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## Procedures for March 2022 Convocation Batch

**IMPORTANT NOTE: Only fully-vaccinated persons will be allowed to participate the convocation ceremony and enter the campus.**

**Definition of fully-vaccinated:**

- Individuals who have taken the Pfizer, AstraZeneca or Sinovac vaccines, which require two doses, must have passed 14 days from the date of their second vaccination.
- Individuals who have taken the Johnson & Johnson or CanSino vaccines, which require one dose, must have passed 28 days from the date of their vaccination.

Please note that you need to log in using your UTAR ID number and password to register as a graduate to access information.

### (A) PREPARATION FOR GRADUATION

#### Step 1: CONVOCATION ATTENDANCE & PAYMENT

##### 1.1 Online Registration (For Venue, Date of Collection, Size Of Convo Attire Etc.)

All graduates are required to complete the online registration form:

- Login to ['Registration for March 2022 Graduates'](#).
- Click 'Online Registration (For Venue, Date of Collection, Size of Convo Attire Etc.)'
- Select: Select: Venue & Date of Collecting, Size of Convocation Attire

Please double check your selection of venue before you submit it. **Change of venue is not allowed.**

Period of registration: **10 February 2022 to 24 February 2022**

**Important note:**

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

##### 1.2 Application for refund of Convocation Attire deposit

All attending convocation graduates are required to complete online "Application for Refund of Convocation Attire deposit" by following the steps below:

- Login to ['Registration for March 2022 Graduates'](#).
- Click 'Convocation Online "Application for Refund of Convocation Attire Deposit" (For Graduates Attending Convocation)'
- To check the bank account information and click "Submit"

I. All graduates who have completed the online "Application for Refund of Convocation Attire Deposit" will receive their deposit latest by 2 May 2022 after the returning of the full set of convocation attire WITHIN the stipulated date.

II. For those return late; they will receive their deposit latest by 2 June 2022 after the returning of the full set of convocation attire.

III. The amount to be refunded depends on conditions of the attire returned and date of return.

Kindly double checks your bank account information before submission. If you would like to change your bank account number, please email to [alumni@utar.edu.my](mailto:alumni@utar.edu.my) for further action.

The deposit of RM200.00 (Degree), RM250.00 (Master) or RM300.00 (PhD) will be refunded through account transfer after the full set of Convocation attire (i.e. one convocation gown, one hood, and one mortar-board/bonnet) is returned in good condition within the stipulated date.

Deadline submission of refund: **31 March 2022**

### **1.3 Payment of Graduation Fee**

(a) All graduates are required to pay a graduation fee as stipulated by the University before **24 February 2022**. The fee payable by graduates is as follows:

Level of Study	Attending Convocation Ceremony		Not Attending Convocation Ceremony
	Graduation Fee and Rental of Convocation Attire (non-refundable)	Convocation Attire Deposit (refundable)	Graduation Fee (non-refundable)
Bachelor Degree	RM250.00 + RM 80.00 = RM330.00	RM200.00	RM250.00
Master Degree	RM 250.00 + RM 127.00 = RM377.00	RM250.00	RM250.00
PhD	RM 250.00 + RM 127.00 = RM377.00	RM300.00	RM250.00

Attending Convocation Ceremony	Not Attending Convocation Ceremony
One (1) Guest Entrance Card Rental of Convocation Attire (Graduation Gown, Hood and Mortar-board/Bonnet) Degree Certificate Academic Transcript One (1) Scroll Box One (1) Convocation Book A set of three (3) Convocation Ceremony Photographs One (1) T-shirt One (1) Car Sticker	Degree Certificate Academic Transcript One (1) Convocation Book One (1) Scroll Box One (1) T-shirt One (1) Car Sticker

(b) Please follow the steps below to access the Pro-Forma Student Bill:

- Go to [www.utar.edu.my](http://www.utar.edu.my)
- Login to [UTAR Portal](#)
- Click: "My Billing"
- Click on the PDF icon to print your E-Bill for payment and record. Please follow the instructions on E-Bill before paying your bill.

(c) Methods of payment:

- at any Public Bank branches

Please present the Pro-Forma Student Bill and duly complete pay-in slip payable to "**Universiti Tunku Abdul Rahman**" account number: **3999207316** when making payment to the bank teller. The bill will be retained by the Bank.

- through Public Bank Internet Banking services

Log on to [www.pbebank.com.my](http://www.pbebank.com.my), a service provided by Public Bank Bhd for their current and savings account holders. Follow the instructions for payment. Graduates are advised to print and keep the 6-digit reference number shown on the confirmation page as reference of the successful execution of the internet banking service.

- at UTAR Division of Finance campus office.

