

REPRINT TRANSCRIPT REQUEST FORM (trf/2018/eu)/rev2023

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; **IMC SUBANG:** norhayatiparaman@imc.edu.my and cc to hayatiabdulrani@imc.edu.my

IMC MELAKA: getpin@imc.edu.my cc to 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	

**IMC 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.