

## Checklist for Graduands Attending Convocation (March 2023 Convocation Batch)

### Preparation for Graduation:

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

- Online Pre-Registration (for Venue, date of collection/returning, size etc.) and print/save copy of the confirmation slip. (From 02.02.2023 to 16.02.2023)
- Submission of Convocation online "Application for Refund of Convocation Attire Deposit" (Deadline: 31.03.2023)
- Payment of Graduation Fee or other outstanding fees such as library fines, car sticker fines (Deadline: 16.02.2023)
- Online Submission of Gratitude Message (From 02.02.2023 to 09.03.2023)
- Online Verification of Testimonial and Request for Rectification of Testimonial (without charges) (From 02.02.2023 to 16.02.2023)
- Printing of Testimonial by Graduands (From 02.02.2023 to 31.05.2023)
- Submission of portrait photo for convocation ceremony (Deadline: 16.02.2023)
- Online UTAR Survey: Complete the UTAR Survey form and print /save copy of the survey slip. (From 17.02.2023 onwards)
- Tracer Study Survey: Complete the survey form and print /save copy of the survey slip. (From 17.02.2023 onwards)

Collection of Convocation Attire, Bar Code Card, Guest Entrance Card & Parking Pass as pre-registered. \*

Please bring along the following documents:

- Collection by Graduands:
  - Hard/Soft Copy of both Survey Slips: Tracer Study & UTAR Survey
- OR
- Collection by an Authorized Agent
  - Completed [Authorization Letter for Collection of Convocation Attire](#)
  - A photocopy of the graduand's NRIC;
  - A photocopy of his/her agent's NRIC
  - Hard/Soft Copy of both Survey Slips: Tracer Study & UTAR Survey

Convocation Day:

- Report and please comply with the convocation dress code for graduands as stated below. Graduands MUST wear proper convocation attire prior entering the holding room and personal belongings (hand bags, bags, water bottles, flowers, plastic bags etc.) are strictly not allowed to bring into the holding room. UTAR is NOT responsible for any damage or lost items in the room.

After Convocation Day:

Returning of convocation attire according to the venue registered. (On or before 20.03.2023)

- Returning by Graduands
- Original IC
- A full set of convocation attire in good condition (gown, hood and mortar-board/ bonnet)

OR

- Returning by an Authorized Agent
- A photocopy of the graduand's NRIC;
- A photocopy of his/her agent's NRIC;
- A full set of convocation attire in good condition (gown, hood and mortar-board/ bonnet)

- Collection of Souvenir Items (T-shirt & Car Sticker) (Deadline: 31.05.2023)

- Collection of Degree Certificate and Academic Transcript

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;

- Collection of Stage Photographs (20.03.2023: At the campus which you are registered, 21.03.2023 to 21.06.2023 at UTAR official photographer office)

Congratulations! You are done.

**\*Important Note:**

**(i) THOSE WHO DO NOT REGISTER ONLINE by the deadline:** either the graduand concerned or his/her agent will have to **COLLECT his/her convocation attire etc. at Sungai Long Campus, Lot PT 21144, Jalan Sungai Long, Bandar Sungai Long, Cheras, 43000 Kajang, Selangor ONLY.**

**(ii) PROPER ATTIRE:**

## DRESS CODE FOR GRADUANDS

### **MALE GRADUANDS**

**ONLY ALLOWED:** Dark-Coloured Lounge Suit, Formal Long-Sleeved Shirt with Tie, Dark-Coloured Socks, Dark-Coloured Formal Shoes.



### **FEMALE GRADUANDS**

**ONLY ALLOWED:** Light Coloured Long-Sleeved Blouse / Shirt (with buttons in front), Black or Dark-Coloured Jacket, Dark-coloured skirt (at least knee-length or longer length) or long pants, Black or Dark-Coloured Court Shoes.



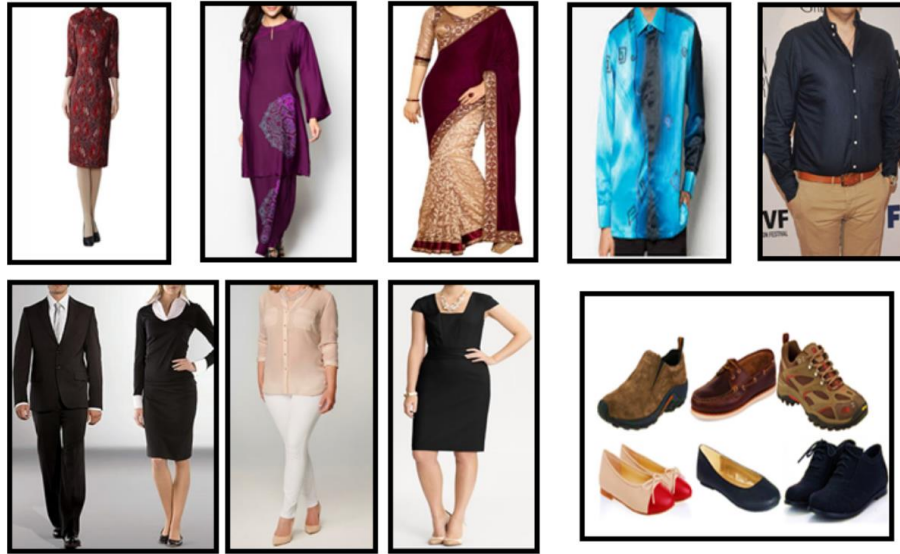
**\*Mini skirt and short pants are not allowed**

**Sport / Casual Shoes are NOT ACCEPTABLE**



# Dress Code for Guests

Traditional dresses, long-sleeved batik & formal attire with appropriate footwear are **ACCEPTABLE**.



Shorts, T-shirts, jeans, Bermudas, slippers, sandals and inappropriate footwear are **STRICTLY PROHIBITED**.



Kindly take note that children **below the age of 12**  
**WILL NOT BE PERMITTED**  
into the Convocation Hall.