



ACADEMIC AND STUDENTS AFFAIRS DIVISION

1st Floor, Trustworthy Complex, No. 1, Jalan 31/10A, Taman Batu Muda, 68100 Kuala Lumpur
Tel: 03-6187 6900 Fax: 03-6186 9600

RELEASE OF SCROLL

SECTION A : STUDENT'S INFORMATION

CONVOCAATION BATCH : _____

NAME : _____

NRIC/PASSPORT NO : _____ PROGRAMME OF STUDIES: _____

MATRIC NO. : _____ H/P NO. : _____

EMAIL : _____ DATE OF GRADUATION : _____

PERMANENT ADDRESS : _____

POSTAL ADDRESS : _____

SECTION B : DECLARATION BY THE STUDENT

1. Applicant must pay the processing fee of RM100 (One hundred Ringgit Malaysia) per scroll, which excludes postage or courier charge upon request or RM150 (One hundred and fifty Ringgit Malaysia) for attending the Virtual Convocation Ceremony or RM700 (Seven hundred Ringgit Malaysia) for attending the Convocation Ceremony.
2. Applicant is requested to attach a proof of identification in the form of NRIC or Passport and a proof of payment.
3. Please allow the period of 14 working days for the processing of scroll.
4. The scroll may be collected by another person with a valid document which includes the following.
 - i. Collection of scroll by the proxy form
 - ii. A photocopy of the person's NRIC of passport
5. Any inquiries, please call : 03-61876900 ext: 240

SIGNATURE :

DATE :

SECTION C – RECOMMENDATION AND APPROVAL (Please sign, stamp and state date on provided column)

FINANCE DIVISION

ACADEMIC AND STUDENTS AFFAIRS DIVISION

- RM100
 RM150
 NOT RECOMMENDED (Outstanding Fee of _____)
 RECOMMENDED

RECEIVED BY :
REMARK (IF ANY) :

- RECOMMENDED
 NOT RECOMMENDED



INTERNATIONAL ISLAMIC COLLEGE
الكلية الإسلامية العالمية
KOLEJ ISLAM ANTARABANGSA

ACAD-21-A

Member of International Islamic University Malaysia 

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