Division of Finance Room KB009, Ground Floor, Universiti Tunku Abdul Rahman (Sungai Long campus) Jalan Sungai Long, Bandar Sungai Long, Cheras 43000, Kajang Selangor	Division of Finance Lower Ground, University Administration Block Universiti Tunku Abdul Rahman (Kampar campus) Jalan Universiti Bandar Baru Barat 31900 Kampar Perak
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## Step 2: Testimonials

Testimonials are issued to graduates who have been UTAR student leaders, or involved in UTAR extracurricular activities, or have achieved academically, e.g. President's List, Dean's List and Book Prize Winners' lists.

All graduates concerned are required to verify the contents in their testimonials through the steps below from **10 February 2022 to 24 February 2022**.

- Login to ['Registration for March 2022 Graduates'](#).
- Click on "TESTIMONIALS FOR GRADUATES"

	Department or Faculty in-charge of respective Testimonial Information		
	Department of Student Affairs	Faculty Office	Division of Examinations and Awards
<b>Status on extra-curricular activities recognized by UTAR and according to stipulated criteria</b>	<u>Committee member, member of</u> Clubs and societies <ul style="list-style-type: none"><li>• Student Representative Council</li><li>• Approved organizing committee for extracurricular activities</li><li>• Committee member for UTAR Event, e.g. Orientation, UTAR Ball</li></ul>	<ul style="list-style-type: none"><li>• Course Representative</li><li>• Class Representative</li><li>• Committee member for faculty project officially appointed by the faculty concerned</li></ul>	<u>UTAR awards</u> <ul style="list-style-type: none"><li>• President's List</li><li>• Dean's List</li><li>• List of Book Prizewinners</li></ul>
<b>Officer-in-charge and his/her email address</b>	<u>Sungai Long Campus</u> <b>Cik Norazilah Binti Adnan</b> <a href="mailto:norazilaha@utar.edu.my">norazilaha@utar.edu.my</a>	<ul style="list-style-type: none"><li>• <b>FAM:</b> <b>Puan Suharty Binti Zainuddin</b> <a href="mailto:suharty@utar.edu.my">suharty@utar.edu.my</a></li></ul>	<ul style="list-style-type: none"><li>• <b>Mr Chia Zeng Hui</b> <a href="mailto:chiazh@utar.edu.my">chiazh@utar.edu.my</a></li></ul>

Kampar Campus  
Ms Alice Lim  
[alice@utar.edu.my](mailto:alice@utar.edu.my)

- FCI:  
Encik Mohd Taufik Bin Basar  
[taufikb@utar.edu.my](mailto:taufikb@utar.edu.my)
- LKC FES:  
Cik Noradila Binti Musa  
[noradilam@utar.edu.my](mailto:noradilam@utar.edu.my)
- FMHS :  
Ms Wong Tock Wah  
[wongtw@utar.edu.my](mailto:wongtw@utar.edu.my)  
or  
Ms Yuen Pei Chuin [yuenpc@utar.edu.my](mailto:yuenpc@utar.edu.my)
- FICT:  
Ms. Wan Mun Pik  
[wanmp@utar.edu.my](mailto:wanmp@utar.edu.my)  
or  
Encik Abdul Rahman Bin Rashid  
[rahmanr@utar.edu.my](mailto:rahmanr@utar.edu.my)
- FSc:  
Ms Teo Bi Heng  
[teobh@utar.edu.my](mailto:teobh@utar.edu.my)
- FAS:  
Ms Melinder Rani a/p Darshan Singh  
[melinder@utar.edu.my](mailto:melinder@utar.edu.my)
- FBF:  
Mr. Yong Wai Juen  
[yongwj@utar.edu.my](mailto:yongwj@utar.edu.my)  
or  
Ms Hew Shiau Li  
[hewsl@utar.edu.my](mailto:hewsl@utar.edu.my)
- FEGT:  
Ms Au Chui Ling  
[aucl@utar.edu.my](mailto:aucl@utar.edu.my)
- ICS :  
Ms Woo Jen Lin  
[woojl@utar.edu.my](mailto:woojl@utar.edu.my)

Should any error or discrepancy be detected, the graduate concerned shall, according to the instructions given in the system, inform the respective department concerned immediately to rectify the error/discrepancy. The verification and rectification of testimonials by department/ faculty concerned will take about two weeks from the date of request.

After **24 February 2022**, the verification and rectification system will be CLOSED. An administrative fee will be imposed for any request for verification and rectification of testimonials after the following deadlines:

- After **24 February 2022**: you are required to pay an administration fee at RM5.00 per request.
- After **31 May 2022**, you are required to pay an administration fee at RM20.00 per request per annum and an additional of RM20.00 for every one year.

