

## VERIFICATION OF TRAINING REQUEST FORM (votf/2018/eu)/rev2023

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

\*Kindly email your complete form to; **IMC SUBANG:** [norhayatiparaman@imc.edu.my](mailto:norhayatiparaman@imc.edu.my) and cc to [hayatiabdulrani@imc.edu.my](mailto:hayatiabdulrani@imc.edu.my)

**IMC MELAKA:** [getpin@imc.edu.my](mailto:getpin@imc.edu.my) and 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:
<b>PURPOSE OF VERIFICATION REQUEST</b>			

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

Please release the verification of training/qualification to the following:

- Self-Collection at College     
  Mail to current address     
  Others (complete below in CAPITAL LETTERS)  
 Email to (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:

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**Payment Information:**

1. There is RM200 FEE PER EACH ISSUANCE OF VERIFICATION.
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 training verification for the graduate, you must attach the AUTHORIZATION LETTER WITH SIGNATURE of the graduate allowing you to manage their information on their behalf.**