

This form is to be used by students who wish to order an academic transcript.

Please note that application for academic transcript via WES is NOT applicable to students of Monash University Malaysia.

Your request will be processed within a working day (24 hours) upon receipt of a complete application from you, and confirmation that there are with no encumbrances placed on your Monash account.

### General Information

An academic transcript is a formal record of your academic history at Monash University. A free copy will be issued to you on graduation.

Your transcript normally shows all Monash courses that you have studied but if required you can request a transcript for a specific course. However, it will be stated on the transcript that it is not a complete record.

A transcript can usually be produced at the time of purchase. If it needs to state your current semester final results or that you have completed the course, there may be a delay in obtaining the academic transcript.

For more information, please refer to <http://www.monash.edu.my/Student-services/>.

### Cost

Academic transcripts cost RM20.00 per copy.

### 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 pickup is approved within the same day.
  
- 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/>.

