



Checklist for Graduands Non-Attending Convocation (March 2023 Convocation Batch)

Step 1:

- Complete and return the 'Graduation Non-Attendance' form to the address stated. (UTAR convocation website, convo.utar.edu.my, -> Graduand's Kit -> Graduand Forms -> Non-Attendance Form) (Deadline: 16.02.2023)

Step 2:

Log on to 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 02.02.2023 to 16.02.2023)
- Printing of Testimonial by Graduands (From 02.02.2023 to 31.05.2023)
- 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)

Step 3: Payment of Graduation Fees

- Please email to 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 23.03.2023 to 31.05.2023)

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 both Survey Slips: Tracer Study & UTAR Survey

- 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 both Survey Slips: Tracer Study & UTAR Survey

Step 5: Collection of Degree Certificate and Academic Transcript (From 23.03.2023 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.