



**UNIVERSITI KUALA LUMPUR**  
**Malaysian Institute of Industrial Technology**  
**UniKL – MITEC**

<b>SPECIAL CASE</b>	
<b>MANUAL REGISTRATION</b>	

**SEMESTER REGISTRATION FORM**  
 Semester - JANUARY/JUNE/SEPT \_\_\_\_\_

*Note to student:*

1. Student is required to attach course Registration before making payment.
2. SPECIAL CASE: i) Defer ii) Suspended iii) Fail and Out Appeal
3. MANUAL REGISTRATION: i) Late Registration week 1 with penalty.

**A. STUDENT'S INFORMATION**

Student Name : \_\_\_\_\_

ID No : \_\_\_\_\_ IC No: \_\_\_\_\_

Current Semester : \_\_\_\_\_

Programme : \_\_\_\_\_

Mailing Address : \_\_\_\_\_

Mobile Phone No : \_\_\_\_\_

Total Credits Taken \*  (\* Refer to Course Registration Slip)

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

**FOR UNIKL USED ONLY - REGISTRATION COUNTERS VERIFICATION**

Counter/ Venue	CHECKLIST (√) (INSTRUCTION TO STAFF)	STAFF SIGN. & DATE																																
<b>HEM's</b>	Tabung Kebajikan Siswa paid? Yes <input type="checkbox"/> No <input type="checkbox"/> Sponsorship Status Active <input type="checkbox"/> Inactive <input type="checkbox"/>																																	
<b>Finance</b>	<b>Registration Fee</b> Please (√) for the type of payments made. <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th align="center">No.</th> <th align="center">Payment Type</th> <th align="center">Amount</th> <th align="center">✓</th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td>Registration</td> <td></td> <td></td> </tr> <tr> <td align="center">2</td> <td>Student Activities</td> <td></td> <td></td> </tr> <tr> <td align="center">3</td> <td>Resource</td> <td></td> <td></td> </tr> <tr> <td align="center">4</td> <td>Insurance</td> <td></td> <td></td> </tr> <tr> <td align="center">5</td> <td>Hostel</td> <td></td> <td></td> </tr> <tr> <td align="center">6</td> <td>Penalty (Late Register)</td> <td align="center">RM50</td> <td></td> </tr> <tr> <td align="center" colspan="2"><b>TOTAL</b></td> <td></td> <td></td> </tr> </tbody> </table>	No.	Payment Type	Amount	✓	1	Registration			2	Student Activities			3	Resource			4	Insurance			5	Hostel			6	Penalty (Late Register)	RM50		<b>TOTAL</b>				<input type="checkbox"/> Clear _____ <input type="checkbox"/> Not Clear • SAJ _____
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