



## Bahagian Pengajian Prasiswazah / *Undergraduate Studies Division*

**BORANG PERMOHONAN / APPLICATION FORM**  
**DAFTAR / GUGUR KURSUS BERDENDA**  
**ADD / DROP WITH PENALTY**

### Arahan / *Instructions*

1. Pelajar hendaklah membuat pembayaran di Unit Kewangan Pelajar (UKP)  
*Please make a payment at Student Finance Unit*
2. Borang ini boleh dimuatnaik dari laman sesawang Bahagian Pengajian Prasiswazah (BPPs)  
*This form can be obtained from the Undergraduate Studies Division (BPPs) website*
3. Borang permohonan hendaklah dihantar ke Bahagian Pengajian Prasiswazah (BPPs) berserta resit bayaran RM100.00 per/kursus  
*The form must be submitted at Undergraduate Studies Division (BPPs) counter and please attach the copy of receipt RM100 per/course with the application form*

### A. Maklumat Peribadi / *Personal Information*

Nama / *Name* : \_\_\_\_\_ No. Matrik / *Matric No.* : \_\_\_\_\_

Fakulti / *Faculty* : \_\_\_\_\_ Program / *Programme* : \_\_\_\_\_

No. Telefon / *Telephone No.* : \_\_\_\_\_ Nombor Resit / *Receipt Number* : \_\_\_\_\_

### B. Butiran Permohonan / *Application Details*

Daftar Kursus Berdenda / *Add Course with Penalty*     Gugur Kursus Berdenda / *Drop Course with Penalty*

Bil.	Nama Kursus / <i>Course Name</i>	Kod Kursus / <i>Course Code</i>	Semester / Sesi <i>Semester / Session</i>	Kumpulan Kuliah / <i>Lecture Group</i>

**Kelulusan Dekan/Timbangan Dekan/  
 Penyelaras Program/Pensyarah**  
*Dean/Deputy Dean/Coordinator/  
 Lecturer Approval*

\_\_\_\_\_  
 Tandatangan & Cap Rasmi  
*Signature / Official Stamp*

\_\_\_\_\_  
 Tarikh / *Date*

(Ruangan ini untuk kegunaan pejabat sahaja / *This section is for office use only*)

### Tindakan oleh BPPs / *Action by BPPs*

\_\_\_\_\_  
 Nama & Tandatangan  
*Name & Signature*

\_\_\_\_\_  
 Tarikh / *Date*

