

## REPRINT TRANSCRIPT REQUEST FORM (trf/2018/eu)/rev2025

Request will be processed within 10 working days upon receiving your completed form.

The issuance of reprint academic transcript can only be done once.

\*Kindly email your complete form to; **IMU COLLEGE SUBANG JAYA COLLEGE:** [yeohshuling@imc.edu.my](mailto:yeohshuling@imc.edu.my) and cc to [zaitul.nurain@imc.edu.my](mailto:zaitul.nurain@imc.edu.my)

**IMU COLLEGE MELAKA:** [getpin@imc.edu.my](mailto:getpin@imc.edu.my) cc to [faridahishak@imc.edu.my](mailto:faridahishak@imc.edu.my)

Please complete ALL requested information (in CAPITAL LETTERS):

|                            |  |                       |  |
|----------------------------|--|-----------------------|--|
| Full Name (as per NRIC)    |  |                       |  |
| NRIC Number                |  |                       |  |
| Current Address            |  |                       |  |
|                            |  |                       |  |
|                            |  |                       |  |
| Contact Number (handphone) |  | Contact Number (home) |  |
| Email address              |  |                       |  |
| Programme                  |  | Group in College:     |  |
| Graduation Year            |  |                       |  |

**PLEASE ATTACH (COMPULSORY): I. COPY OF ACADEMIC TRANSCRIPT/CERTIFICATE**

Please release my transcript to the following:

☐ Self-Collection at College
 ☐ Courier to Current Address
 ☐ Others (complete below in CAPITAL LETTERS)

|                         |  |  |  |
|-------------------------|--|--|--|
| Attention to            |  |  |  |
| Organisation            |  |  |  |
| Address / email address |  |  |  |
|                         |  |  |  |
|                         |  |  |  |

*\*IMU College shall not be held responsible for any loss/damage for courier documents. **Any incomplete request form will not be processed.***

DATE:

FULL NAME & SIGNATURE:

**Payment Information:**

1. There is RM100 fee per each reprint of original transcript. Reprint of academic transcript will be processed ONLY.
2. Courier fee: I. Local address: RM10 II. ASEAN country: RM50 III. OUTSIDE ASEAN country: RM200

ACC NAME : IMC EDUCATION SDN. BHD  
 BANK NAME : CIMB BANK  
 ACC. NO : 800 128 8225

3. Please attach the proof payment with your form for our office to proceed with your request.
4. **If you are the authorized organization/agent/employer requested the reprint transcript for the graduate, you must attach the AUTHORIZATION LETTER WITH SIGNATURE of the graduate allowing you to manage their information on their behalf.**