



## Application for Academic Transcript

A student may apply for a copy of their Academic Transcript at any time.

A free copy will be issued on graduation

Cost: RM 20 per copy

**(Please see reverse side for instruction)**

**The processing time of within a working day (24 hours) is required upon receiving your complete application.**

**Please use block letters**

Monash ID: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Title (Please circle or specify) Mr/Mrs/Ms/ \_\_\_\_\_

### Personal Details (Complete your name in full)

Family name: \_\_\_\_\_

Given names: \_\_\_\_\_

Previous name: \_\_\_\_\_

### Mailing Address

Number / Street : \_\_\_\_\_

City/Town : \_\_\_\_\_

State/Region : \_\_\_\_\_

Postcode : \_\_\_\_\_

Country : \_\_\_\_\_

### Telephone

Phone (home): \_\_\_\_\_

Phone (office): \_\_\_\_\_

Mobile number: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_

### Indicate number of copies requires and method of receipt

Number of copies

To be collected

Mail to above address

Have you **Graduated**?  Yes

No

If 'Yes', in what year did you graduate? \_\_\_\_\_

### **Do you require your Academic Transcript to reflect that you have completed your course?**

Yes

No

(If 'Yes', this might result in a delay in the production of the Academic Transcript.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Instruction - Application for Academic Transcript**

### **I. Application by walk-in** (submitting application in person):

- 1) Complete this form in full.
- 2) Make payment at the cashier counter by presenting the completed application form.  
Cash, bank drafts, or cheques drawn on a Malaysian bank are acceptable.
- 3) The cashier will stamp the form and issue you a receipt - submit the stamped application form and receipt to Student Administration Services Centre

### **II. Application by mail:**

- 1) Complete this form in full.
- 2) Enclose a bank draft, or a cheque drawn on a Malaysian bank, to “**Monash University Malaysia**” and mail it to:

**Student Administration Services Centre  
Monash University  
Jalan Lagoon Selatan  
Bandar Sunway  
46150 Petaling Jaya  
Selangor Darul Ehsan  
Malaysia**