




INTERNATIONAL ISLAMIC COLLEGE  
الكلية الإسلامية العالمية  
KOLEJ ISLAM ANTARABANGSA

Member of International Islamic University Malaysia 

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**COLLECTION OF ACADEMIC SCROLL ON BEHALF VIA REPRESENTATIVE**

Date :

Director  
Academic And Students Affairs Division  
International Islamic College

Dear Sir/ Madam,

**COLLECTION OF SCROLL & ACADEMIC TRANSCRIPT ON BEHALF VIA REPRESENTATIVE**

I am a graduate of International Islamic College. My personal particulars are as follows :

Name : \_\_\_\_\_  
Matric No. : \_\_\_\_\_  
MyKAD/ Passport No. : \_\_\_\_\_  
Programme : \_\_\_\_\_  
HP No. : \_\_\_\_\_  
E-mail: : \_\_\_\_\_

I hereby authorise the following person to collect my scroll and academic transcript on my behalf :

Name of Representative : \_\_\_\_\_

*(In capital letter)*

MyKAD/ Passport No. : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Relationship : \_\_\_\_\_

Attached herewith is the certified documents for your reference :

1. Copy of graduand's matric card
2. Copy of graduand's MyKAD/ Passport
3. Copy of representative's identity card

I hereby agree that IIC will not be held responsible for any damages or lost of the academic scroll collected on my behalf.

Thank you.

Yours sincerely

.....  
(Graduate's Signature)

.....  
(Date)