

To:

Examination Department
University of Cyberjaya
Persiaran Bestari, Cyber 11,
63000 Cyberjaya
Selangor Darul Ehsan

Dear Sir/Madam

AUTHORISATION TO COLLECT ACADEMIC SCROLL AND ACADEMIC TRANSCRIPT

I _____ NRIC/ Passport No. _____
[Graduand's Name]

_____ [Diploma/ Degree/ Master / PhD]

Faculty/ Centre _____

hereby agree to authorize _____ *NRIC/ Passport No. _____
[Representative's Name] *

to collect my academics, scroll and academic transcript on my behalf from the Examination Department.

GRADUAND

Signature :
Name :
NRIC No./ Passport No. :
Contact No. :
Date :

REPRESENTATIVE

Signature :
Name :
NRIC No. / Passport No. :
Contact No. :
Date :

[Officer of Examination Department]

Date : _____

Note:

The authorised representative shall submit the following documents together with this form when collecting academic scroll and academic transcript:

1. Copy of NRIC / Passport of graduand and authorised representative.
2. Completed online Graduation Form

The authorised representative is not allowed to collect academic scroll and academic transcript if they fail to provide the requested documents.