



INSTITUTE OF ADVANCED TECHNOLOGY UNIVERSITI PUTRA MALAYSIA

SMART CARD REGISTRATION FORM

PERSONAL DETAILS		
Name: _____	<div style="border: 1px solid black; padding: 5px; text-align: center;">Please affix your photo here</div>	
Matric/Staff No.: _____		
I.C. / Passport No.: _____		
Faculty/ Institute: _____		
University/Postal Address: _____ _____ _____		
Permanent Address: _____ _____ _____		
Tel. (H): _____	Tel. (O) _____	H/P : _____
Email: _____		
ACADEMIC/PROJECT DETAILS		
Program: <input type="checkbox"/> PhD <input type="checkbox"/> MS <input type="checkbox"/> Research Assistant <input type="checkbox"/> Others _____		
Start of Sem. /Project: _____ End of Sem./Project: _____		
Field of Study/ Research Group: _____		
Thesis Title/ Research Title: _____ _____ _____		
Main Supervisor / Head of Program: _____		
Sponsorship / Grant: _____		
Laboratory: <input type="checkbox"/> MSCL <input type="checkbox"/> MPTL <input type="checkbox"/> FDL <input type="checkbox"/> Others _____		
Date join: _____ Date Leave: _____		
Cancel where irrelevant:- I am, ITMA student/ Non ITMA student.		

FACILITIES USED	
<input type="checkbox"/> Smart Card/ Visitors Card (for non ITMA student) <input type="checkbox"/> Lab Equipment (specify) _____ <input type="checkbox"/> Workstation (for ITMA student) (specify table numbers)_____	
APPROVAL	
Approval by Supervisor (ITMA Research Associate), _____ (Signature & Stamp & Date)	Approval by Deputy Director, _____ (Signature & Stamp & Date)

Applicant signature,

Date apply:

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****NOTE TO THE APPLICANTS:**

1. **During Registration:**
 - a) Please attach passport size photo
 - b) Please attach a copy of academic offer letter or any supporting document.
 - c) Please attach a copy of matric card
 - d) Please submit the complete form to Assistant Registrar (Postgraduate) (ITMA students only) and for other applicants, please submit the complete form to your lab technician.
 - e) Student room will be opened 24/7 (1st floor). You will be allowed to be in laboratory until end of office hour unless you fill in the Request Form for Using Laboratory after Office Hour.
 - f) Computers room will be opened from 8.00 a.m. to 10.00 p.m. only on weekdays.

2. **At the end of placement:**
 - a) Your card automatically inactivate after 6 month (for student of ITMA).
 - b) Please tidy up your workstation before leaving.