UNIVERSITI TUNKU ABDUL RAHMAN *DU012(A)*

Wholly owned by UTAR Education Foundation *Co. No. 578227-M*

Checklist for Graduands Apply Deferment Convocation
(AUGUST 2023 Convocation Batch)

Step 1:

Log on to Convocation Portal (https://bit.ly/Convocation_Portal) with your UTAR ID & Password

☐ Payment of Graduation Fee or other outstanding fees such as library fines, car sticker fines
(Deadline: 20.07.2023)

Step 2:

☐ Read the terms and conditions of deferment process stated and complete the form of 'Application Deferment of Convocation'
(UTAR convocation website, convo.utar.edu.my, -> Essential Guide for Graduand -> Graduand Forms -> Application for Deferment) (From 06.07.2023 to 07.08.2023, 12.00Noon)
after deadline strictly will not be entertained

Step 3:

☐ Submission of following documents to kongpl@utar.edu.my

☐ Completed 'Application for Deferment of Convocation' form

☐ Receipt of the convocation payment

☐ Supporting document to prove the reason why you cannot attend the convocation event.
For example, letter from doctor, flight ticket, wedding card, and so on.

Step 4:

☐ Wait for the 'Notification Letter for outcome of apply deferment' from UTAR

Step 5:

☐ Bring the 'Notification Letter for outcome of apply deferment' and follow the
Process /step /procedure for the subsequence convocation.

Congratulations! You are done.