

# Scholar's Document Checklist



**Program Name** : \_\_\_\_\_  
**Date of Enrollment** : \_\_\_\_\_  
**Student's Name** : \_\_\_\_\_

Item	No	Document	Status	(v)	Remarks
<b>Applicant</b>	1.1	Copy of MyKAD	Compulsory		
	1.2	Copy of birth certificate			
	1.3	Pasport size photo			
<b>Parent / Guardian</b>	<b>Copy of MyKAD</b>				
	2.1	Father	Compulsory		
	2.2	Mother			
	<b>Copy of Birth Certificate</b>				
	2.3	Father	Compulsory (submit document 4.1 if applicable)		
2.4	Mother				
Item	No	Document	Status	(v)	Remarks
<b>Academic</b>	3.1	Copy of SPM Result	Compulsory		
	3.2	Copy of CAT/Diploma Transcript			
	3.3	Copy of Degree Transcript			
<b>Others</b>	4.1	Copy of Death / Divorce certificate	*If related		
	4.2	Copy of parents / guardian monthly payslips	Compulsory		
	4.3	Copy of 'Declaration of Income' ( <i>for self-employed parents / guardian</i> )	Compulsory		
	4.4	Copy of EA form / BA form / 'Notice of Assessment' from LHDN ( <i>for self-employed parents / guardian</i> )	Compulsory		
	4.5	Copy of applicant monthly payslips ( <b>Part-Time only</b> )	*optional		
	4.6	Copy of MyPAC / YPPB Sponsorship Agreement	Compulsory		