

VERIFICATION OF TRAINING / REQUEST OF ACADEMIC DETAILS FORM

(votf/2018/eu)/rev2024

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 and cc to hayatiabdulrani@imc.edu.my
IMC MELAKA: getpin@imc.edu.my and 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: |
| PURPOSE OF VERIFICATION / ACADEMIC DETAILS REQUEST | | | |

PLEASE ATTACH (COMPULSORY): I. COPY OF ACADEMIC TRANSCRIPT/CERTIFICATE II. SPECIFIC FORM FROM 3rd PARTY FOR IMC TO FILL IN (if any)

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/ REQUEST OF ACADEMIC DETAILS.
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.**

Lot T3.66B, 3rd Floor, Summit Complex,
 Persiaran Kewajipan USJ 1, UEP Subang Jaya, Selangor 47600
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 Website : www.imc.edu.my