



Student Letter Application Form

Student may apply for a short letter at any time from the Student Administration Services counter.
 A cost of RM10.00 will be incurred for the first copy and RM5.00 for every subsequent copy.
 Your request will be processed within a working day (24 hours) upon receiving your complete application.
(Please turn overleaf for the relevant instructions)

The normal production time is a minimum of 24 hours from receipt of request.

Monash I/D No: _____ Date of Birth: _____ / _____ / _____

Course: _____ (DD MM YY)

Intake: _____ I/C No: _____

Complete your name in full (Please use block letters)

Title (Please circle) Mr/Mrs/Ms/Miss/Dr

Given Names: _____

Family Name: _____

Mailing Address: _____

Telephone: _____ (home) _____ (h/p)

Fax: _____ (home) _____ (work)

Type of Letter:

- Enrolment Verification
 Enrolment Verification for EPF
 Forecast Completion Date
 Proof of Qualification
 Proof of Graduation
 Proof of Attendance at a forthcoming Graduation Ceremony
 Others (please specify): _____

Purpose of the letter: _____

Indicate number of copies required and method of receipt:

Number of copies:

To be collected: OR Mail to above address:

Signature: _____

Date: _____

Monash University

Instruction - Application for Short Letter

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 Sunway Campus** and mail it to:

**Student Administration Services Counter
Student Administration and Systems Department
Monash University Sunway Campus Malaysia
Jalan Lagoon Selatan
Bandar Sunway
46150 Petaling Jaya
Selangor Darul Ehsan
Malaysia**