#### Printing of Testimonial

- Printing by graduates' testimonials without rectification: **10 February 2022 to 31 May 2022**
- Printing by DARP upon request by graduate: RM5.00 per request per piece

### **Step 3: Gratitude Message for Convocation Ceremony**

Graduates can dedicate ONE short message to their parents/family/friends/lecturers/loved ones during the convocation ceremony. This message will be displayed on the screen while you are on the stage to receive your scroll. We encourage all graduates to participate in this message dedication to express their appreciation to their parents/family/friends/lecturers/loved ones.

To dedicate the message, the graduate needs to do the following:

- Login to [Registration for March 2022 Graduates](#).
- Click 'Online Submission of Gratitude Message'
- Enter/Fill in your message within the characters given.
- Click "Confirm Submit" after all the information is entered.

Sample Messages:

#### **Sample 1**

To : My family and friends :

Message : *Thank you for your support. I could not have done it without you. I love you!*

#### **Sample 2**

To : Loved ones

Message : AG: *I luv you; Mum-Dad: TQ with hugs; DD: Let's celebrate 2nite!*

#### **Sample 3**

To : Ibu bapa dan sahabat handai

Message : *Segulung ijazah hadiah buat ibu bapa dan sahabat handai diatas pengorbanan dan sokongan kalian*

#### **Sample 4**

To : Ibu bapa, keluarga, dan sahabat handai

Message : *Menara gading berjaya kini, Terima kasih saya ucapkan, Pengorbanan kalian tidak akan dilupai.*

#### **Sample 5**

To : Ibu bapa, pensyarah, sahabat handai

Message : *Jutaan terima kasih kepada ibu bapa, pensyarah dan sahabat handai, kerana anda saya di sini.*

#### **Sample 6**

To : JD/Alex/Juliet/CK/阿廖

Message : *认识了你们是我的福分，我会永远记得属于我们的记忆！愿我们都前程似锦！做工了之后不要忘记我们的约定噢！一定要再聚！爸爸妈妈·没有辜负你们！你的孩子毕业啦！*

#### **Sample 7**

To : 我挚爱的同窗们

Message : *大学生涯在悠扬的骊歌声中划下休止符。以后的以后，让我们携着属于我们的故事，带着属于我们的梦想，在满载祝福的另一片天空里蜕变、展翅、高飞！*

#### **Sample 8**

To : அன்புள்ள குடும்பத்தினருக்கும் நண்பர்களுக்கும்

Message : *எனது சாதனை உங்களுக்குச் சமர்ப்பணம்!*

Notes:

- Please double check your message before submission. No changes can be made after you submit.

- The message must be written either in English, Bahasa Malaysia, Chinese or Tamil.
- For messages in Chinese and Tamil, please refer to the [guidelines](#).
- Only messages of graduates who are participating in the convocation ceremony will be displayed on the screen during the convocation ceremony.
- Messages must be in alpha numeric format. For example, "emoji" or other symbol(s) will not be accepted.
- UTAR reserves the right to reject any messages that are not provided in the alpha numeric format.
- UTAR also reserves the right to edit the messages or not to display the messages without further notice.

The duration of submission: **10 February 2022 to 17 March 2022**

**Late submission of message will not be accepted.**

## **Step 4: Surveys**

All graduates are required to complete the following two (2) surveys:

### **i. UTAR Survey**

Date of Commencement for UTAR Survey: **10 February 2022**

- Step 1: Login to [Registration for March 2022 Graduates](#)
- Step 2: Click "UTAR Alumni Survey"
- Step 3: Save and print the "Alumni Survey" slip in PDF/Word/JPEG format

### **ii. Tracer Study Survey**

You are required to complete the Tracer Study survey below starting from **24 February 2022**, as required by the Ministry of Higher Education (MOHE), three (3) months after leaving Universiti Tunku Abdul Rahman:

- Step 1: Login to [Registration for March 2022 Graduates](#)
- Step 2: Click 'MOHE Tracer Study Website'
- Step 3: Login by keying in your NRIC/Passport number without dash and choose your Institution: *UNIVERSITI TUNKU ABDUL RAHMAN*
- Step 4: Save and print the "MOHE Survey" slip in PDF/Word/JPEG format

#### **Purpose of the Survey:**

*Your institution wants to know what you think of the programme of study you have gone through, the facilities and services you have used while you were studying, the type of job you are doing and how you are faring in your working world. Your valuable feedback can make a significant change to your institution and to the Ministry of Education in improving the standard of higher education of our country. This is therefore a good way for you to give back and to say thank you to your institution.*

*The report on Tracer Study is crucial in deciding the status of the University. Your cooperation is very much appreciated. Thank you.*

