

## APPLICATION FOR DELIVERY OF SCROLL AND ACADEMIC TRANSCRIPT

Date:

Head  
Assessment & Examination Division  
Institute of Professional Development  
Open University Malaysia  
Level 9, Block C, *Complex Kelana Jaya Centre Point*  
Jalan SS 7/19 Kelana Jaya  
47301 Petaling Jaya  
Selangor

Dear Sir,

### APPLICATION FOR DELIVERY OF SCROLL AND ACADEMIC TRANSCRIPT

Kindly send my scroll and academic transcript based on the following particulars:

Name: \_\_\_\_\_  
*(In capital letter)*

I.C No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Correspondence Address (including postcode):

\_\_\_\_\_

\_\_\_\_\_

*(In capital letter)*

Programme: \_\_\_\_\_

Attached herewith is the certified documents for your reference:

1. Copy of identity card
2. Copy of payment receipt for postage charge **(RM10.00)**

I understand that delivery of scroll and academic transcript is subject to no outstanding fees and IPD-OUM will not be held responsible for any damages or loss of scroll and academic transcript during delivery process.

Thank you for your cooperation.

Yours sincerely,

.....  
(Graduand' Signature)