



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

School of  
Professional and  
Continuing  
Education  
(SPACE)

## 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 transcripts through the Student Portal. The certificate and academic transcript can be collected at the:

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

**Operating Hours:**

**Monday & Wednesday : 8.30 am – 1.00 pm | 2.00 pm – 4.30 pm**

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

- Fill up the **Consent Form for Collecting the Certificate and Academic Transcript:** [Click Here](#)
- Enclosed a copy of the **Graduate's Identity Card/Passport**
- **Representatives must upload or bring a copy of the Graduate's Identity Card/Passport and submit it together with the consent form to verify the consent given**

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

- Fill up the **Authorization Form for Postage the Certificate and Academic Transcript:** [Click Here](#)
- The postage fees of **RM10.00** will be charged. Students need to enclose a copy of payment slip for courier service. (*Note: Students will have to pay the postage again if the academic transcript and certificate are sent separately*)
- Payment can be made via online banking to the **CIMB Bank Berhad, Account No. 8601518228 (UTMSPACE).**
- At the **recipient reference**, please write '**POSTAGE ASASI**' and at the **payment details**, please write your '**FULL NAME**'.

**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.**