



PUSAT PENGURUSAN AKADEMIK • CENTRE FOR ACADEMIC MANAGEMENT

SURAT KUASA PENGAMBILAN SKROL IJAZAH/DIPLOMA ATAU MOHON DIPOSKAN
AUTHORIZATION FORM : COLLECTION OF SCROLL OR COURIER OF SCROLL

Pengarah
Pusat Pengurusan Akademik
Universiti Kebangsaan Malaysia
43600 UKM Bangi

Director
Centre for Academic Management
Universiti Kebangsaan Malaysia
43600 UKM Bangi

Tuan/Puan,
Sir/Madam,

Surat Kuasa Pengambilan Skrol Ijazah / Mohon diposkan (potong yang tidak berkenaan)
Authorization of Skrol Collection / Courier of Scroll (delete whichever is not applicable)

Saya (Nama Pelajar) _____ No.Tel: _____

No. Kad Pengenalan/ No. Pasport _____ Fakulti: _____ No. Pendaftaran: _____
Dengan ini memberi kuasa kepada (Nama Wakil) No. Kad Pengenalan/No. Pasport (Wakil) _____ untuk mengambil skrol bagi pihak diri saya. Saya akan bertanggungjawab sekiranya berlaku kehilangan atau kerosakan pada skrol tersebut. Bersama ini disertakan salinan Kad Pengenalan/Pasport saya dan wakil serta **Slip Pemulangan Jubah** (sebagai bukti) *selepas Majlis Konvokesyen.

I (Student Name) _____ Phone No: _____

Indetification no/passport no. _____ Faculty: _____ Registration No: _____

hereby authorize (Representative' name) _____ Identification No./Passport No.: _____ to collect scroll on behalf of myself. I will be responsible in the event of loss or damage to the scroll. I hereby attached copies of our indetification card/passport and my representative together with **gown returnable receipt** (as proof) * **after the Convocation Ceremony.**

Sekian, terima kasih.
Thank you.

Yang benar,
Yours sincerely,

(Tandatangan)
(Signature)

Tarikh
Date



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PUSAT PENGURUSAN AKADEMIK (AKADEMIK UKM)

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E-mel: akad@ukm.edu.my Web: www.ukm.my/akademik

WAJIB / MANDATORY

Sila lekatkan salinan Kad Pengenalan/Pasport **(Pelajar)**
Please attach a copy of the Identity Card/Passport (Student)

Sila lekatkan salinan Kad Pengenalan/Passport **(Wakil)**
Please attach a copy of the Identity Card/Passport (Representative)

Adalah dimaklumkan bahawa Universiti ini tidak akan bertanggungjawab sekiranya skrol hilang atau rosak sewaktu dalam pengiriman pos. Oleh yang demikian, tuan/puan tidak boleh membuat sebarang tuntutan gantirugi atau tuntutan lain daripada Universiti jika berlaku kehilangan atau kerosakan ke atas skrol tersebut.

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PERHATIAN PENTING: Sila kemukakan borang permohonan beserta salinan Kad Pengenalan/Pasport, salinan Skrol/Ijazah (jika ada) dan resit rasmi bayaran.

IMPORTANT REMINDER: Please enclose a copy of your IC/Passport, a copy of the degree certificate (if possible), and the proof of payment.

Pembayaran boleh dibuat terus ke akaun Bendahari melalui DuitNow QR dan direkodkan melalui Google Form. Pelajar hanya perlu mengimbas QR Code yang disertakan di bawah dan boleh membuat pembayaran langsung ke akaun Bendahari UKM.



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Address if scroll need to be couriered:

Kos penghantaran seperti berikut:

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