



**PERMOHONAN MENARIK DIRI  
DARI PENGAJIAN  
Institut Pengajian Siswazah**

**APPLICATION FOR  
WITHDRAWAL OF STUDY  
Institute of Graduate Studies**

**Arahan kepada pelajar:**

1. Pastikan borang ini telah dilengkapkan sepenuhnya sebelum diserahkan kepada Institut Pengajian Siswazah.
2. Permohonan yang lengkap perlu dibuat dalam dua (2) salinan.
3. Untuk layak mendapat pemulangan 80% yuran pengajian, borang ini serta resit bayaran hendaklah diserahkan kepada Institut Pengajian Siswazah dalam tempoh 28 hari bekerja selepas tarikh pendaftaran rasmi.

**Instruction to candidate:**

1. Ensure that the information needed in the form is complete prior to submitting it to the IGS Office. Incomplete form will not be processed.
2. Completed form must be made in two (2) copies.
3. 80% of the study fees will be returned to student if application is made within 28 working days after the official registration date.

**BAHAGIAN I (Diisi oleh pelajar dengan menggunakan HURUF BESAR)**

SECTION I (To be filled up by student in CAPITAL LETTERS)

|  |  |                          |                          |                          |  |  |                          |                             |                          |                           |   |  |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>Nama :</b><br>Name                                | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |                          |                          |                          |  |  |                          |                             |                          |                           |   |  |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>No. K.P Baru:</b><br>I.C No/Passport No.          | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>  |                          |                          |                          |  |  |                          |                             |                          |                           | <b>Kod Fakulti:</b><br>Faculty Code     | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td></tr> </table>   |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>No. Kad Pelajar:</b><br>Student ID No.            | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>  |                          |                          |                          |  |  |                          |                             |                          |                           | <b>Kampus:</b><br>Campus                | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>Kod Program:</b><br>Programme Code                | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td></tr> </table>   |                          |                          |                          | <b>Semester:</b><br>Semester           | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td></tr> </table> |                          |                             |                          | <b>Jantina:</b><br>Gender | <b>Lelaki</b><br>Male                   | <input type="checkbox"/>   | <b>Perempuan</b><br>Female              | <input type="checkbox"/> |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>Peringkat<br/>Pegajian:</b><br>Level of Study     | <b>Sarjana</b><br>Master   | <input type="checkbox"/> | <b>Kedoktoran</b><br>PhD | <input type="checkbox"/> | <b>Mod Pengajian:</b><br>Mode of Study | <b>Sepenuh<br/>Masa</b><br>Full Time   | <input type="checkbox"/> | <b>Separuh</b><br>Part Time | <input type="checkbox"/> | <b>FLP</b><br>FLP         | <input type="checkbox"/>                |  |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Alamat Surat-Menyurat *( )</b><br>Mailing Address | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |                          |                          |                          |  |  |                          |                             |                          |                           |   |  |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| *Jika ada perubahan alamat, sila tandakan (✓)        |  |                          |                          |                          |  |  |                          |                             |                          |                           |   |  | * Please tick (✓) for change of address |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>No. Tel:</b><br>Tel.No                            | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td></tr> </table>  |                          |                          |                          |  |  |                          |                             |                          |                           | <b>No. Tel. Bimbit:</b><br>Mobile Phone | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| <b>E-mel:</b><br>E-mail                              | <table border="1" style="width: 100%; height: 20px;"> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> |                          |                          |                          |  |  |                          |                             |                          |                           |   |  |   |                          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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**BAHAGIAN II**

SECTION II

**Saya memohon untuk menarik diri dari pengajian bermula:**

I wish to withdraw from my study beginning:

**Tarikh :**   **Bulan:**          **Tahun:**

Date Month Year

**atas sebab-sebab berikut:** .....

with reasons: .....

.....

.....  
**Tandatangan Pelajar**  
Student's Signature

.....  
**Tarikh**  
Date

**BAHAGIAN III (Pelajar dikehendaki mendapatkan pengesahan daripada pihak berkenaan)**

SECTION III (Student is required to get endorsement from the following parties)

|  |   |   |
|--|---|---|
| <p><b>A. FAKULTI</b><br/>FACULTY<br/><b>Pengesahan Koordinator/Ketua Program</b><br/>Approved by Programme Coordinator / Head of Programme</p> <p><input type="checkbox"/> Pelaja rtelah menyerahkan semua bahan /peralatan kepada Fakulti.<br/><i>Student has submitted all device / equipments to Faculty.</i></p> | <p><b>Nama &amp; Tandatangan:</b><br/><i>Name &amp; Signature:</i></p> <p>.....<br/><b>Tarikh</b><br/><i>Date</i></p> <p>.....<br/><b>Cop Rasmi</b><br/><i>Official Stamp</i></p> | <p><b>Untuk Urusan Pejabat IPSis Sahaja</b><br/><i>For IGS Office Use Only</i></p> <p><input type="checkbox"/> <b>Pelajar telah menyerahkan Kad Pelajar kepada IPSis</b><br/><i>Student has submitted his/her Student Card to IGS Office</i></p> <p><input type="checkbox"/> <b>Rekod telah dikemaskini dan dimajukan kepada BENDAHARI untuk bayaran balik yuran pengajian</b><br/><i>Records have been updated &amp; submit to BURSAR to rreturn payment of study fees</i></p> <p><input type="checkbox"/> <b>80% yuran pengajian tidak dapat dibayar balik kepada pelajar kerana permohonan diterima selepas tempoh yang ditetapkan</b><br/><i>80% of study fees cannot be returned to student because of overdue application</i></p> |
| <p><b>B. PERPUSTAKAAN UiTM LIBRARY</b></p> <p><input type="checkbox"/> Telah kembalikan semua bahan-baqhan pinjaman kepada perpustakaan.<br/><i>Have submitted all borrowed materials to the library.</i></p>  | <p><b>Nama &amp; Tandatangan:</b><br/><i>Name &amp; Signature:</i></p> <p>.....<br/><b>Tarikh</b><br/><i>Date</i></p> <p>.....<br/><b>Cop Rasmi</b><br/><i>Official Stamp</i></p> |   |
| <p><b>C. BENDAHARI BURSAR</b><br/><b>Pengesahan bayaran</b><br/><i>Verification of payment</i></p> <p><b>No. Resit:</b> .....<br/><i>Receipt No</i></p>  | <p><b>Nama &amp; Tandatangan:</b><br/><i>Name &amp; Signature</i></p> <p>.....<br/><b>Tarikh</b><br/><i>Date</i></p> <p>.....<br/><b>Cop Rasmi</b><br/><i>Official Stamp</i></p>  | <p><b>Nama &amp; Tandatangan:</b><br/><i>Name &amp; Signature</i></p> <p>.....<br/><b>Tarikh</b><br/><i>Date</i></p> <p>.....<br/><b>Cop Rasmi</b><br/><i>Official Stamp</i></p>  |

**Institut Pengajian Siswazah (IPSiS)**  
**Institute of Graduate Studies (IGS)**

INTEKMA Convention Centre  
Persiaran Raja Muda,  
Seksyen 7, 40000 Shah Alam

Tel: 03-5522 5331 (Dean), 5242 (Asst. Registrar), 5333 (Coursework), 5244 (Research)

Faks (Fax): 03-5522 5335

Laman Web (Web Site): <http://www.ipsis.uitm.edu.my>