



Checklist for Graduands Apply Deferment Convocation (MARCH 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: 16.02.2023)

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, -> -> Graduand's Kit -> Graduand Forms -> Application for Deferment) (From 02.02.2023 to 06.03.2023, 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.