



UNIVERSITI
MALAYSIA
KELANTAN

UMK/A09.00/03/2021 Pind. 1

Tarikh Kkuatkuasa: 09 Mei 2021

APPLICATION FOR OFFICIAL LETTER
CENTRE FOR POSTGRADUATE STUDIES

Please tick (✓) whichever requested : () Official Letter () Completed Studies Letter

Note : Application for official letter and/or completed studies letter from CPS should be made for at least three (3) days before collecting . Please complete all the information needed.

Name of Applicant: _____

Matric No: _____ Identity Card/Passport No: _____

Mailing Address : _____

Programme : _____ Faculty : _____

Intake: _____ Academic Session : _____

Mode of Studies: () Full Time () Part Time

Letter to Whom (please indicated full address) : _____

Content of the Letter :
**please attach the draft of the letter if necessary*

Method of Collection the Letter: By Post Collect from Centre for Postgraduate Studies

Student's / Applicant's Signature: _____ Date : _____

FOR OFFICE USE

Received Date : _____ Signature & Stamp : _____

Processing Date : _____ Name : _____