

GUIDELINES FOR CERTIFICATE & ACADEMIC TRANSCRIPT COLLECTION

1) Guidelines for self-collecting the foundation certificate & academic transcript at the counter

- Students will be given information about the date and time for collection of certificate and academic transcript through the Student Portal. The certificate and academic transcript can be collected at the:

**Centre for Degree and Foundation Studies
School of Professional and Continuing Education (SPACE)
Level 4, Block T05,
Universiti Teknologi Malaysia,
81310 Skudai, Johor, Malaysia.**

2) Guidelines for representatives collecting the foundation & academic transcript at the counter

- Fill up the consent form for collecting the certificate and academic transcript: **Consent Form For The Collection of Certificate & Academic Transcript on Behalf of Graduate**
- Enclose a copy of the **Graduate's Identity Card/Passport**
- **Representatives need to bring and hand in their Identity Card/Passport to verify the consent given together with the consent form.**

3) Guidelines for delivering the foundation & academic transcript via courier service

- Fill up the form for postage the certificate and academic transcript: **Authorization Form For Postage of Certificate & Academic Transcript**
- Submit the form to <https://forms.gle/kPRDyiri7F3h6Ei1A>
- The postage fees of RM10.00 will be charged. Students need to enclose a copy of payment slip for courier service
- Payment can be made via online banking to the **CIMB Bank Berhad, Account No. 8601518228 (UTMSPACE)**

Please note that the University will not be held responsible for any loss / non-delivery / damage to the certificate and academic transcript.

REMINDER:

1. Please be informed that the **original certificate and academic transcript will only be printed once for each student and no original replacement will be available.**
2. The **transcript will not be issued if the students still have any outstanding debts to the faculty.**
3. **Uncollected transcripts after six (6) months will be disposed of. New applications and repayments need to be submitted to retrieve the transcripts.**