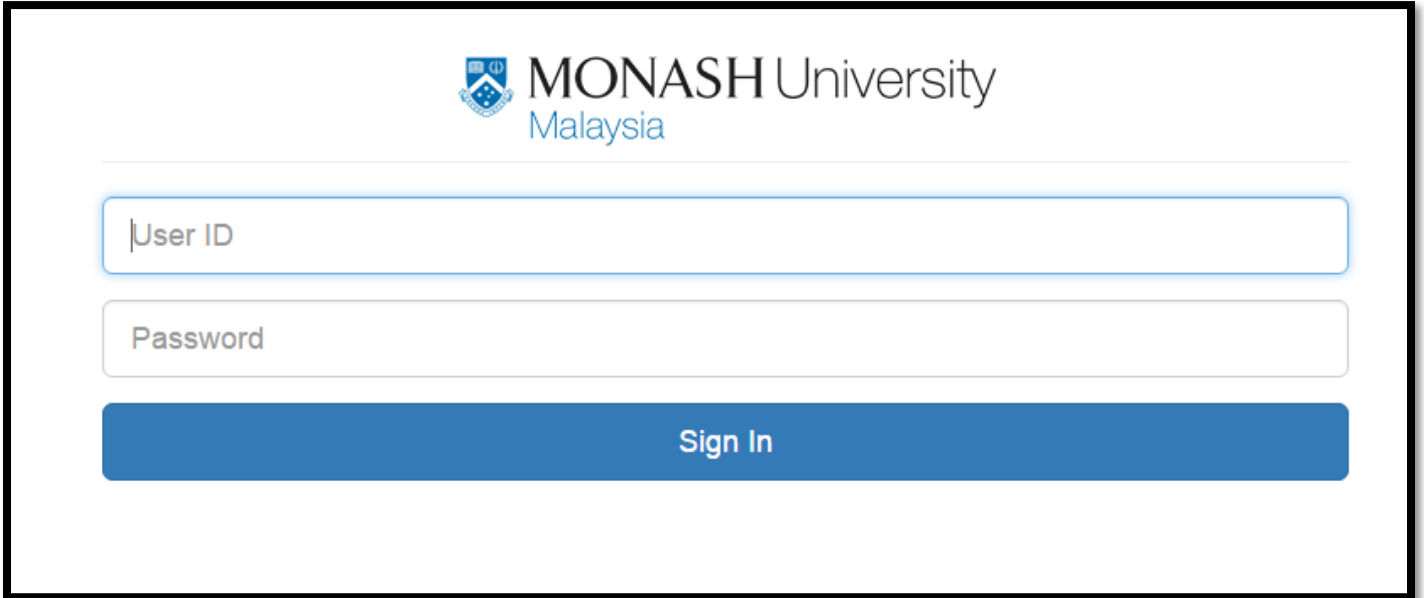


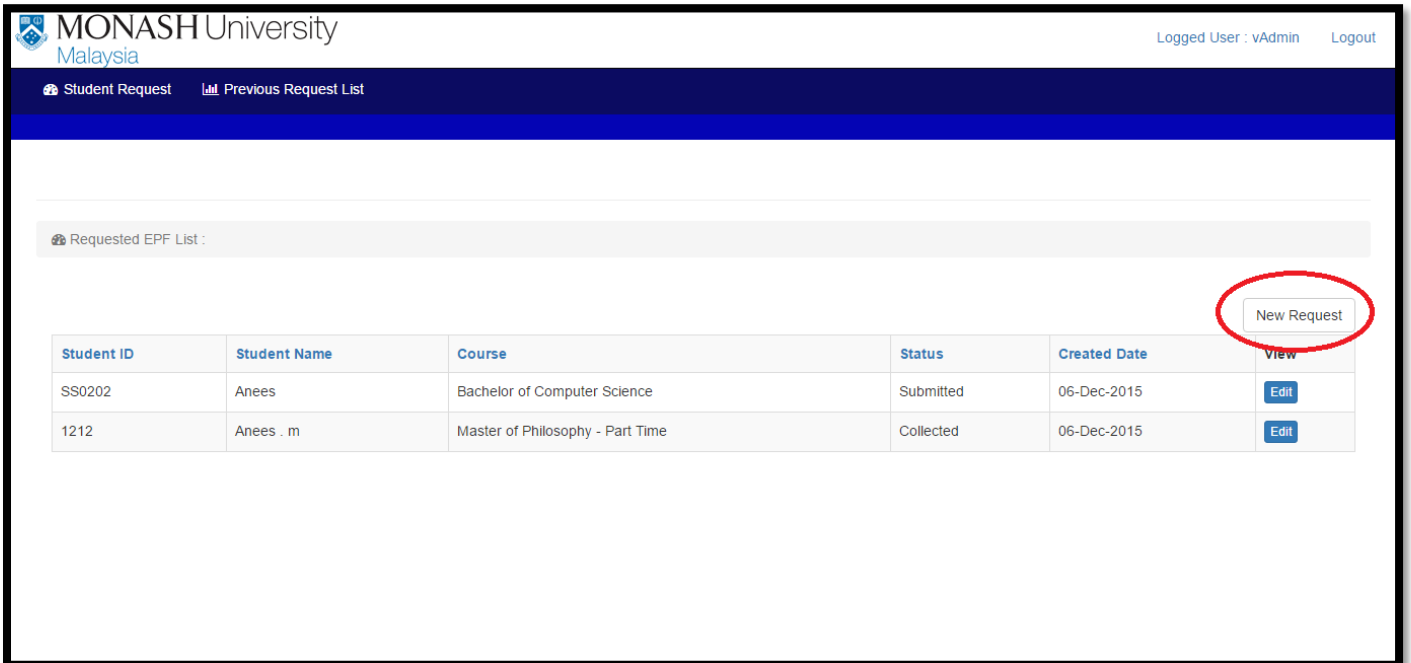
Student Guide to EPF Withdrawal Letter Application

1. Sign in using a valid network ID.



The sign-in form features the Monash University Malaysia logo at the top. Below the logo are two input fields: 'User ID' and 'Password'. A blue 'Sign In' button is positioned at the bottom of the form.

2. Previous submission by user (if any) will be listed. Click on New Request to submit a new withdrawal application.



The dashboard screenshot shows the Monash University Malaysia logo and navigation links for 'Student Request' and 'Previous Request List'. The 'Logged User : vAdmin' and 'Logout' options are visible in the top right. A 'Requested EPF List' section contains a table with the following data:

Student ID	Student Name	Course	Status	Created Date	View
SS0202	Anees	Bachelor of Computer Science	Submitted	06-Dec-2015	Edit
1212	Anees . m	Master of Philosophy - Part Time	Collected	06-Dec-2015	Edit

A 'New Request' button is circled in red in the top right corner of the table area.

3. Key in all required information

MONASH University Malaysia

Logged User : Shafeek ck Logout

Student Request Previous Request List

Request for EPF Deduction

EPF Withdrawal Letter Requesting Form :

Name (as in IC/Passport) :	<input type="text"/>
IC Number :	<input type="text"/>
Student ID Number :	<input type="text"/>
Student Monash's email :	<input type="text"/>
