



GUIDELINES FOR CERTIFICATE & TRANSCRIPT COLLECTION FOUNDATION PROGRAMME

1) Guidelines for Self-Collection the certificate and 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 – 5.00 pm

Friday : 8.30 am – 12.00 pm | 3.00 pm – 5.00 pm

2) Guidelines for collection of certificate and transcript by a Representative

- If you are unable to collect the documents in person, you may appoint a representative to do so on your behalf
- Complete the **Consent Form for Collecting the Certificate and Academic Transcript:** [Click Here](#)
- Attach a copy of the **Graduate's Identity Card/Passport**
- The representative must submit the completed consent form together with a copy of the graduate's Identity Card (IC) or Passport for verification purposes when collecting the documents

3) Guidelines for Delivery of the certificate and transcript via courier service

- Complete the **Authorization Form for Postage the Certificate and Academic Transcript:** [Click Here](#)
- A postage fee of **RM10.00** will be charged. Students are required to **submit a copy of payment slip/receipt as proof of payment**
 - Note: An additional postage fee will be charged if the academic transcript and certificate are requested to be sent separately.*
- Payment can be made via online banking to the **CIMB Bank Berhad, Account No. 8601518228 (UTMSPACE)**
- In the **Recipient Reference** field, please indicate '**POSTAGE ASASI**' and in the Payment Details/Description field, please indicate your '**FULL NAME AND MATRIC NUMBER**'.

Important Notice:

Please note that the University shall not be held responsible for any loss, non-delivery, delay, or damage to the foundation certificate and academic transcript once they have been handed over to the courier service for delivery.

Reminder:

- The original foundation certificate and academic transcript are issued only once to each graduate. No replacement of the original documents will be provided in the event of loss, misplacement, or damage.
- The Academic Transcript and Certificate will only be released after all outstanding fees, fines, or other financial obligations to the University have been fully settled.
- Students with outstanding debts to the Faculty or University will not be eligible to receive their academic transcript until the outstanding balance has been cleared.