# Registration Handbook

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<tr>
<th>REVISION NUMBER</th>
<th>PREPARED BY</th>
<th>REVIEWED BY</th>
<th>APPROVED BY</th>
<th>DATE</th>
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<td>KHO MEE FANG</td>
<td>NURSUHADA SPAWI &amp; EDDY TAY</td>
<td>JOYCELYNN KHO</td>
<td>6.11.18</td>
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CIRCULATED TO: ALL STUDENT

WHEN: DURING INDUCTION DAY

- HARDCOPY
- SOFTCOPY
Introduction 1
Registration 2
TCS Programme 3
UTM Programme 4-5
UniKL Programme 6

Attachments

- Semester Registration Form Attachment No.1
- Change of Programme Form Attachment No.2
- Course Add/Drop Form Attachment No.3
- Application for Credit Exemption - (UNIKL) Attachment No.4
- Borang Pengecualian Kredit (Program Kerjasama) – (UTM) Attachment No.5
- Personal Information Update Form Attachment No.6
# REVISION RECORD

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Dear Students,

This registration handbook has been prepared to guide you for your semester registration.

This handbook is divided into 4 programmes:
   i) Technology College Sarawak (TCS), Foundation (FND) & Diploma Programme,
   ii) Universiti Teknologi Malaysia (UTM), Diploma Programme
   iii) University Kuala Lumpur (UniKL), Degree Programme.

Please read through the content of this handbook carefully. These processes will help all Technology College Sarawak (TCS) students to have a better idea on how to register in a more efficient and effective manner now and for the coming semesters.

If you need us to clarify any matters mentioned here, please approach any of our staff at the Student Administration Department.

Looking forward to registering you!!!

Kho Mee Fang
Assistant Student Administration Manager
(ASAM)

These Regulations apply to all Technology College Sarawak students. The College reserves the right, without notice, to withdraw courses, programme and to make changes in regulations, courses, fees, etc. at any time before or after a candidate’s admission. Admission to the College is subject to the requirement that the candidate will comply with the College’s registration procedure and will duly observe the regulations of the College from time to time in force.
Registration

All students are required to register at the date and time which will be notified through your semester course calendar, notices or TVB.

If a student fails to register at the required date, (i.e. to register after the registration period), you may need to get recommendation from the Programme Coordinator and approval from the Assistant Head of Admissions.

A Late Registration fee of RM50 will be charged to the student during registration week and an additional RM50 during class commencement week.

Definitions:

Assessments: Subjects assessed e.g.: Assignments, Written Examinations, Tests, Presentations, Practical Test or Projects.

Assignments: Tasks assigned by a tutor or lecturer e.g.: Assignment 1, Assignment 2.

Programme: Pathway of a programme e.g.:

**UTM Diploma:** Diploma in Technology Management / Diploma in Technology Management (Accountancy)

**UniKL Degree:** Bachelor of Business Administration (Hons) in Islamic Finance / Bachelor of Business Administration (Hons) in Management and Entrepreneurship.

Course/Kursus: Several independent topics that together form a course of study or paper taken e.g.: Leadership (ECB 30203), Business Numeracy (FBMT 2033), Matematik Perniagaan (DDWG 1113).

Non-Tech: Business Programme

Tech: Computing Programme

*To update your personal information (e.g. Telephone No, address etc.), please fill in Personal Information Update Form

*Please refer to the Student Administration Department Notice Board from time to time for any update on Registration issues
TCS FOUNDATION (FND) PROGRAMME/
TCS DIPLOMA PROGRAMME

1. All TCS FND and TCS Diploma students must register their academic semester according to the date specified by Admissions Unit. (refer to notices / TVB)

2. If a student fails to register his/her academic semester within the specified period without any valid reasons given, the student status will be deferred or he/she will be removed from the College Register.

3. TCS Diploma Student who fails any courses during final exams is required to Retake the course.

4. TCS FND students MUST pass the entire FND programme before he or she is allowed to proceed to UniKL Degree Year 1 (Semester 1).

