Dear Lecturers of Respective Colleges,

The student mentioned below will be extending his/her student visa or will be transferring to another Institution. As part of the Malaysian Immigration’s requirement,

the student is required to produce his/her attendance records to complete the aforementioned procedures.

**Student’s Particulars**

|  |  |
| --- | --- |
| **Name** |  |
| **Student ID No.** |  |
| **Programme** |  |
| **Passport/Country** |  |

**Attendance records of Courses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Course Name** | **Course Code** | **Lecturer’s Name** | **Attendance (%)** | **Initial** | **Stamp** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |

Note: Respective lecturers are required to initial and stamp in the respective space. This document will not be valid without the said initials.

Thank you for your co-operation.

Director, International Office UNITEN.