

FACULTY LETTER HEAD

UTM.J xx.xx.xx.

Date:

Education Malaysia Global Services (EMGS)
20th Floor, Menara TA One, 22,
Jalan P Ramlee, Kuala Lumpur City Centre,
50250 Kuala Lumpur,

VERIFICATION OF ATTENDANCE

STUDENT NAME :
MATRIC NUMBER :
PASSPORT NUMBER :
PROGRAM NAME :

SAMPLE

This is to certify that Name of student , has attended class for the following semester 2, 2017/2018 as follows:

No.	Subject Name	Attendance (%)
1.		
2.		
3.		
4.		
5.		

Kindly contact us at for further enquiry.

Thank you

Yours sincerely,

Name
Faculty Registrar signature
Contact number
email