



**ACCOMMODATION CHECK-OUT / WITHDRAWAL FORM**

**PART A: PERSONAL INFORMATION**

NAME:		GENDER:	
IDENTITY CARD / PASSPORT NO. :		CONTACT NO. :	
ACCOMMODATION FACILITY: (please tick ✓ in the relevant box)			
	RESIDENTIAL COLLEGE: _____	ROOM NUMBER:	
	INTERNATIONAL HOUSE		
	JAPAN APARTMENT		

**PART B: IF YOU ARE UNIVERSITI MALAYA STUDENTS, KINDLY FILL IN THE DETAILS AS FOLLOWS:**

NEW MATRIC NO. :		OLD MATRIC NO. : (IF ANY)	
PROGRAM:		YEAR OF STUDY: (please tick ✓ in the relevant box)	
		YEAR 1	YEAR 2
FACULTY:		YEAR 3	YEAR 4
		OTHERS: _____	

**PART C: CHECK-OUT INFORMATION**

CHECK-OUT DATE:		CHECK-OUT TIME:	
KEY RETURN METHOD: (please tick ✓ in the relevant box)	Office Counter	REASON(S): (please tick ✓ in the relevant box)	Semester Break
	Officer on Duty		End of Accommodation Period
	Drop Key		Withdrawal: (please tick ✓ in the relevant box)
PERSONAL BELONGINGS: (please tick ✓ in the relevant box)	Cleared		Duration of studying completed.
	Left behind in the room		Staying outside
NOTES:			Health problem.
		Others: _____	

Verified by:

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Name:

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Principal / Manager of Residential  
College or Students Affairs  
Department Officer

Date: