



**BORANG PERMOHONAN IJAZAH DAN TRANSKRIP AKADEMIK KALI KE-DUA**  
APPLICATION FORM FOR DEGREE AND ACADEMIC TRANSCRIPT SECOND COPY

Tarikh / Date : \_\_\_\_\_  
Nama / Name : \_\_\_\_\_  
No. Matrik / Matric No.: \_\_\_\_\_  
No. K/P / I.C No. : \_\_\_\_\_  
Alamat / Address : \_\_\_\_\_  
Telefon / Telephone : \_\_\_\_\_

Untuk Kegunaan Pejabat  
Official Use Only

Farhana Abdul Wahab  
Penolong Pengarah Kanan  
(Senior Assistant Director)  
Unit Pengijazahan  
(Graduation Unit)  
Jabatan Hal Ehwal Akademik  
(Academic Affairs Department)  
Universiti Utara Malaysia  
06010 UUM Sintok  
**KEDAH DARUL AMAN**

Puan /Madam

**PERMOHONAN MENDAPATKAN IJAZAH DAN TRANSKRIP AKADEMIK KALI KE DUA**  
APPLICATION FOR DEGREE AND ACADEMIC TRANSCRIPT SECOND COPY

Saya seperti nama dan no. matrik di atas ingin memohon :  
I, as the above name and matric no. would like to request for:

**(sila tandakan (✓) di petak yang berkenaan)**  
**(please tick (✓) in appropriate box)**

**IJAZAH BAHASA MELAYU**  
ORIGINAL DEGREE (IN MALAY)  
RM 250.00

**TRANSKRIP AKADEMIK BAHASA MELAYU**  
ACADEMIC TRANSCRIPT (IN MALAY)  
RM 10.00

**IJAZAH BAHASA INGGERIS**  
ORIGINAL DEGREE (IN ENGLISH)  
RM 250.00

**TRANSKRIP AKADEMIK BAHASA INGGERIS**  
ACADEMIC TRANSCRIPT (IN ENGLISH)  
RM 10.00

Kerjasama dan jasa baik puan di dalam perkara ini amatlah dihargai dan didahului dengan ucapan terima kasih.  
Your kind cooperation in this matter is much appreciated.

Terima kasih.  
Thank you.

Yang Benar  
Yours Sincerely

( )

- Sila baca dengan jelas syarat-syarat permohonan yang dilampirkan.
- Please read the attached terms and conditions.

**SYARAT PERMOHONAN CETAKAN IJAZAH DAN TRANSKRIP  
AKADEMIK KALI KEDUA**  
*APPLICATION REQUIREMENTS FOR DEGREE AND ACADEMIC  
TRANSCRIPT (SECOND COPY)*

- 1.0** Terbuka kepada semua pelajar Ijazah Sarjana Muda yang telah BERGRADUAT;  
*Applicable to all students who have COMPLETE THEIR STUDIES*
- 2.0** Pemohon boleh membuat permohonan untuk mencetak Ijazah Asal atau Transkrip Akademik (dua versi – Bahasa Melayu/Bahasa Inggeris).  
*Applicants can request for a Original Degree or an Academic Transcript (In Malay or English)*
- 3.0** Kadar bayaran cetakan tertakluk kepada jenis permohonan seperti berikut:  
*Charge rate is subject to the type of application:*
- |  |             |  |
|--|-------------|--|
| ◆ <b>Ijazah Bahasa Melayu</b><br><i>Original Degree (In Malay)</i>                     | - RM 250.00 | } Menggunakan Wang<br>Pos atas nama<br>"BENDAHARI UUM"<br><br><i>Using Money Order<br/>addressed to "UUM<br/>BURSAR"</i> |
| ◆ <b>Ijazah Bahasa Inggeris</b><br><i>Original Degree (In English)</i>                 | - RM 250.00 |  |
| ◆ <b>Transkrip Akademik Bahasa Melayu</b><br><i>Academic Transcript (In Malay)</i>     | - RM 10.00  |  |
| ◆ <b>Transkrip Akademik Bahasa Inggeris</b><br><i>Academic Transcript (In English)</i> | - RM 10.00  |  |
- 4.0** Permohonan perlu melalui borang yang telah disediakan oleh Unit Pengijazahan, Jabatan Hal Ehwal Akademik dan borang tersebut perlu dihantar melalui pos kepada alamat:  
*An application MUST use the form provided by Graduation Unit, Academic Affairs Department and submitted by mail to the address:*

**Farhana Abdul Wahab**  
**Penolong Pengarah Kanan** (*Senior Assistant Director*)  
**Unit Pengijazahan** (*Graduation Unit*)  
**Jabatan Hal Ehwal Akademik** (*Academic Affairs Department*)  
**Universiti Utara Malaysia**  
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- 5.0** Pastikan pemohon menghantar :  
*An application checklist are as below:*
- ✓ **Borang Permohonan ;**  
*Application Form*
  - ✓ **Wang Pos Kadar Bayaran Cetakan Ijazah/Transkrip (atas nama Bendahari UUM) dan ;**  
*Money order addressed to UUM Bursar (based on type or request)*
  - ✓ **Sampul pos ekspres beralamat sendiri bersaiz A4**  
*Self-address "Post Express" envelope (A4 size)*
- 6.0** Permohonan akan diproses selama **SATU (1) MINGGU (hari bekerja)** dari tarikh permohonan dibuat.  
*Application process will take ONE (1) WEEK (5 working days) from the date of an application received.*