5. Students who wish to defer their studies are required to fill in the “Application for Deferment of Study” form get approval from the respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parents/guardian to the Student Records Unit

6. Students who wish to withdraw from their studies are required to fill in the “Student’s Withdrawal Form” - get approval from the respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parents/guardian to the Student Records Unit

7. For Semester Registration process, please refer to the Student Administration Department Notice Board.

8. Students must only attend classes for the courses that they have registered.
PROGRAM DIPLOMA UNIVERSITI TEKNOLOGI MALAYSIA (UTM)

1. Pelajar-pelajar diploma yang mengikuti program UTM dibenarkan untuk mendaftar ke semester seterusnya sekitanya mendapat;
   - Kedudukan Baik (KB) – CPA ≥ 2.00
   - Kedudukan Bersyarat (KS) – 1.70 ≤ CPA < 2.00
   - Pelajar-pelajar yang mendapat Kedudukan Gagal (KG) – CPA < 1.70 akan diberhentikan dari pengajian mereka.
   - Pelajar-pelajar yang mendapat Kedudukan Bersyarat (KS) tiga kali berturut-turut akan diberikan tafsir Kedudukan Gagal (KG) dan diberhentikan dari pengajian mereka.

2. Pelajar-pelajar diploma yang Kedudukan Baik (KB) – CPA ≥ 2.00 dibenarkan mendaftar hingga 18 kredit.

3. Pelajar-pelajar diploma yang Kedudukan Bersyarat (KS) – 1.70 ≤ CPA < 2.00 hanya dibenarkan mendaftar hingga 10 kredit hingga ke 12 kredit.

4. UM atau HWUM adalah bagi mereka yang mengulang mata pelajaran yang telah gagal pada semester dahulu. UG adalah bagi mengulang mata pelajaran lulus (C- dan ke bawah) dengan kebenaran pihak UTM bagi tujuan memperbaiki pencapaian akademik.

5. Pelajar-pelajar yang berkedudukan gagal (KG), boleh mendaftar semula (PGDB) sekitanya mereka tidak terlibat dengan kes disiplin Stage 2 dan Stage 3 berdasarkan rekod disiplin mereka dan PNGK tidak kurang dari 1.00.

6. Pelajar-pelajar yang PGDB dan ingin menukar kursus, hendaklah mengisi borang “Change of Programme Form” - (sila rujuk lampiran no.2) dan hendaklah mendapat kelulusan daripada “Academic Manager and Finance Director”.

7. Sebarang kelewatan dalam pendaftaran atau pembetulan pendaftaran mata pelajaran selepas minggu kedua (ke 2) semester tidak boleh diterima kecuali atas sebab-sebab yang boleh diterima UTM. Pendaftaran/pembetulan lewat akan dikenakan denda RM 300.00* (*Tertakluk kepada pertukaran) bagi setiap permohonan.

8. Pelajar boleh memohon untuk Tarik Diri (TD) mana-mana kursus yang telah didaftarkan pada sesuatu semester. Permohonan untuk Tarik Diri kursus (TD) hendaklah dibuat dengan menggunakan “Course Add/Drop Form for UTM Programme” (sila rujuk lampiran no.3) bermula dari minggu PERTAMA (ke 1) dan tidak lewat dari hari Jumaat minggu ke LAPAN (ke 8) semester. Selepas tarikh ini, permohonan untuk Tarik Diri kursus (TD) tidak akan diterima.

9. Pelajar boleh memohon untuk Penambah Kursus yang belum didaftarkan. Permohonan untuk Penambah Kursus hendaklah dibuat dengan menggunakan “Course Add/Drop Form for UTM Programme” (sila rujuk lampiran no. 6) bermula dari minggu PERTAMA (ke 1) dan tidak lewat dari hari
Khamis minggu ke DUA (ke 3) semester. Selepas tarikh ini, permohonan untuk penambahan kursus tidak akan diterima atau dipertimbangkan. Tarik Diri (TD) tertakluk kepada kredit minimum 10 kredit dan kursus pengukuhan tidak boleh Tarik Diri (TD).

10. Pelajar-pelajar yang ingin menangguhkan pengajian dihendaki mengisi borang “Application for Deferment of Study”- dan mendapat pengesahan daripada ketua-ketua jabatan yang berkenaan (seperti yang dinyatakan dalam borang) dan kembali borang tersebut kepada “Student Records Unit”.

