

## **REGISTRY INFORMATION:**

### ADMISSION & RECORDS

#### **New Students:**

- In seeking admission into any of REC programmes, students are required to submit the following documents:
  1. Registration Form.
  2. 3 Passport Size photograph.
  3. Certified copy of MYKAD / Passport.
  4. Certified copy of O Level / SPM etc.
  5. Certified copy of Pre University Qualification e.g. Foundation, A Level, UEC etc. (for admission into an Undergraduate programme).
- An Offer Letter and CMS Letter generated by the CMS will only be released upon submission of the above documents.
- Students who have changed their contact details e.g. home address, mobile number, email addresses are required to make the necessary changes by filling up the Student Profile Update Form and submitting to reception (Student Profile Update Form can be requested from reception). REC requires your updated contact details to ensure up-to-date information is stored in the CMS.

#### **Progressing Students:**

- Students who successfully complete a programme and progress to next level of education are required to submit the following documents:
  1. Registration Form.
  2. Result Slip / Transcript of the previous year.

### FINANCIAL SUPPORT:

#### **EPF:**

- Parents may use their Employees Provident Fund (EPF) accounts to fund fees payable to REC.
- Students, who intend to withdraw EPF, may apply for supporting documents from REC by filling up a Student Request Form and submitting to reception (Student Request Form can be requested from the reception. There will be a small processing fee of RM30). Kindly allow 7 days of processing time to process your request.
- Upon receipt of the documents, parents may proceed to make the EPF withdrawal supported with the following documents:
  1. REC supporting documents.
  2. Copy of Student MYKAD.
  3. Copy of Student Entry Qualification.
- Parents are also allowed to “Claim Back” the tuition fees paid to REC from the EPF. Process and documents for this are as stated above with an addition of the receipt of payment made to REC.

## EXTERNAL LOANS & SCHOLARSHIPS

- Students may apply for external loans or scholarships on their own accord. The Registry ensures to provide the necessary support in substantiating your application for a loan or scholarship.
- Note that approval of any external loan or scholarship is at the sole discretion of the awarding organization.

### OTHER STUDENT SUPPORT:

- The Registry also supports students with the necessary documents upon request:
  1. Letter of Confirmation. Filling up a Student Request Form and submitting to reception (Student Request Form can be requested from reception. There are RM20 charges).
  2. Letter of Completion. Filling up a Student Request Form and submitting to reception (Student Request Form can be requested from reception. There are RM20 charges).
  3. Verification of Qualifications.
  4. Any other form of documented support requested by students.

### E-IPTS & Tracer Study

- E-IPTS is an official portal by the Ministry of Education (MoE). All Institutions registered with the MoE are required to update records of every registered student in the E-IPTS system. As such, students are required to ensure that all information in the CMS is accurate.
- Tracer Study is an official portal by the MoE to track the progress of graduates from every Institution. Upon successful completion of your programme of study, the Registry will engage with graduates in acquiring their assistance to participate in the Tracer Study exercise. Note that is compulsory as required by the MoE.

For further enquiries or clarification on the above, kindly contact the following:

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