

COLLECTION OF CERTIFICATE / TRANSCRIPT MMC

IMPORTANT NOTES:

1. Graduates are to COMPLETE and SIGN the said form in their OWN HANDWRITING. Only ORIGINAL COMPLETED AUTHORISATION FORMS will be accepted.
2. Before collecting the certificate / transcripts, please ensure:
 - a) all outstanding debts are paid (if any)
 - b) graduand who did not attend the convocation ceremony must have paid the graduation fees

PERSONAL DETAILS

FULL NAME OF APPLICANT			
IC NO	TELEPHONE NUMBER	EMAIL ADDRESS	
FULL POSTAL ADDRESS to which the certificate is to be sent (please print clearly)			
ID NO	PROGRAM & CAMPUS	INTAKE	CONVOCATION YEAR
Please state any specific requirements (e.g. stamped, sealed envelope)			
A confirm that the details above refer to my own academic history and achievements and I have read and understood the conditions on this form: (your <u>handwritten</u> signature & date)			

REQUEST DETAILS

<p>COLLECTION</p> <p><input type="checkbox"/> Collection of Certificate and Transcripts</p> <p>Please select collection method:</p> <p><input type="checkbox"/> Collect from MMU ERU Office Address : EXAMINATION & RECORD UNIT (ERU) Multimedia University (MMU) Persiaran Cyberjaya 63100 Cyberjaya</p> <p><input type="checkbox"/> Courier Service Please send Self-Addresses POSLAJU Envelope Prepaid (L size) to : Examination & Record Unit (ERU) Multimedia University (MMU) Persiaran Cyberjaya 63100 Cyberjaya</p>	<p>REPLACEMENT</p> <p><input type="checkbox"/> Replacement of Certificate (RM 150.00) <input type="checkbox"/> Replacement of Academic Transcript (RM100.00)</p> <p>Reason</p> <p><input type="checkbox"/> Lost or stolen <input type="checkbox"/> Damaged - original award certificate must be surrendered <input type="checkbox"/> Change of name – original evidence or a certified copy must be attached (Passport or NRIC) and original award must be surrendered.</p> <hr/> <p>PAYMENT</p> <p>Payment could be made to:</p> <p>CIMB Bank ACCOUNT NO: 8600901957 (MULTIMEDIA COLLEGE SDN.BHD.)</p> <p>Please attach original payment slip/ bank slip with this application as the proof of payment. Reference Number : _____</p>
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FOR OFFICE USE ONLY

Items	Amount	Attachment
Tuition Fees		
Graduation / Convo Fees		
Payment Slip (for Replacement)		
Police report (for Replacement)		

Date of Received: _____

Date of Collection: _____

DATA PROTECTION

MMC takes responsibility under the Malaysia Personal Data Protection Act 2010 (the “PDPA”) seriously as we recognize the importance of the personal data you have entrusted to us.

For more information, see the Privacy Policy & Notice at MMU’s website <https://www.mmu.edu.my> or MMC webpage mmu.edu.my/MMC