

Date: _____

Division of Examination and Awards (DEAS)
Universiti Tunku Abdul Rahman

Dear Sir / Madam

Letter of Authorisation for the Collection of Document(s) Issued by DEAS

I, _____, NRIC No. _____
(Name as in NRIC)

Student Registration No. _____ Programme _____
would like to collect the following document(s) from DEAS:

*(Please tick the document(s) applicable and * delete whichever not applicable)*

Certificate (Foundation/ Bachelor/ Master/ PhD*)	Completion of Study Letter (Foundation/ Bachelor/ Master/ PhD*)
Academic Transcript (Foundation/ Bachelor/ Master/ PhD*)	Malaysian Qualification Statement (Bachelor/ Master/ PhD*)
Statement of Result (Foundation/ Bachelor/ Master/ PhD*)	MUET Result Certificate
Notification of Results (Exam Month &Year: _____)	Others (Please Specify): _____ _____

However, I am unable to collect the above document(s) due to the following reason(s):

.....
.....
.....

I hereby authorize.....NRIC No. _____
(Name as in NRIC)

to collect on my behalf the above mentioned document(s).

I AGREE to be solely responsible and CONFIRM that I will NOT hold UTAR responsible for any damage, loss or misplacement of the said document(s) during transmission through my above-named authorised agent.

I hereby enclose for your reference and retention:

- (1) One photocopy of my NRIC**
- (2) One photocopy of my agent's NRIC**

Thank you.

Yours sincerely

.....

(Signature)

Telephone/ Mobile No. :

IMPORTANT NOTES:

Students/Graduates are to **COMPLETE** and **SIGN** the said form in their **OWN HANDWRITING**.

THE UNIVERSITY RESERVES THE RIGHT NOT TO ISSUE THE DOCUMENT(S) TO AN AUTHORISED AGENT OF THE STUDENT IF THE UNIVERSITY IS OF THE OPINION THAT THE AUTHORISATION LETTER IS INCOMPLETE FOR ANY REASON WHATSOEVER INCLUDING BUT NOT RESTRICTED TO CONFLICTING OR UNCLEAR DETAILS OR VARIATION FROM UNIVERSITY RECORDS.