



REPRESENTATIVE COPY

To: Senior Assistant Registrar  
Student Records Unit,  
Academic Management Division  
Registry

To: Deputy Registrar  
Institute of Postgraduate Studies (IPS)  
**[Postgraduate]**

**[First Degree]**

Tel. No.: 04-653 2336 / 4194

Tel. No.: 04-653 2948 / 2943

**AUTHORIZATION FOR REPRESENTATIVE TO COLLECT DEGREE SCROLL & ACADEMIC TRANSCRIPT**

I \* did / did not attend \_\_\_\_\_ Convocation Ceremony.

\* *Delete whichever is not applicable.*

\* If you did not attend to The Convocation Ceremony or did not take the Academic Dress, kindly please ensure your representative has obtained the confirmation of **APPENDIX SCROLL** slip (stamped and signed) from the Officer on duty at the Bilik Jubah Utama or at the Central Facilities Unit.

I, \_\_\_\_\_ IC No./Passport No: \_\_\_\_\_  
(GRADUAND'S NAME)

Degree Programme: \_\_\_\_\_, hereby agreed to authorise

\_\_\_\_\_ with IC No./Passport No.: \_\_\_\_\_  
(REPRESENTATIVE'S NAME)

to collect my degree scroll and academic transcript from the Student Records Unit/IPS office.

**GRADUAN'S PHONE NUMBER:** \_\_\_\_\_  
(Mobile phone / Office / House)

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_