School :	<input type="text"/>
Course :	<input type="text"/>
Intake(commencing month & year) :	Month <input type="text" value="Jan"/> Year <input type="text" value="2006"/>
Study Term :	<input checked="" type="radio"/> Full Time <input type="radio"/> Part Time
Mailing address if the EPF letter required to send :	<input type="text"/>
Contact Number (student) :	<input type="text"/>
Withdrawal Period :	<input checked="" type="radio"/> 1 Semester <input type="radio"/> 1 Year
Student with Scholarship ? :	<input type="radio"/> Staff Discount <input type="radio"/> Scholarship <input checked="" type="radio"/> None
Student with PTPTN :	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total fee not covered by Loan / scholar (RM) :	<input type="text"/>
EPF cheque to be issued to :	<input checked="" type="radio"/> Monash University Malaysia Sdn Bhd <input type="radio"/> Other
If select Others :	<input type="text"/>
EPF cheque to be delivered to :	<input type="text"/>
Number of copies required : (RM10 per copy will be charged)	<input type="text"/>
Collection method :	<input checked="" type="radio"/> Collect in person <input type="radio"/> Mail to mailing address
Attached scan copy of payee's IC :	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Click Submit to send application to Finance department.
You should be receiving a notification once it is submitted and once it is ready for collection.