORTANT FOR REPRINTING OF OFFER LETTER ONLY

Bayaran RM30.00 boleh dibuat atas nama Bendahari UUM di mana-mana cawangan Bank Islam Malaysia Berhad (BIMB)/Payment RM30.00 can be made in favour of Bendahari UUM at any branch of Bank Islam Malaysia Berhad (BIMB)

For Office Use Only

Semua permohonan akan diproses dalam tempoh lima (5) hari bekerja dari tarikh permohonan diterima./All applications will be processed within five (5) working days from the date of application received.