

INTERNATIONAL OFFICE REQUEST FOR RELEASE LETTERS

Personal Details:

Nama		Student ID	
Passport No.		Country	
E-mail Address		Contact No.	
Submitted Passport On		Visa Expiry Date	

A copy of flight ticket to home country required - the "date can be changed". (If traveling to another country, the student must provide a residence pass).

CHECKLIST.

Please tick ✓	Types of Application	Checklist	Checking
	GRADUATED	Photocopy of graduation letter from Registrar Office	
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6)	
		A copy of Offer Letter from another institution (if any)	
	WITHDRAW FROM UNITEN	Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6)	
		Photocopy of withdrawal letter from Registrar Office	
		Attendance report	
	DROPPED	Photocopy of drop letter from Registrar Office	
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6)	
	DEFER	Photocopy of defer letter from Registrar Office	
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6)	
	TERMINATED	Photocopy of termination letter from Registrar Office	
		Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6)	
	VARIATION/ PROGRESSION	Settle all debts with the university. Please attach the latest ledger. (Ledger can be obtained from the Finance, UCC Counter 6)	

Important Note:

- a) Processing time to obtain release letter will take 3 working days.
- b) International students are required to complete all documents in checklist base on type of application only. Kindly get **verification from Finance Department** as per table below.

VERIFICATION FROM FINANCE DEPARTMENT	(Please tick)
• Student has debts with the university amounting to RM () and required to pay all fees due.	
• Student has no debts with the university. (caution deposit can be refunded).	
• Student has debts but payment can be offset by immigration and caution deposit.	
Verified by, _____ Finance Executive University of Tenaga Nasional	
Date : ____ / ____ / ____	
** Special Note on Deposit Refund: Please approach the Finance Department for refund after you have received your termination letter or release letter. Processing time by Finance Department for refund will take 14 working days.	

<p><u>Declaration & Acknowledgement</u></p> <p>I acknowledge and confirm that all information and documents provided by me is true and correct. I hereby consent to UNITEN to collect, process, record, store and/or disclose my personal data in accordance to the mentioned above purposes.</p>	
Applicant's Signature: _____	Date: _____