



TEL : 603-97696250/3250/3253/3254/3255
 FAKS : 603-89426469
 WEB : www.akademik.upm.edu.my
 EMEL : academic_reg@upm.edu.my

Please mark (/) in the appropriate box

A. REASON OF APPLICATION	B. APPLICATION FOR THE NTH TIME
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <input style="width: 30px; height: 20px; margin-right: 5px;" type="text"/> <div style="background-color: #ccc; padding: 2px 10px;">LOST</div> </div> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <input style="width: 30px; height: 20px; margin-right: 5px;" type="text"/> <div style="background-color: #ccc; padding: 2px 10px;">DAMAGED</div> </div> </div>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <input style="width: 30px; height: 20px; margin-right: 5px;" type="text"/> <div style="background-color: #ccc; padding: 2px 10px;">1</div> </div> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <input style="width: 30px; height: 20px; margin-right: 5px;" type="text"/> <div style="background-color: #ccc; padding: 2px 10px;">2</div> </div> <div style="border: 1px solid black; padding: 5px; display: flex; align-items: center;"> <input style="width: 30px; height: 20px; margin-right: 5px;" type="text"/> <div style="background-color: #ccc; padding: 2px 10px;">3</div> </div> <div style="border-bottom: 1px solid black; width: 100px; margin-left: 20px;"></div> </div>

C. CAUSE OF LOST/DAMAGED	

D. DETAILS OF APPLICANTS																														
NAME	<div></div>																													
I.C/PASSPORT NO.	<div></div>																													
MATRIC NO.	<div></div>																													
FACULTY	<div></div>																													
PROGRAMME	<div></div>																													
YEAR OF GRADUATION	<div></div>																													
DOCUMENT COLLECTION	<div></div> SELF-SERVICE																					<div></div> POST								
ADDRESS	<div></div>																													
POSTCODE	<div></div>										STATE										<div></div>									
PHONE NO.	<div></div>																													
DATE OF APPLICATION	<div></div>																													
SIGNATURE OF THE APPLICANT	<div></div>																													

E. OFFICE USE									
DATE OF RECEIVED OF APPLICATION									
PROCESS DATE									
NOTES									
DATE OF CONFIRMATION									
AUTHORIZATION OF OFFICERS									

UNIVERSITI PUTRA MALAYSIA CERTIFICATE REQUEST REQUIREMENTS

TERMS OF APPLICATION

- Only UPM graduates are eligible to submit the request for UPM Certificate.
- Each UPM Certificate request will be processed within **5 WORKING DAYS** from the date of receipt of application payment. Every UPM Certificate 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 Certificate application (when submitting the application are as follows):

- The price is **RM200** (for both Malay and English version).
- The proof of online payment made via the **UPM PAYMENT GATEWAY** account (Choose **Reproduce Certificate Scroll**)
- UPM Certificate Request Form
- Photocopy of i.c/passport
- **Official UPM Certificate 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 CERTIFICATE COLLECTION

- Under normal circumstances, the UPM Certificate must be collected in person at **Division of Academic Governance** after the UPM Certificate 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 Certificate 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 Certificate 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 CERTIFICATE REQUEST

Referring to the above, I am attaching the details of the UPM Certificate 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)
.....
.....
.....
.....

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 CERTIFICATE COLLECTION

I am I.c/Passport No

hereby agree to appoint a representative as per details below to collect the UPM Certificate 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

.....
(Signature of the applicant)