11. Pelajar-pelajar yang ingin berhenti dari pengajian mereka dihendaki mengisi borang “Student's Withdrawal Form” – dan mendapat pengesahan daripada ketua-ketua jabatan yang berkenaan (seperti yang dinyatakan dalam borang) dan kembali borang tersebut kepada “Student Records Unit”.

12. Sekiranya berlaku kesilapan atau pertukaran pada data pelajar contohnya; pertukaran pada nama atau nombor kad pengenalan akan dikenakan denda RM50.00* (*Tertakluk kepada pertukaran) bagi setiap permohonan. Setiap permohonan hendaklah menggunakan wang pos yang akan dibayar terus ke UTMSPACE.

13. Pelajar hendaklah menyemak dan memastikan kesahihan semua maklumat yang tercatat dalam Slip Pendaftaran kursus. Pelajar hendaklah membetulkan sebarang kesilapan yang terdapat di dalam slip tersebut mengikut peraturan, syarat dan tempoh yang ditetapkan oleh pihak kolej.

14. Untuk pendaftaran kursus semester pendek, sila rujuk kepada papan notis “Student Administration Department”.

15. Pelajar-pelajar Diploma yang ingin memohon pengecualian kredit ke Ijazah Sarjana Muda dihendaki mengisi “Application for Credit Exemption”- (UNIKL)” – (Sila rujuk lampiran no.4) (tertakluk kepada kelulusan pihak program kerjasama) semasa pengajian kursus.
UNIKL DEGREE PROGRAMME

1. All students must register their academic semester according to the date specified by Admissions Unit.

2. If a student fails to register his/her academic semester within the specified period without any valid reasons given, the student status will be deferred or he/she will be removed from the College Register.

3. Students may add courses before the end of Week 1 of an academic semester subject to AAM's approval.

4. Students may apply to drop courses before the end of Week 3 of an academic semester subject to AAM's approval.

5. Students who wish to withdraw from their registered courses must do so from Week 4 to Week 8 of an academic semester. Withdrawals from registered courses are not allowed after Week 9.

6. Students are responsible to ensure the accuracy of their course registration records by Week 3. Any corrections on course registration record after Week 3 must obtain approval from AHAD and RM50* (*subject to change) will be charged upon their request.

7. After week 8 of an academic semester, no correction to the course registration record is allowed.

8. Students who wish to apply for credit exemption is required to fill in the “Application for Credit Exemption” form (refer to attachment no.4) (subject to approval from UNIKL) in their first semester.

9. Students who wish to defer their studies are required to fill in the “Application for Deferment of Study” form get approval from the respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parents/guardian to the Student Records Unit.

10. Students who wish to withdraw from their studies are required to fill in the “Student’s Withdrawal Form" - get approval from the respective heads of department (as stated in the form) and SUBMIT the form together with a letter from parents/guardian to the Student Records Unit.

11. For semester Registration Process, please refer to the Student Administration Department Notice Board.

12. Students must only attend classes for the courses that they have registered.
REGISTRATION FORM

SEMESTER REGISTRATION  RE-REGISTRATION

- Universiti Kuala Lumpur Degree
- Universiti Teknologi Malaysia (UTM) Degree
- Universiti Teknologi Malaysia (UTM) Diploma
- Foundation Programme

PROGRAMME & SEMESTER (e.g. MT1)

PERSONAL DETAILS (please write in CAPITAL LETTERS)

Full Name: ____________________________
MyKad No.: ____________________________ Student ID No.: ____________
Email: ____________________________ Contact No.: ____________________ Status: Single / Married
(Please tick)  ☐ (HOSTEL)  ☐ (NON HOSTEL): Please specify address below
Address: ____________________________
Poscode: ____________ Town: ____________________________ State: ____________________________

RESULT (please circle the relevant one)

For UTM/FND  ☐ KB  ☐ KS  ☐ KG  For UNIKL  ☐ GS  ☐ PB  ☐ FO
CGPA : _______________  CGPA : _______________

COURSE REGISTRATION

Course Code  e.g (DDG 1113)   Course Group  e.g (MT1GRP1)   Course Code  e.g (DDG 1113)   Course Group  e.g (MT1GRP1)
1. ____________  ____________  5. ____________  ____________
2. ____________  ____________  6. ____________  ____________
3. ____________  ____________  7. ____________  ____________
4. ____________  ____________  8. ____________  ____________

DECLARATION

I declare that the above information is true and correct. I hereby agree to abide by the rules and regulations of the College and to maintain at least 80% attendance for the courses registered, in failing which I am liable to be barred from sitting for the final examination.

