



INSTITUTE OF  
POSTGRADUATE  
STUDIES

REQUEST FOR AN OFFICIAL LETTER OF CERTIFICATION

Name : \_\_\_\_\_

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

School/Centre : \_\_\_\_\_

Smart Card No. : \_\_\_\_\_

Passport No. : \_\_\_\_\_  
(for foreign students)

I would appreciate it if an official letter of certification can be issued to me for the following reason stated below :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Note : The letter will be ready in 3 working days**

For Official Use: Institute of Postgraduate Studies, Universiti Sains Malaysia

Letter prepared by \_\_\_\_\_ and issued on \_\_\_\_\_

\_\_\_\_\_  
(Staff IPS)