



Completion of Programme

ER/006/2020/ V2

Section 1 : Application Information (To Be Completed By Student)

Name				Student ID	
Programme				Sex	
NRIC/Passport No		Country		Religion	
House Address				Email Address	
Post Code		House Tel No		Mobile No	
DURATION: _____ Years / Month _____ FROM ____ / ____ / ____ TO ____ / ____					
Club/Society	Position Held	Advisor's Signature	Year		
			From	To	

Please attach photocopies of Certificates / Membership Card as proof

Section 2 : Academic

Attitude towards studies(tick)	Satisfactory	Good	Excellent
Remarks	Verified by Program Leader: _____ _____ _____ _____ _____ Signature _____ Date _____		

Section 3 : Checklist For Student Leaving The College

Please obtain clearance from the following Department			Stamp
1. Library _____	Signature _____	Date _____	Stamp
Name _____			
2. Hostel _____	Signature _____	Date _____	Stamp
Name _____			



Section 4 : Bursary Department

Clearance Remarks	Stamp
<hr/> <hr/>	
_____ Bursary Signature Date	

Section 5 : Endorsement From Head Of Academic

Remarks	Stamp
<hr/> <hr/>	
_____ Head Of Academic Signature Date	

Section 6 : International Student Office Department (International Student Only)

Approved		Not Approved		Stamp
Remarks	<hr/> <hr/>			
ISO	_____ Signature	_____ Date		

Section 7 : Registry Department

Remarks	Stamp
<hr/> <hr/>	
_____ Registrar Signature Date	

- Please attach :
1. Photocopy of IC (Old/New) or Passport
 2. Evidence of Membership Card (ID/Certificate)