



**BAHAGIAN PENGAJIAN PRASISWAZAH
UNDERGRADUATE STUDIES DIVISION**

**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://payportal.unimas.my/epayment/>.
Payment can only be made at the Student Finance Unit or via online at <https://payportal.unimas.my/epayment/>
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 : **Pendaftar**
Universiti Malaysia Sarawak
94300 Kota Samarahan
u.p: Bahagian Pengajian Prasiswazah
Submit the completed form to:

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	<ol style="list-style-type: none">1. Graduan telah menyelesaikan semua hutang dengan Universiti. Graduates have settled all outstanding university fees.2. Permohonan tertakluk kepada kelulusan Senat. All applications are subjected to the Senate approval.3. Transkrip akan diserahkan dalam tempoh 14 hari bekerja selepas kelulusan Pendaftar. The academic transcripts can be collected within 14 working days after approval from Registrar.								
_____					_____				
Tandatangan/Signature					Tarikh/Date				

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

<input type="checkbox"/> Disahkan layak bergraduasi oleh Senat/ Certified graduated by the Senate	Disahkan oleh/ Endorsed by:
<input type="checkbox"/> Semua hutang telah dijelaskan kepada Universiti/ No outstanding fees to the University	
_____	_____
Timbalan Pendaftar / Deputy Registrar, BPPs	Pendaftar / Registrar
_____	_____
Tarikh/Date	Tarikh/Date



**Penyelesaian Hutang Universiti
Confirmation of Settlement**

Arahan/ Instructions:

1. 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	
Pusat Khidmat Maklumat & Akademik (PKMA)/ Centre for Academic Information Services (CAIS)	
Pusat Sukan/ Sport Centre	
Bahagian Hal Ehwal Pelajar/ Student Affairs and Alumni Division	

Tandatangan/ Signature

Nama/ Name:

No. Matrik/ Matric No:

Tarikh/ Date