

FORM UP19 : APPLICATION FOR DELIVERY OF SCROLL AND ACADEMIC TRANSCRIPT

Date :

Assessment and Examination Division
Open University Malaysia
Level 9, Block C
Kompleks Kelana Centre Point
Jalan SS7/19, Kelana Jaya
47301 Petaling Jaya
Selangor
Fax: 03-7803 0745
Email: secretariat_konvo@oum.edu.my

Dear Sir,

APPLICATION FOR DELIVERY OF SCROLL AND ACADEMIC TRANSCRIPT

For your information, I will not be attending the 26nd Convocation Ceremony. Kindly send my scroll and academic transcript based on the following particulars :

Name : _____
(In capital letter)

I.C No : _____ Mobile No : _____

Correspondence Address (including postcode) :

(In capital letter)

Degree/Diploma: _____

Attached herewith is the certified documents for your reference ::

1. Copy of identity card
2. Copy of payment receipt for graduand who did not attend the convocation **(RM100.00 per person)**

I understand that delivery of scroll and academic transcript is subject to no outstanding fees and OUM will not be held responsible for any damages or loss of scroll and academic transcript during delivery process.

Thank you for your cooperation.

Yours sincerely,

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(Graduand' Signature)