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:**

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

<table>
<thead>
<tr>
<th>Type</th>
<th>No of copies</th>
<th>Type</th>
<th>No of copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Verification</td>
<td></td>
<td>Proof Of Qualification</td>
<td></td>
</tr>
<tr>
<td>Enrolment Verification (National Service)</td>
<td></td>
<td>Proof Of Graduation</td>
<td></td>
</tr>
<tr>
<td>Forecast Completion Date</td>
<td></td>
<td>Proof Of Attendance At A Forthcoming Graduation.</td>
<td></td>
</tr>
<tr>
<td>CGPA Letter (Not applicable for students who commenced prior to semester one 2008 and students of MBBS course)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Amount Paid</th>
<th>STAMP</th>
</tr>
</thead>
</table>

### Section D  Issuance of Student Letter (For SA Office Use)

<table>
<thead>
<tr>
<th>DATE RECEIVED (STAMP)</th>
<th>COMMENCEMENT DATE</th>
<th>COMPLETION DATE</th>
<th>GRADUATED DATE</th>
<th>DATE ISSUED</th>
<th>BY</th>
</tr>
</thead>
</table>