

FAQ for Graduates of August 2021

1. What is the procedure for collection of my Alumni Souvenirs, Degree Scroll and Academic Transcripts?

All graduates are required to complete the online registration form (to choose either to collect the degree scroll and academic transcript in person** or send by post). Please log in with your UTAR ID number and password to register through the [e-Convocation Registration](#) in UTAR E-convocation website.

After payment of the Graduation Fee, postage fee and completion of the Tracer Study Survey and UTAR Survey, UTAR will courier the Alumni Souvenirs, Degree Scroll and Academic Transcript to the mailing address according to the information filled in the online pre-registration form.

**For those who opt to collect the Alumni Souvenirs, Degree Scroll and Academic Transcript in person at campus, an email announcement will be sent to your email address (stated in your online registration form) at a later date depending on instructions from MOHE on students returning to campus.

2. Why I need to pay RM250 Graduation Fee?

The Graduation fee of RM250 is a compulsory fee to be paid by all students upon their graduation regardless of their participation in the Convocation ceremony. This amount has remained the same for many years.

3. How do I pay the Graduation Fee?

You will be charged a Graduation Fee of RM250.00. The Graduation Fee Bill will be uploaded to UTAR Portal on 1 July 2021 and you are required to pay on or before 5 August 2021. You may pay by cheque at any Public Bank branch, through Public Bank Internet Banking services. International students can pay via flywire.

You may pay at Division of Finance at campuses if Movement Control Order (MCO) is lifted.

4. Do I need to pay for the E-convocation ceremony?

The e-convocation ceremony is an extra online ceremony which is dedicated to the graduates of the August 2021 convocation and it is free of charge. You still can opt to attend the physical convocation ceremony at a later time, subject to instructions by MOHE depending on the situation of the pandemic.

5. What are the charges for rental of the Convocation Attire if I intend to rent for my own photography purposes in August 2021?

You are required to fill the Rental of Convocation Attire Form and email to alumni@utar.edu.my for the arrangement of payment at least 2 weeks in advance of your rental date. Please download the [Form](#) from UTAR e-Convocation website.

The charges for rental of the Convocation Attire are as follows:

Bachelor's Degrees		Master Degrees		Doctorate Degrees	
Deposit*	RM200.00	Deposit*	RM250.00	Deposit*	RM300.00
Rental	RM 80.00	Rental	RM127.00	Rental	RM127.00
Total	RM280.00	Total	RM377.00	Total	RM427.00

*Deposit is refundable upon return of all three pieces (gown, hood and hat) of the Convocation Attire within the rental period and in good condition.

6. How do I collect my rented Convocation Attire?

All rented Convocation Attire will be sent by post arranged by the supplier and there will be NO physical collection of the attire on campus. Kindly indicate the mailing address on the Rental of Convocation Attire Form. The postage fee within Malaysia is RM30.

You are required to return by post the whole set of the Convocation Attire (gown, hood and hat) to UTAR Kampar or Sungai Long Campus before the deadline.

Kampar Campus Address:

Department of Alumni Relations and Placement
 Jalan Universiti, Bandar Barat,
 31900 Kampar, Perak
 Tel: 016-2233 820

Sungai Long Campus Address:

Department of Alumni Relations and Placement
 Jalan Sungai Long,
 Bandar Sungai Long,
 43000 Kajang, Selangor
 Tel: 016-2233 820

7. What is the rental rate of the convocation attire from 1 November 2021 onwards?

The rental rate for the convocation attire as stated in Question 5 above will remain the same until 31 October 2021. After 31 October 2021, the rental rate for the convocation attire will be as stated below:

Rental rate charged from 1 November 2021 onwards:

Bachelor's Degrees		Master Degrees		Doctorate Degrees	
Deposit*	RM200.00	Deposit*	RM250.00	Deposit*	RM300.00
Rental	RM200.00	Rental	RM250.00	Rental	RM300.00
Total	RM400.00	Total	RM500.00	Total	RM600.00

8. What is the procedure for the purchase of Convocation Attire if I want to buy my own?

You are required to email to DARP at alumni@utar.edu.my and complete a prescribed [form](#) available from DARP.

The cost of a full set of convocation attire inclusive of gown, hood and hat is as follows:

Description	Bachelor's Degree	Master Degree	Doctoral Degree
Material - Polyester	RM 550.00	RM 700.00	RM 1200.00
Material - Woolen	RM 890.00	RM 960.00	RM 1800.00

The bank draft/money order for the purchase of Convocation Attire must be made payable to 'Universiti Tunku Abdul Rahman'. Payment made by personal/company cheque will not be accepted. You may pay by cheque at any Public Bank branch, through Public Bank Internet Banking services. International students can pay via flywire. You may pay at Division of Finance at campuses if Movement Control Order (MCO) is lifted.

9. When and how can I make arrangement for photography?

You can make your own arrangement with FOTOREX by email: graduation@fotorex.com

10. When will the virtual e-Convocation event be held?

The virtual e-Convocation will be held on 21 August 2021 to celebrate the dedication and accomplishments of the August 2021 batch of graduates.

11. When will the physical Convocation Ceremony be held?

The date(s) of the physical Convocation ceremony can only be decided after the Government allows large gatherings to be held and when UTAR Management is confident that ample and appropriate measures are in place for the safety and well-being of all attending the Convocation.

12. What are the charges that I will have to pay if I decide to attend the physical Convocation Ceremony?

You will have to pay for the Deposit (refundable if Convocation Attire is returned within rental period and in good condition) and charges for the rental of Convocation Attire chargeable at the time of the Convocation Ceremony.

13. When will I be informed of the date of the physical Convocation Ceremony?

You will be given ample notice of at least two months to make your preparations to attend the physical Convocation Ceremony.

14. What if I am unable to attend the postponed physical convocation ceremony?

You can choose either:

- (a) not to attend the physical Convocation Ceremony, or
- (b) attend any one of the physical Convocation Ceremony held within the next three years, ie. Year 2022, Year 2023 and Year 2024, subject to the situation of the pandemic and approval by MOHE.

15. What are the charges that I will have to pay if I decide to attend a physical Convocation Ceremony in 2022, 2023 or 2024?

You will have to pay for the Deposit (refundable if Convocation Attire is returned within rental period and in good condition) and charges for the rental of Convocation Attire chargeable at the time of the Convocation Ceremony.