

**APPLICATION FORM  
POSTGRADUATE ADMINISTRATION & LABORATORY ACTIVITIES FUND  
(PALAF)**

APPLICATION REQUIREMENTS/INSTRUCTIONS	- FOR OFFICE USE ONLY - H. ENDORSEMENT BY DIRECTOR OF CGS
<p>1. All active PhD and MSc student in UniMAP is eligible to apply for maximum of RM150.00 for each semester to fund their administration and laboratory activities.</p> <p>2. Funds will be allocated using these criteria:</p> <p>i. Students with outstanding fees are <b>NOT</b> allowed to apply;</p> <p>ii. Sponsored students also are <b>NOT</b> eligible for this fund if have outstanding fees.</p> <p>3. Funds are not available in terms of cash but can be obtained as financial aid.</p> <p>4. Students may use this financial aid to support their administration and laboratory activities <b>NOT</b> exceeding RM150.00 per semester. Financial aid can be requested to:</p> <p>i. Purchase of printing materials such as toner, A4 paper and etc., OR;</p> <p>ii. Purchase research materials (consumables).</p> <p>5. Remaining or unused funds cannot be brought forward from one semester to another.</p> <p>6. Application must be approved by the Supervisor, Dean of the Faculties/ Institute and Director, Centre for Graduate Studies.</p> <p>7. All grouping applications are required to submit their application together with the information of activities and approval by the Supervisor and Dean of Faculties/Institute.</p> <p>8. Completed application form with relevant documents should be submitted to:</p> <p style="text-align: center;"><b>Director, Centre for Graduate Studies, Universiti Malaysia Perlis, Administration Block, 1<sup>st</sup> Floor Engineering Training Center, Pauh Putra Campus, 02600 Arau Perlis.</b></p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-bottom: 10px;"> <p><b>Approved amount:</b></p> <p>RM _____</p> </div> <p><input type="checkbox"/> <b>Approved</b></p> <p><input type="checkbox"/> <b>Not Approved</b></p> <p><input type="checkbox"/> <b>KIV</b></p> <p>Comment: _____ _____</p> <p>Signature : _____</p> <p>Official Stamp : _____</p> <p>Date : _____</p>

A. APPLICANT'S PARTICULARS	
1. Name:	
2. I/C / Passport No.:	3. Telephone No. (Handphone):
4. E-mail:	5. Matric No.:
6. Mailing Address:	
<p>7. Programme:</p> <p><input type="checkbox"/> MSc/PhD    <input type="checkbox"/> PhD    <input type="checkbox"/> MSc</p> <p>Please state: _____</p>	8. School/Centre/Institute:
<p>9. Study Mode :    Research    <input type="checkbox"/>    Coursework    <input type="checkbox"/></p> <p>   Mixed Mode    <input type="checkbox"/></p>	<p>10. Date of initial registration:    Date    /    Month    /    Year</p> <p>   <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/>    <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
11. Main Supervisor:	

12. Co-Supervisor: <i>(if applicable)</i>
13. Research Title:

B. CURRENT SCHOLARSHIPS/FINANCIAL ASSISTANCE/RESEARCH UNIVERSITY GRANT <i>(if any)</i>	
1. Sponsor	
2. Type	Scholarship / Loan / Scheme / Research University Grant (e.g. GRA, GA, RA, RO, GA MyBrain15) Please state: _____
3. Amount	
4. Duration	From:      Date / Month / Year                      To:      Date / Month / Year <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

C. APPLICATION PURPOSE	
<i>(Please tick (v) where applicable)</i>	
i. purchase of printing materials (eg; Toner, A4 paper and etc)	<input type="checkbox"/>
ii. purchase of research material (consumables)	<input type="checkbox"/>

D. DETAILS OF THE PURCHASED ITEMS	
<i>(Please provide a information of the activities; printing materials / purchase of research materials)</i>	
1. Activities: [please specify]	
2. Date of the activities:	
3. Place of the activities:	
4. Applied amount: RM _____	5. Total actual amount: RM _____

E. DECLARATION	
I hereby certify that all information given in this application is complete and correct to the best of my knowledge	
Signature :	Date :

**F. ENDORSEMENT BY MAIN SUPERVISOR**

**Approved**

**Not Approved**

Comment: \_\_\_\_\_  
\_\_\_\_\_

Signature :

Official Stamp :

Date :

**G. ENDORSEMENT BY DEAN OF SCHOOL/CENTRE/INSTITUTE / CLUSTER HEAD**

**Approved**

**Not Approved**

Comment: \_\_\_\_\_  
\_\_\_\_\_

Signature :

Official Stamp :

Date :