



## Checklist for Graduands Apply Deferment Convocation (August 2024 Convocation Batch)

### Step 1:

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

- Online Registration: Convocation Ceremony Attendance Confirmation (Choose your attendance status) (From 02.07.2024 to 16.07.2024)
- Payment of Graduation Fee or other outstanding fees such as library fines, car sticker fines (Deadline: 16.07.2024)

### Step 2:

- Read the terms and conditions of deferment process stated, and complete the online application form for '[Application Deferment of Convocation](#)' by uploading the documents as below:
  - Receipt of the convocation payment
  - Supporting document to prove the reason why you cannot attend the convocation event. For example, a letter from a doctor, flight ticket, wedding card, and so on

(From 02.07.2024 to 05.08.2024, 12.00Noon) \*after deadline strictly will not be entertained\*

### Step 3:

- Please wait for the email 'Notification for the outcome of the deferment application' from UTAR.

### Step 4:

- Bring the 'Notification for the outcome of the deferment application' and follow the process/steps/procedures for the subsequent convocation.

Congratulations! You are done.