

## STUDENT LETTER APPLICATION FORM

This form is to be used by students of Monash University Malaysia only. Please note that the application for student letter via WES is **NOT** applicable for students of Monash University Malaysia .

The request for student letter will be processed within one working day upon receipt of the duly completed application. *All international students who are currently enrolled are required to present their original passport for verification purposes upon collection of the letter(s).*

### General Information

A range of formal University letters is available should you be required to verify your enrolment or qualification details. For more information, please refer to <http://www.monash.edu.my/Student-services/>.

### Cost

Student letters cost RM10.00 for the first copy and RM5.00 for every subsequent copy **per application**.

### Lodgment of Application

- I. **Application by walk-in** (submitting application in person):
  - i. Complete this form in full.
  - ii. Make payment at the cashier counter by presenting the completed form. Cash, bank drafts, or cheques (drawn on a Malaysian bank) are acceptable.
  - iii. The cashier will stamp the form and issue you a receipt.
  - iv. Submit the stamped application form and receipt to Student Services counter if your application has been approved for same-day pickup.
  
- II. **Application by mail:**
  - i. Complete this form in full.
  - ii. Enclose a bank draft or a cheque (drawn on a Malaysian bank) payable to “**Monash University Malaysia Sdn Bhd.**” and mail it to:  
**Student Services Counter**  
**Building 2, Level 2**  
**Monash University Malaysia**  
**Jalan Lagoon Selatan,**  
**47500 Bandar Sunway**  
**Selangor Darul Ehsan, Malaysia**

### Privacy Statement

The information on this form is collected for the purposes of processing your application. If you do not provide complete information as required, it may not be possible for your request to be processed.

The protection of personal data is important to Monash University Malaysia. Any personal data collected on this form will be treated in accordance with the Personal Data Protection Notice of Monash University Malaysia accessible via <http://www.monash.edu.my/>.

## STUDENT LETTER APPLICATION FORM

Please complete all sections and ensure that the information provided is legible.

**Section A                      Personal Details**

STUDENT ID NO : 

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Please indicate whether you are local/international student                       Local student                       International student

TITLE : Mr /Mrs /Ms /Miss /Dr/Prof                      HOME CAMPUS : MALAYSIA /AUSTRALIA /SOUTH AFRICA

COURSE TITLE :                      INTAKE :

FAMILY NAME :                      GIVEN NAME :

TELEPHONE : (Mobile) :                      EMAIL :

Please indicate your preferred delivery mode                       Pick up                       Post to the address below

ADDRESS : \_\_\_\_\_

STATE : \_\_\_\_\_ POST CODE: \_\_\_\_\_ COUNTRY : \_\_\_\_\_

**Section B                      Type of Student Letter Request**

Type	No of copies	Type	No of copies
Enrolment Verification		Proof Of Qualification	
Enrolment Verification (National Service)		Proof Of Graduation	
Forecast Completion Date		Proof Of Attendance At A Forthcoming Graduation. <i>Student must have been course completed and has applied for graduation. This application for student letter will be processed within 3 working days upon receiving confirmation from the Graduations Office.)</i>	
CGPA Letter (Not applicable for students who commenced prior to semester one 2008 and students of MBBS course)			

REMARKS : : \_\_\_\_\_

**NOTE: All international students who are currently enrolled are required to present their original passport for verification purposes upon collection of the letter(s).**

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Section C	Payment Details (For Finance Use Only)
Amount Paid	:
STAMP	:

Section D	Issuance of Student Letter (For SA Office Use)
DATE RECEIVED (STAMP)	:
COMMENCEMENT DATE	:
COMPLETION DATE	:
GRADUATED DATE	:
DATE ISSUED	:
BY	: