

Permohonan Pengeluaran Transkrip Awal *Application For Early Transcript*

Arahan/ Instructions

1. Sila isi borang ini dengan tepat dan lengkap/Please complete the form below.
2. Sila kemukakan dokumen salinan resit bayaran yuran graduasi RM100.00/Please submit a copy of the RM100 graduation fee receipt.
3. Bayaran hanya boleh dibuat di Unit Kewangan Pelajar atau di atas talian <https://famspay-portal.unimas.my/>.
Payment can only be made at the Student Finance Unit or via online at <https://famspay-portal.unimas.my/>
4. Sila lampirkan borang penyelesaian hutang seperti di lampirkan.
Please submit the Outstanding Fees form as attached.
5. Hantar borang yang telah lengkap ke alamat berikut :
Submit the completed form to:

Pengarah
Pusat Pengajian Siswazah
Universiti Malaysia Sarawak
94300 Kota Samarahan
u.p: Pusat Pengajian Siswazah

Director
Centre for Graduate
Universiti Malaysia Sarawak
94300 Kota Samarahan
u.p: Pusat Pengajian Siswazah

Untuk Diisi Oleh Pemohon/ To Be Completed By Applicant

A. Maklumat Peribadi/ Personal Details	B. Maklumat Pengajian / Details of Studies
Nama/Name : _____	Program/Programme : _____
No.Matrik/Matric No : _____	Fakulti/Faculty : _____
No Kad Pengenalan/ Identification Card No : _____	Degree : _____
No Tel Bimbit/ HP No : _____	
Emel/Email : _____	
Alamat/ Postal Address : _____	

Sila tanda (/) jika berkenaan/Please tick (/) where applicable

C. Cara Serahan/ Method of Collection	Serahan Tangan/ By Hand	Pos / Mail	D. Kehadiran Konvokesyen / Convocation Attendance	Hadir / Attending	Tidak Hadir/Not Attending
Terma dan Syarat/ Terms and Conditions	1. Graduan telah menyelesaikan semua hutang dengan Universiti. <i>Graduates have settled all outstanding university fees.</i> 2. Permohonan tertakluk kepada kelulusan Senat. <i>All applications are subjected to the Senate approval.</i> 3. Transkrip akan diserahkan dalam tempoh 14 hari bekerja selepas kelulusan Pengarah. <i>The academic transcripts can be collected within 14 working days after approval from Director.</i>				

Tandatangan/Signature

Tarikh/Date

E. Pengesahan (Kegunaan Pejabat Sahaja) / Verification (For Office Use Only)

☐ Disahkan layak bergraduasi oleh Senat/ <i>Certified graduated by the Senate</i> ☐ Semua hutang telah dijelaskan kepada Universiti/ <i>No outstanding fees to the University</i>	Disahkan oleh/ <i>Endorsed by:</i> _____ Timbalan Pendaftar / <i>Deputy Registrar</i> _____ Tarikh/Date
	_____ Pengarah / <i>Director</i> _____ Tarikh/Date



Penyelesaian Hutang Universiti
Confirmation of Settlement

Arahan/ Instructions:

- Sila lengkapkan borang ini dengan mendapatkan pengesahan **TIADA HUTANG TERTUNGGAK** daripada Pusat Tanggungjawab berikut:
Please complete this form by obtaining confirmation of no outstanding fees from the respective centres below:

Pengesahan/ Verification	Tandatangan & Cop PTJ/ Signature & stamp No resit (sekiranya ada)/ Receipt No (If applicable)
Yuran Universiti (Unit Kewangan Pelajar) / University Tuition Fees (Student Finance Unit)	
Kolej Kediaman (Unit Penginapan Pelajar)/ Residential College (Student Accommodation Unit)	
Bahagian Keselamatan/ Security Division	
Perpustakaan Tun Abdul Rahman Ya'kub (PeTARY)	
Arena Tun Tuanku Haji Bujang (UNIMAS Sports Centre)	
Bahagian Hal Ehwal Pelajar/ Student Affairs and Alumni Division	

Tandatangan/ Signature

Nama/ Name :

No. Matrik/ Matric No :

Tarikh/ Date :