PERDANA COLLEGE OF MALAYSIA
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FORM PC-DRF

DOCUMENT / TRANSCRIPT REQUEST FORM

Student's Name : .....Date : .....

Student ID : ..... Program Code :.....Semester : .....

I would like to request for the following documents.

Item No.	Descriptions	Q'ty (Set)	Unit Price (TK)	Amount (TK)	Office Use (Sign/Date)
1	Student Identification Document				
2	Examination Result (Semester _____)				
3	Testimonials				
4	Academic Transcript: *for own use*				
5	Academic Transcript: *to be mailed overseas*				
6	Course Syllabus				
7					
8					
9					

If documents/transcripts are to be sent overseas, specify the address of the institution:

1. _____

2. _____

_____
Student / Guardian Signature

_____ _____
Student / Guardian Signature (Date collected)

Courier Service Required:	Y / N
Courier Charge (Deposit):	Tk 1500 per set*
Total Courier charge received:	TK_____
Actual Courier charge:	TK_____
Balance Required/Refunded:	TK_____

- Documents will only be processed upon full payment of the administrative fees and courier charges.
- Allow for up to seven (7) working days for the documents to be processed.
- Please produce the official receipt when you collect the documents.