

**INTERNATIONAL STUDENT CENTRE  
UNIVERSITY OF MALAYA**

**PERSONAL BOND REFUND FORM**

<b>NAME</b>	:	
<b>STUDENT NO.</b>	:	
<b>PASSPORT NO.</b>	:	
<b>STUDENT PASS EXPIRY DATE</b>	:	
<b>CONVOCATION/ WITHDRAWAL/TERMINATION DATE</b>	:	
<b>NATIONALITY</b>	:	
<b>DATE OF DEPARTURE FROM MALAYSIA</b>	:	
<b>AMOUNT (RM)</b>	:	
<b>RECEIPT NO.</b>	:	
<b>CONTACT NO.</b>	:	
<b>EMAIL</b>	:	

<b>BANK ACCOUNT DETAILS</b>	<b>STUDENT'S NAME ( OR REPRESENTATIVE'S NAME )</b>	:	
	<b>BANK'S NAME</b>	:	
	<b>STUDENT'S BANK ACCOUNT</b>	:	
	<b>REPRESENTATIVE'S BANK ACCOUNT</b>	:	
	<b>SWIFT CODE (if international claim)</b>	:	

**Please attach the documents listed below:**

1. Copy of passport (front page with photo and current student pass)
2. Copy of Senate/withdrawal/termination letter/RA offer letter
3. Copy of the payment receipt
4. Bank Statement  
\*Please make sure your ID number in the bank account is the same number with your current passport number in IPS. If not, please update to the current passport used.
5. Authorization letter with copy of passport of authorized person (if claim on behalf)  
\*Please make sure that authorized person is the student of UM
6. Statement of Student Account (Example as attached)

**IMPORTANT (Please read):**

1. We will submit your application to the Bursar Department to process for the refund and if you have any outstanding debts the Bursar Department will use the Personal Bond to pay the debt.
2. You may check the refund 2 weeks working days from the date of application by checking your bank account and if you have not received the refund you can email directly to the Bursar Department [gainaa@um.edu.my](mailto:gainaa@um.edu.my) or [azte@um.edu.my](mailto:azte@um.edu.my) and copy to us at [visa.isc@um.edu.my](mailto:visa.isc@um.edu.my).

Signature:

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(Student Name: )