



**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**

For your information, I will not be attending the IPD-OUM 13<sup>th</sup> Awards Ceremony. 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)*

Degree/Diploma: \_\_\_\_\_

Attached herewith is the certified documents for your reference ::

1. Copy of identity card
2. Copy of payment receipt for graduand who did not attend the convocation **(RM100.00 per person including postage)**

I understand that delivery of scroll and academic transcript is subject to no outstanding fees and 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)