

UNIVERSITI PUTRA MALAYSIA TRANSCRIPT REQUEST FORM

please mark (/) in the appropriate box

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UNIVERSITI PUTRA MALAYSIA TRANSCRIPT REQUEST REQUIREMENTS

TERMS OF APPLICATION

- Only UPM graduates are eligible to submit the request for UPM Transcript.
- Each UPM Transcript request will be processed within **5 WORKING DAYS** from the date of receipt of application payment. Every UPM Transcript application must be applied in advance. Any **walk-in** applications that require same day collection **will not be entertained**.
- If there are any questions, please email to academic_req@upm.edu.my

Documents required for the UPM Transcript application (when submitting the application are as follows):

- The price is **RM10.00** per copy or **RM20.00** (for both Malay and English version).
- The proof of online payment made via the **UPM PAYMENT GATEWAY** account (Choose **Copies of Documents**)
- UPM Transcript Request Form
- Photocopy of i.c/passport
- **Official UPM Transcript Request Letter** (Refer to Attachment) containing information **Full Name, I.c/Passport Number, Student Matric Number, Study Session, Faculty, Program and Address**.
- Completed applications must be sent via email (academic_req@upm.edu.my) or by post to **DIVISION OF ACADEMIC GOVERNANCE, 1ST FLOOR, CANSELORI PUTRA BUILDING, 43400 UPM SERDANG, SELANGOR DARUL EHSAN**.

UPM TRANSCRIPT COLLECTION

- Under normal circumstances, the UPM Transcript must be collected in person at **Division of Academic Governance** after the UPM Transcript Application Form and other supporting documents are received and confirmed. Applicants will be notified once the document is ready for collection.
- Applicants who come in person to collect the UPM Transcript must show their identification document as proof to the officer at the **Division of Academic Governance** on duty.
- If the applicant is unable to attend, the applicant can appoint a representative in writing using the **Official Letter of Appointment of Representative** (Refer to the Attachment) signed by the applicant. The appointed representative must show a valid identification document.
- Documents that are not claimed **after three (3) months** from the date the document is ready based on the confirmation email will be disposed. Applicants whose documents have been disposed must submit a new application according to the normal process along with payment if they need the documents.
- If the applicant requires the UPM Transcript to be delivered by post to their mailing address, applicants must provide **Prepaid Post / Other Delivery Services' envelopes (appropriate size)** self-addressed complete and clearly filled with the applicant's name, mailing address and contact information. Envelopes can be sent together with application form to **DIVISION OF ACADEMIC GOVERNANCE, 1ST FLOOR, CANSELORI PUTRA BUILDING, 43400 UPM SERDANG, SELANGOR DARUL EHSAN**. Please understand that delivery using Pos Malaysia is subject to the controls and conditions of Pos Malaysia Berhad.

Division of Academic Governance
Universiti Putra Malaysia

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(name and address of the applicant)
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To,

DIVISION OF ACADEMIC GOVERNANCE
1ST FLOOR, CANSELORI PUTRA BUILDING
43400 UPM SERDANG
SELANGOR DARUL EHSAN

Date:

Sir/Madam

UNIVERSITI PUTRA MALAYSIA TRANSCRIPT REQUEST

Referring to the above, I am attaching the details of the UPM Transcript application as below:

Name :
I.c/Passport :
Matric No. :
Academic Session :
Faculty :
Programme :

Thank you

.....
(Signature of the applicant)

.....
(name and address of the applicant)
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.....
.....
.....

To,

DIVISION OF ACADEMIC GOVERNANCE
1ST FLOOR, CANSELORI PUTRA BUILDING
43400 UPM SERDANG
SELANGOR DARUL EHSAN

Date:

Sir/Madam

LETTER OF APPOINTMENT OF THE REPRESENTATIVE FOR THE TRANSCRIPT COLLECTION

I am I.c/Passport No

hereby agree to appoint a representative as per details below to collect the UPM transcript on my behalf.

Representative Name	:	
Representative I.c/Passport No	:	
Representative Address	:	
Relationship with the applicant	:	

(The appointed representative must show a valid identification document when collecting documents)

I am fully responsible for this appointment and will not make any claims to **Division of Academic Governance** for any related problems that may arise.

Thank you

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(Signature of the applicant)