

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; **IMU COLLEGE SUBANG JAYA:** yeohshuling@imc.edu.my , rafizahomar@imc.edu.my and cc to zaitul.nurain@imc.edu.my **IMU COLLEGE 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	

**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:

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Payment Information:

- There is RM200 FEE PER EACH ISSUANCE OF VERIFICATION/ REQUEST OF ACADEMIC DETAILS.
- Courier fee: I. Local address: RM10 II. ASEAN country: RM100 III. OUTSIDE ASEAN country: RM200

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

- Please attach the proof payment with your form for our office to proceed with your request.
- 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.

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