ATI COLLEGE
STRIVE FOR EXCELLENCE

APPLICATION FORM FOR REPLACEMENT OF CERTIFICATE

Instructions:

The application will be processed only if all sections of this form are completed accordingly.

The applicant must submit together with duly completed form:-

(i) The processing fee of RM250 for each replacement of certificate or diploma,
(ii) Photocopy of applicant's identity card (local student's) or passport (International student's)
(iii) Copy of police report if original certificate or diploma is lost or destroyed caused by fire or nature,
(iv) The damaged or defaced original certificate or diploma, if applicable.

SECTION A NAME AND ADDRESS DETAIL TO BE COMPLETED BY APPLICANT

FULL NAME AS IN
NRIC/ PASSPORT:
(CAPITAL LETTERS) _____

IDENTIFICATION NO (NRIC):_____ PASSPORT NO:_____

DATE OF BIRTH: _ _/_ _/ _ _ _ _

MAILING ADDRESS: _____

_____

TELEPHONE NO: _____ EMAIL ADDRESS: _____

SECTION B COURSE DETAIL TO BE COMPLETED BY APPLICANT

Reason for replacement (Tick ✓)

☐ Lost ☐ Damaged ☐ Destroyed ☐ Other. *Explain:*_____

Courses (Tick ✓)

☐ Diploma _____ ☐ Certificate _____

Date of graduation: _____

SECTION C DECLARATION

I hereby certify that the above statement is true. I understand that ATI College reserves the right to take any appropriate legal or other proceeding for misinterpretation of the information stated above or in case of fraud.

Applicant's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Received by: _____ Date: _____

Payment received: ☐ Yes ☐ No Receipt No: _____

Application: ☐ Approved ☐ Rejected, *Reason*_____ Date: _____

REPLACEMENT CERTIFICATE/ DIPLOMA ISSUED: _____ _____
REGISTRAR DATE