



## Checklist for Graduands Non-Attending Convocation (AUGUST 2023 Convocation Batch)

### Step 1:

- Complete and return the '[Graduation Non-Attendance](#)' form to the address stated.  
(UTAR convocation website, [convo.utar.edu.my](https://convo.utar.edu.my), -> Essential Guide for Graduand -> Graduand Forms -> Non-Attendance Form) (Deadline: 20.07.2023)

### Step 2:

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

- Online Verification of Testimonial and Request for Rectification of Testimonial (without charges)  
(From 06.07.2023 to 20.07.2023)
- Printing of Testimonial by Graduands (From 06.07.2023 to 31.10.2023)
- UTAR - Graduate Employability Survey & UTAR Alumni Survey: Complete both surveys and print /save copy of the survey slips (From 21.07.2023 onwards)

### Step 3: Payment of Graduation Fees

- Please email to [alumni@utar.edu.my](mailto:alumni@utar.edu.my) together with your full name, IC & ID or proceed to Department of Alumni Relations & Placement office to acquire the Pro-Forma invoice before making payment online or at any UTAR Division of Finance office. (Please disregard the Pro-Forma Student Bill issued in UTAR Portal).

### Step 4: Collection of Souvenir Items (T-shirt, Car Sticker) (From 24.08.2023 to 31.10.2023)

**ONLY** can be collected at Sungai Long Campus, Department of Alumni Relations and Placement (DARP) office. Please bring along the following documents:

- Collection by Graduands
  - Receipt of Graduation Fees
  - Hard/Soft Copy of UTAR - Graduate Employability Survey & UTAR Alumni Survey Slips

- Collection by an Authorized Agent
  - A photocopy of the graduand's NRIC;
  - A photocopy of his/her agent's NRIC;
  - Receipt of Graduation Fees
  - Hard/Soft Copy of UTAR - Graduate Employability Survey & UTAR Alumni Survey Slips

Step 5: Collection of Degree Certificate and Academic Transcript (**From 24.08.2023 onwards**)

- ONLY** can be collected at Sungai Long Campus, Division of Examinations and Awards office.

Collection by Graduands

- Original IC

OR

Collection by an Authorized Agent

- Completed '[Letter of Authorisation for the collection of document\(s\) issued by DEAS](#)'  
(\* Graduands are to COMPLETE and SIGN the said form in their OWN HANDWRITING. Only ORIGINAL COMPLETED AUTHORISATION FORMS will be accepted)
- A photocopy of the graduand's NRIC;
- A photocopy of his/her agent's NRIC;

Congratulations! You are done.