



APPLICATION FOR EARLY ISSUANCE OF CERTIFICATE AND ACADEMIC TRANSCRIPT

Instructions:

- Read all sections carefully. Complete the form with correct information.
- Submit completed form to:

For Postgraduate: Director Centre for Graduate Universiti Malaysia Sarawak 94300 Kota Samarahan Email: postgraduate@unimas.my	For Undergraduate: Director Centre for Undergraduate Studies Universiti Malaysia Sarawak 94300 Kota Samarahan Email: sap@unimas.my
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- For approved application, payment of processing fee of **RM500.00 (Ringgit Malaysia: Five Hundred only)** can be made at the Student Finance Unit or via online at <https://famspay-portal.unimas.my>.
- Submit proof of payment.
- Terms and Conditions: Applicant with NO outstanding university fees and has been certified for Graduation by UNIMAS Senate.

A. PERSONAL DETAILS	B. PROGRAMME DETAILS
Name :	Name of :
Matric No. :	Programme
Identification :	(in full)
Card No./	Name of :
Passport No.	Faculty/Institute
Contact No. :	Level of study :
Email Address :	(Degree/Master/PhD)
Postal Address :	

Please tick (/) where applicable

C. Method of	By	☐	By	☐	E. Convocation	I will attend	:	☐
Collection	Hand:	☐	Mail:	☐	Attendance	In absentia	:	☐

D. Reason of application: (attach with relevant documents; if any)	
_____ Signature	_____ Date

E. Verification (For Office Use Only)			
☐ The applicant has been certified for Graduation by UNIMAS Senate. ☐ There is no outstanding fees in the student's record.	Endorsed by:		
_____ Assistant Registrar	_____ Registrar		
_____ Date	_____ Date		