Student’s Signature: ____________________________ Date: ____________________________

APPROVAL

ACADEMIC DEPARTMENT

Checked & approved
Remarks: ____________________________
____________________________________
____________________________________
____________________________________

Checked by: ____________________________ Date: ____________________________

STUDENT AFFAIRS DEPARTMENT

Disciplinary fine:
RM______________

Insurance Applicable:
☐ Yes  ☐ No

Library fine:
RM______________

Receipt
No.: ____________________________

Checked by: ____________________________ Date: ____________________________

FINANCE & ACCOUNTS DEPARTMENT

Payment for fees:
RM______________

Late Register:
☐ Yes  ☐ No

RM______________

Receipt
No.: ____________________________

Checked by: ____________________________ Date: ____________________________

CENTRE OF ADMISSIONS

Checked & approved
Remarks: ____________________________
____________________________________
____________________________________
____________________________________

Checked by: ____________________________ Date: ____________________________

THIS FORM MUST BE COMPLETED & RETURNED TO CENTRE OF ADMISSIONS.
CHANGE OF PROGRAMME FORM

DETAILS (please write in CAPITAL LETTERS)

Name (As per your MyKad): ________________________________ Gender: Male / Female
MyKad/Passport No.: ________________________ Student ID No.: __________ Contact No.: __________
From: Current Programme: ________________________ Sem. __________ Year: __________
To: New Programme Applied: ________________________ Sem. __________ Year: __________

Please state your reasons for changing the programme
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student’s Signature: ___________________________ Date: __________

ASSISTANT HEAD OF ACADEMIC CONSULTING

Counseled: O Yes O No
Outcome: ________________________________
Signature: ___________________________ Date: __________

SCHOLARSHIP & STUDY LOAN UNIT

Approved: O Yes O No
Remarks: __________________________________________
Signature: ___________________________ Date: __________

RECRUITMENT EXECUTIVE

Recommended and signed
1. Return previous offer letter O Yes O No
2. Issue new offer letter O Yes O No
3. Update SPKP O Yes O No
Signature: ___________________________ Date: __________

ASSISTANT HEAD OF ADMISSIONS

Checked and approved.
1. Amend programme on Programme Registration Form O Yes O No
2. Amend programme on Registration Form O Yes O No
3. Attach new offer letter O Yes O No
Signature: ___________________________ Date: __________

STUDENT RECORDS EXECUTIVE

Return Student ID Card O Yes O No
Remarks: ________________________________
Signature: ___________________________ Date: __________

CENTRE OF STUDENT RECORDS

Processing & Filing O Yes O No
Remarks: c.c. to Finance & Accounts Department
Signature: ___________________________ Date: __________

NOTE: RM50 will be imposed for change of programme after UTM SPKP registration.
COURSE ADD / DROP FORM

(Attach with original copy of Registration Form)

PERSONAL PARTICULARS

Full Name: _________________________________________________________________________ (Capital letters as in MyKad)

MyKad No.: 

Contact No.: __________________________________________ Session/Semester: ____________

Programme: DIPLOMA O DDG/DDPG O DDW/DDPW O DDC/DDPC DEGREE O BMT O BCEM

<table>
<thead>
<tr>
<th>No.</th>
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<th>Course Group</th>
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Student's Signature: ____________________________ Date: ____________

ASSISTANT HEAD OF ACADEMIC CONSULTING

Approved O Yes O No

Signature: ____________________________ Date: ____________

FINANCE & ACCOUNTS DEPARTMENT

Remark: ______________________________________________________________________________

Signature: ____________________________ Date: ____________

CENTRE OF ADMISSIONS

Amendment made O Semester Registration Form O TCSRS

Verified O Yes O No

Signature: ____________________________ Date: ____________

CENTRE OF STUDENT RECORDS

Amendment made O Slip Pendaftaran (partner university)

Verified O Yes O No

Signature: ____________________________ Date: ____________

Note: 1. DROP subject only allowed until Friday Week 8 and subject to approval by partner university.
2. ADD subject only allowed until Friday Week 2 and subject to approval by partner university.
### Subjects in the Current Programme

<table>
<thead>
<tr>
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<th>Subject Name</th>
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### Equivalent Subjects from the Previous Programme

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**Total Credits Approved**

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### For Evaluator Use

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### Student's Acknowledgement

I hereby admit the information provided, pertaining to my application is true and correct.

