

Universiti Tunku Abdul Rahman			
Form Title: <b>LETTER OF AUTHORISATION FOR THE COLLECTION OF DOCUMENT(S) ISSUED BY DEAS</b>			
Form Number : <b>FM-DEAS-133</b>	Rev No : <b>1</b>	Effective Date: <b>02/04/2025</b>	Page No : <b>1 of 1</b>

Date: \_\_\_\_\_

Division of Examination and Awards (DEAS)  
Universiti Tunku Abdul Rahman

Dear Sir / Madam,

**Letter of Authorisation for the Collection of Document(s) Issued by DEAS**

I, \_\_\_\_\_, NRIC No./ Passport No.\*\* : \_\_\_\_\_  
(Name as in NRIC/ Passport\*\*)

Student Registration No. \_\_\_\_\_ Programme \_\_\_\_\_

Telephone/ Mobile No. : \_\_\_\_\_ would like to collect the following document(s) from DEAS:

(Please tick the document(s) applicable and \* delete whichever not applicable)

<input type="checkbox"/>	Certificate (Foundation/ Bachelor/ Postgraduate Diploma/ Master/ PhD*)	<input type="checkbox"/>	Completion of Study Letter (Foundation/ Bachelor/ Postgraduate Diploma/ Master/ PhD*)
<input type="checkbox"/>	Academic Transcript (Foundation/ Bachelor/ Postgraduate Diploma/ Master/ PhD*)	<input type="checkbox"/>	Malaysian Qualification Statement (Bachelor/ Postgraduate Diploma/ Master/ PhD*)
<input type="checkbox"/>	Statement of Result (Foundation/ Bachelor/ Postgraduate Diploma/ Master/ PhD*)	<input type="checkbox"/>	MUET Result Certificate
<input type="checkbox"/>	Notification of Results (Exam Month & Year: _____)	<input type="checkbox"/>	Others (Please Specify): _____ _____

However, I am unable to collect the above document(s) due to the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize \_\_\_\_\_ NRIC No./Passport No.\*\* : \_\_\_\_\_  
(Name as in NRIC/ Passport\*\*)

to collect on my behalf, the above-mentioned document(s).

**I AGREE to be solely responsible and CONFIRM that I will NOT hold UTAR responsible for any damage, loss or misplacement of the said document(s) during transmission through my above-named authorised agent.**

I hereby enclose for your reference and retention:

**(1) One photocopy of my NRIC/ Passport\*\***

**(2) One photocopy of my agent's NRIC/ Passport\*\***

Thank you.

Yours sincerely

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

\*\* Applicable to international students/ agents only

**IMPORTANT NOTES:**

Students/Graduates are to **COMPLETE** and **SIGN** the said form in their **OWN HANDWRITING**.

**THE UNIVERSITY RESERVES THE RIGHT NOT TO ISSUE THE DOCUMENT(S) TO AN AUTHORISED AGENT OF THE STUDENT IF THE UNIVERSITY IS OF THE OPINION THAT THE AUTHORISATION LETTER IS INCOMPLETE FOR ANY REASON WHATSOEVER INCLUDING BUT NOT RESTRICTED TO CONFLICTING OR ULEAR DETAILS OR VARIATION FROM UNIVERSITY RECORDS.**