unisel
UNIVERSITI SELANGOR

COLLECTION & RETURNING OF ACADEMIC ROBE / COLLECTION OF ACADEMIC CERTIFICATE FORM

APPLICANT PARTICULARS

Name

Student No.

Telephone No.

Programme : _____

STUDENT	STUDENT FINANCE UNIT
Signature Date:	Signature & Verification Date:

RECORDS & CONVOCATION UNIT

Collection of Academic Robe

Please tick (√) where applicable

XS	L	3XL
S	XL	4XL
M	2XL	5XL

- Hood ☐
- Mortar Board / Bonnet ☐
- Car Sticker ☐
- Invitation Card ☐

Signature & Verification

Date:

Returning of Academic Robe

Please tick (√) where applicable

Status: Good ☐

Damaged

i) Academic Robe ☐
ii) Hood ☐
iii) Mortar Board / Bonnet ☐

Signature & Verification

Date:

Collection of Academic Certificate

Please tick (√) where applicable

- Doctorate ☐
- Master ☐
- Bachelor Degree ☐
- Diploma ☐
- Foundation ☐

Signature & Verification

Date:

PURCHASE / LOST / DAMAGED (RM)

Academic Robe	Doctorate	1500.00	Hood	150.00
	Master	600.00	Sash	150.00
	Bachelor Degree	500.00	Mortar Board	100.00
	Diploma	500.00		
	Foundation	500.00	Bonnet	120.00

LATE RETURNING OF ACADEMIC ROBE

Penalty for late returning of academic robe will be imposed starting from 13/11/2017 (Monday) at the rate of RM10.00 for each day after the deadline.

UNIVERSITI SELANGOR
Kampus Bestari Jaya
Jalan Timur Tambahan, 45600 Bestari Jaya
Selangor Darul Ehsan, Malaysia

Telephone : +603-32805020/+603-32806080
Email: unit_rekod@unisel.edu.my

UNIVERSITI SELANGOR
Kampus Shah Alam
Jalan Zirkon A/7A, 40000 Shah Alam
Selangor Darul Ehsan, Malaysia

Telephone : +603-55223481
Email: urksa@unisel.edu.my