Student's signature __________________________ Date: ____________

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### Note

1. Application for credit exemption is allowable only during first semester of study.
2. Kindly complete this form and attach a copy of semester result transcript and syllabus of the relevant subjects and submit before the deadline given by the Institute.
**UNIVERSITI TEKNOLOGI MALAYSIA**  
**BORANG PENGECAHLAN KREDIT (PROGRAM KERJASAMA)**

**Bahagian A (Maklumat Pelajar)**

<table>
<thead>
<tr>
<th>Nama Pelajar</th>
<th>Kursus</th>
<th>Nama IPT Terdahulu</th>
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<tr>
<th>No. K/P</th>
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<td>(Jika Berkessaa)</td>
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**Bahagian B**

Pengecahlan Kredit Untuk Bahasa Inggeris

<table>
<thead>
<tr>
<th>(Diisi oleh pelajar)</th>
<th>(Diisi oleh Pusat Kerjasama)</th>
<th>(Diisi oleh Fakulti/PPD) Keputusan Permohonan (Sila Tandakan ✓)</th>
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<tbody>
<tr>
<td>Bil</td>
<td>Kod M/P</td>
<td>Nama M/P</td>
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<tr>
<td>1</td>
<td>UDB 1312</td>
<td>English Proficiency</td>
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<td>UDB 1322</td>
<td>English for Academic Communication</td>
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<tr>
<th>Tandatangan Pelajar</th>
<th>Tandatangan &amp; Cop Rasm (Pengelaras)</th>
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**Bahagian C**

Maklumat Permohonan Mata Pelajaran Bagi Kemasukan Terus / Tukar Kursus (Diisi oleh pelajar - Sila rujuk Penasihat Akademik)

<table>
<thead>
<tr>
<th>Bil</th>
<th>Mata Pelajaran UTM Yang Dipohon Pengecahlan</th>
<th>Mata Pelajaran IPT Terdahulu Yang Setara</th>
<th>Keputusan Permohonan (Sila Tandakan ✓)</th>
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<tbody>
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<td>Nama M/P</td>
<td>Jam Kredit</td>
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Saya mengaku bahawa keterangan yang diberi dalam borang ini adalah betul dan benar.

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* Setiap permohonan mestilah disertakan dengan salinan sijil yang telah disahkan. Permohonan yang tidak lengkap/losat tidak akan diproses.
PERSONAL INFORMATION UPDATE FORM

Name: ______________________________________________________________ (in CAPITAL LETTERS)

MyKad No.: ___________________________ Student ID No.: ___________ Gender: Male / Female

Current Programme: ___________________________ Semester: _________________ Intake Year: _________

Residential Address: ______________________________________________________________________

Postcode: ___________ City: __________________ State: _______________ E-mail:________________

Home Phone No: ___________________________ Handphone No: ___________________________

Sponsor’s Name / Scholarship_________________________________________ (attach relevant document)

Status: O Single O Married (please attach marriage certificate)

Emergency contact person: ________________________ Relationship: __________________________

Home Phone No: ___________________________ Handphone No: ___________________________

Address: _______________________________________________________________________________

Postcode: ___________ City: __________________ State: _____________________________________

Please tick if you have any updated academic results

O SPM
O STPM
O Certificate: ____________________________________________________________ (attach relevant documents)

I hereby declare that all information and each copy of the certificates and documents enclosed are true endorsement. I understand that Technology College Sarawak have the right to take any appropriate action against me should any information and certificates given is found untrue.

Student’s Signature: ___________________________ Date: ____________________________

CENTRE OF STUDENT RECORDS

Processed and filed

O Yes O No

Signature: ___________________________ Date: ____________________________