



**STUDENT TERMINATION FORM**  
*Borang Penamatan Pengajian Pelajar*

This form is to be completed by the respective School/Faculty/Institute for student who fails to register two (2) consecutive semesters. Kindly attach any related letters/documents to support the termination. Separate form is to be used for each student.

**A. PERSONAL DETAILS / Butiran Diri Pelajar (Diisi oleh Pusat Pengajian/Fakulti/Institut)**

Full Name \_\_\_\_\_

Matric Number \_\_\_\_\_ Passport Number \_\_\_\_\_

**B. ACADEMIC DETAILS / Butiran Akademik**

Programme    Master                Full Time                |    |  
 Mode            Full Time                Part Time                |    |

School / Institute / Faculty \_\_\_\_\_

Main Supervisor (*for research student only*)

*Kindly provide a copy of student academic profile from GAMIS*

**C. VERIFICATION DETAILS / Butiran Pengesahan**

*SCHOOL/ FACULTY/INSTITUTE*

Comments : \_\_\_\_\_

---



---



---

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

**Signature & Official Stamp**

*Kindly forward this form to Admission & Records Unit CGS for the next process*

**D. VERIFICATION DETAILS / Butiran Pengesahan**

*BURSARY DEPARTMENT*

Comments : \_\_\_\_\_

Fees status:    Outstanding fees                Amount:      
                       No outstanding fees   

\_\_\_\_\_  
Bursar  
Bursary Department  
Signature & Official Stamp

\_\_\_\_\_  
Date

**E. VERIFICATION DETAILS / Butiran Pengesahan**  
*CENTRE FOR GRADUATE STUDIES*

Comments : \_\_\_\_\_

Fees status: Outstanding fees  Amount:   
No outstanding fees

\_\_\_\_\_  
**Director**  
**Centre for Graduate Studies**  
**Signature & Official Stamp**

\_\_\_\_\_  
**Date**

**F. APPROVAL DETAILS / Butiran Kelulusan**  
*DEPUTY VICE CHANCELLOR (ACADEMIC & INTERNATIONAL)*

Application: Approved  Decline

Comments : \_\_\_\_\_

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

\_\_\_\_\_  
**Deputy Vice Chancellor (Academic & International)**  
**Signature & Official Stamp**

\_\_\_\_\_  
**Date**

**G. FOR CGS USE ONLY**

Official date of termination

Total outstanding fees

GAMIS updated  Date :

Official letter to student issued  Date:

Admission & Records Unit  
Centre for Graduate Studies  
*(Personnel official stamp)*