



**BAHAGIAN PENGAJIAN PRASISWAZAH
UNDERGRADUATE STUDIES DIVISION**

**Permohonan Pengeluaran Transkrip Awal
Application For Early Transcript**

Arahan/ Instructions

- Sila isi borang ini dengan tepat dan lengkap. / Please complete the form.
- Sila kemukakan salinan resit bayaran caj pos (jika berkaitan) dan yuran graduasi RM100.00/ Please submit a copy of the postage charge (if applicable) and the RM100 graduation fee payment receipt.
- Bayaran hanya boleh dibuat di Unit Kewangan Pelajar atau di atas talian <https://payportal.unimas.my/epayment/>
Payment can only be made at the Student Finance Unit or online at <https://payportal.unimas.my/epayment/>
- Sebarang pertanyaan berkaitan dengan bayaran, sila hubungi Unit Kewangan Pelajar.
Please contact Student Finance Unit regarding payment inquiries.
- Sila isi **Borang Aduan** yang terdapat di dalam Laman Web BPPs (www.bpps.unimas.my) sekiranya terdapat kesilapan maklumat dalam tempoh 30 hari dari tarikh surat ini dikeluarkan. Sebarang semakan selepas tempoh ini tidak akan dipertimbangkan.
Please fill in the complaint form on BPPs website (www.bpps.unimas.my) if there are any errors in information within 30 days from the issuance date of this letter. Any review after this period will not be entertained.
- Hantar **borang yang telah lengkap ke alamat atau emel berikut:**
Submit the completed form to the following postal address or email:

Timbalan Pendaftar
Bahagian Pengajian Prasiswazah
Universiti Malaysia Sarawak
94300 Kota Samarahan
Email: Graduate_Ugrad@unimas.my

Untuk Diisi Oleh Pemohon/ To Be Completed By Applicant

A. Maklumat Peribadi/ Personal Details		B. Maklumat Pengajian / Details of Studies	
Nama/Name	:	Program/Programme	:
No. Matrik/Matric No.	:	Fakulti/Faculty	:
No. Kad Pengenalan/ Identification Card No.	:	Degree	:
No Tel Bimbit/ HP No.	:		
Emel/Email	:		
Alamat/ Postal Address	:		

Sila tanda (f) jika berkenaan/Please tick (f) where applicable

C. Cara Serahan/ Method of Collection	Serahan Tangan/ By Hand	Pos/Mail
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Terma dan Syarat/ Terms and Conditions

- Graduan telah menyelesaikan semua hutang dengan Universiti.
Graduates have settled all outstanding university fees.
- Permohonan tertakluk kepada kelulusan Senat.
All applications are subjected to the Senate approval.
- Transkrip akan diserahkan dalam tempoh 14 hari bekerja selepas kelulusan Pendaftar.
The academic transcripts can be collected within 14 working days after the approval from the Registrar.
- Graduan yang memilih penghantaran dokumen secara pos akan dikenakan caj pengeposan seperti berikut:
Graduates that choose to send the document through mail will be charged according to the following:

Dalam Negara (Semenanjung Malaysia/ Sabah/ Sarawak) / Domestic (Peninsular Malaysia/ Sabah/ Sarawak)	Luar Negara / Overseas
RM 15.00 (minimum)	RM 150.00 (minimum)

Nota: Kos penghantaran tertakluk kepada berat dokumen yang dihantar dan pelajar harus membayar kos tambahan sekiranya melebihi caj yang dikenakan. / Note: Delivery costs are subject to the weight of the documents submitted and students must pay additional costs if they exceed the charges.

Tandatangan/Signature

Tarikh/Date

D. Pengesahan (Kegunaan Pejabat Sahaja) /Verification (For Office Use Only)

<input type="checkbox"/> Disahkan layak bergraduasi oleh Senat/ Certified eligible to graduate by the Senate	Disahkan oleh/ Endorsed by:		
<input type="checkbox"/> Semua hutang telah dijelaskan kepada Universiti/ No outstanding fees to the University			
_____ Timbalan Pendaftar Kanan / Senior Deputy Registrar, BPPs	_____ Tarikh/Date	_____ Pendaftar / Registrar	_____ Tarikh/Date



Penyelesaian Hutang Universiti
Confirmation of Settlement

Arahan/ Instructions:

1. Sila lengkapkan borang ini dengan mendapatkan pengesahan **TIADA HUTANG TERTUNGGAK** daripada Pusat Tanggungjawab berikut:
Please complete this form by obtaining confirmation of no outstanding fees from the respective centres below:

Pengesahan/ Verification	Tandatangan & Cop PTJ/ Signature & stamp Nombor Resit (sekiranya ada)/ Receipt Number (If applicable)
<p style="text-align: center;">Yuran Universiti (Unit Kewangan Pelajar) / University Tuition Fees (Student Finance Unit)</p> <p>i. Noorul Asmah binti Zaidel (znasmah@unimas.my) ii. UKP (ukp2@unimas.my)</p>	
<p style="text-align: center;">Kolej Kediaman (Unit Penginapan Pelajar)/ Residential College (Student Accommodation Unit)</p> <p>i. Bong Azmir bin Hat @ Bong Hata (bhbazmir@unimas.my) ii. Diana Anak Karong (kdiana@unimas.my) iii. Agnes Selai Ak Awat (Pelajar Kolej Dahlia) (agnes.uhsb@gmail.com)</p>	
<p style="text-align: center;">Bahagian Keselamatan/ Security Division</p> <p>i. Nazatul Shima Binti Sukeng (ssnazaatul@unimas.my) ii. Charles Maclean Anak Ridis Rinyod (rcmaclean@unimas.my)</p>	
<p style="text-align: center;">Perpustakaan Tun Abdul Rahman Ya'kub (PeTARY)</p> <p>i. Mohd. Zulfakhri Bin Mohd. Afandi (mamzulfakhri@unimas.my) ii. Norazlina binti Abdul Rahman (arnorazlina@unimas.my)</p>	

Tandatangan/ Signature

Nama/ Name:

No. Matrik/ Matric No.:

Tarikh/ Date: