



**SEKSYEN DATA & REKOD PELAJAR, BAHAGIAN PENGURUSAN AKADEMIK
(Student Data & Records Section, Academic Management Division)**

**REQUISITION OF COPY(IES) OF ACADEMIC TRANSCRIPT [SPECIFICALLY FOR
BACHELOR & DIPLOMA GRADUANDS]**

Please e-mail to **sdrp@usm.my** to request for copy(ies) of academic transcript by furnishing the applicant's details as below:

1. Full Name
2. Identity Card No. (New & Old) or Passport No. (at the time of graduation)
3. Title of Degree Conferred
4. Year of Graduation
5. Correspondence Address (Malaysia or overseas address)
6. No. of copies required Malay version = _____copy(ies) English version = _____copy(ies)
7. Telephone Number (House/Office/Mobile)
8. Mode of Delivery (Normal or Courier Service)

NOTE:

1. Charges imposed:

- (i) 'Search Fee' = RM5 per application
- (ii) Academic Transcript = RM10 per copy - for example, the total charges for requisition of two copies of academic transcripts is : RM5 + RM10 + RM10 = RM25
- (iii) Delivery Cost : Delivery cost will only be charged if applicant wishes his/her academic transcript(s) to be sent to him/her through courier services

2. Payment Methods:

Payment within Malaysia

- i. You can purchase postal order for the amount of RM and post it to Head of Student Data & Records Section at the address as below. Also, please write your name on the reverse side of the postal orders or
- ii. You can do online banking to the Bank Muamalat branch at Universiti Sains Malaysia, a/c no. 07020001054716 and upon online banking, you are advised to e-mail the transaction slip to Puan Norshahana at **norshahana@usm.my** and **sdrp@usm.my**

Payment from outside Malaysia

- i. Payment can be made via Bank Draft for the amount of US\$ in the name and particulars as below and please post the bank draft to Head of Student Data & Records Section to the address as below

Beneficiary Name : Bendahari Universiti Sains Malaysia
Bank Name : Bank Muamalat Malaysia Berhad
Bank Address : Head Office, Jalan Melaka, 50100 Kuala Lumpur,
Malaysia.
Swift Code : BMMBMYKL Bank Account : 0702 0001054 71 6
Correspondent Bank : Bank Muamalat Malaysia Berhad Kuala Lumpur.

3. Enquiry:

Any further enquiries can be made to :

Head of Student Data & Records Section
Academic Management Division
Registry First Floor
Chancellory Building
11800 USM, Penang
MALAYSIA
Tel. No. : 604 653 3211 (direct line)
Office General No. : 604 653 2336/4194
Fax No. : 604 657 4641
E-Mail : sdrp@usm.my

4. Requisition by Master & PhD graduands:

Please forward your request to :

Principal Assistant Registrar Institute of Postgraduate Studies
11800 USM,
Penang, MALAYSIA
Tel. No. : 604 653 2938 (direct line)
General Office No. : 604 653 2942
Fax No. : 604 653 2931/2940
E-Mail : helpdesk_ips@usm.my