



UNIVERSITI  
MALAYSIA  
KELANTAN

UMK/A10/10/2022 Pind. 2

Tarikh Kkuatkuasa / *Effective Date*: 17/02/2022

**APPLICATION FORM FOR OFFICIAL LETTER**

**MALAYSIAN GRADUATE SCHOOL OF ENTREPRENEURSHIP & BUSINESS (MGSEB)**

*Note : Application for official letter from MGSEB should be made for at least five (5) working days before collecting .  
Please complete all the information needed.*

Name of Applicant:			
Student ID:			
Identity Card / Passport No.:			
Mailing Address:			
Tel. No.:		Email	
Programme:		Mode of Studies	Part Time <input type="checkbox"/> Full Time <input type="checkbox"/>
Intake:	February / June / September		
Current Academic Session:			

**Letter to Whom :**

Name:	
Full Address:	
Tel. No.:	
Email:	

**Purpose of the Letter:**

Data Collection

Industry Visit

Others  
(please state): \_\_\_\_\_

*\*Kindly attach the "Supporting Document" if necessary.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE:**

Recipient' Signature: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Recipient' Name: \_\_\_\_\_ Date: \_\_\_\_\_