## **Step 5: Submission of Portrait Photo for Convocation Ceremony**

Kindly login using UTAR email account to submit your photo through the submission link below:

<https://forms.gle/zo26aAenuigi5yxq6> **Deadline: 18 February 2022**

**Step 6: Collection of Convocation Attire, Barcode Card and Guest Entrance Card as pre-registered venue/campus**

**A. Schedule:**

Date / Time	Venue for Collection of Convocation Attire
19 March 2022 (Saturday) 9.00am - 5.00pm	Sungai Long Campus Jalan Sungai Long, Bandar Sungai Long, Cheras 43000 Kajang, Selangor
20 March 2022 (Sunday) 9.00am - 5.00pm	Venue: KB005, Multipurpose Hall, KB Block Kampar Campus Jalan Universiti, Bandar Baru Barat, 31900 Kampar, Perak Venue: Room A001, Multipurpose Hall, Heritage Building

**B. Document to be prepare:**

All graduates are required to prepare all necessary documents, as follows:

<p><b><u>Collection by Graduate</u></b> I. Two surveys slip - UTAR and Tracer Study Survey (Hard/Soft Copy) II. Original NRIC/ID for checking purpose</p>	<p><b><u>Collection by an Authorized Agent</u></b> I. <a href="#">Letter of Authorization for Collection of Convocation Attire</a> II. A photocopy of the graduate's NRIC III. A photocopy of his/her agent's NRIC IV. Two surveys slip - UTAR and Tracer Study Survey (Hard/Soft Copy)</p>
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You will be given:

- **A set of Convocation attire** (convocation gown, hood and mortar board)
- **Convocation Bar code card**. It is compulsory for all graduates to bring their Bar code card to their convocation session for scanning on the convocation stage. Failing to bring along his/her Bar code card, the graduate will be charged RM10.00 for replacement.
- **Guest invitation card**. Each graduate will receive **ONE (1)** guest entrance card for **2 guests** for entry into Convocation Hall. Graduates have to ensure that their guests to bring along the guest entrance cards on Convocation Day as no replacement will be issued. Kindly take note that children below the age of 12 will not be permitted into the Convocation Hall. Only original hardcopy of guest invitation card issued by UTAR is acceptable.
- **Parking pass**. Each graduate will be given only **ONE (1)** parking pass to park at designated parking lots. Other vehicles without parking pass shall be directed to park at public parking lots. Only original hardcopy of parking pass issued by UTAR is acceptable.

## (B) CONVOCATION DAY

### Step 1: Convocation Dress Code for the graduates.

Here are the official dress for the graduates to be worn underneath the robe:



**UNIVERSITI TUNKU ABDUL RAHMAN** DU012(A)  
Wholly owned by UTAR Education Foundation Co. No. 578227-M

## 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**





## **Step 2: Convocation Registration & Robing**

### **A. Registration**

All graduates are required to report at **FICT & IPSR Lab, UTAR Kampar Campus** by following the time scheduled shown as below.

25 March 2022 (Friday)		
Session 1	Session 2	Session 3
6.45am	9.15am	1.45pm

26 March 2022 (Saturday)				27 March 2022 (Sunday)			
Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10	Session 11
6.45am	9.15am	12.15pm	2.45pm	6.45am	9.15am	12.15pm	2.45pm

Please be punctual.

### **B. Holding Room**

Please comply with the convocation dress code for graduates as stated above. Graduates 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.

### **C. Lining Up**

Please follow instructions of UTAR staff to line up accordingly and remember to bring along your convocation Bar code card.

### **D. Graduates Procession**

Follow the marshals into the hall to your seat.

### **E. Going on stage**

Follow the marshals to line up to the stage.

### **F. Receiving your scroll**

The marshals will guide you accordingly.

### **G. Position of Tassel**

Position the tassel of your mortar-board on the left before the convocation ceremony and move it to the right after the Ceremony. Please refer to the photographs below for the examples of Convocation Attire.



### **Step 3: Convocation Etiquette**

As the Convocation Ceremony is a formal occasion, please observe the following during the Ceremony:

- Remain seated and observe silence at all times.
- Hand-phones are to be switched off or be set in silent mode at all times.
- Observe strict dress code.
- Professional photographers have been engaged to take your photographs on stage during the Convocation Ceremony. Your guests may take photographs with their cameras or video cameras from their seats only. Please advise your guests not to stand up or move from their seats while they are taking your photographs or video shots.
- Follow all instructions of the procession marshals.
- Please inform your parents/guests to leave the Convocation hall after the Ceremony to wait for you outside the hall.

## **(C) AFTER CONVOCATION**

### **Step 1: Returning of Convocation Attire & Issuance of Souvenir Items**

#### **A. Schedule of Returning of Convocation Attire, Issuance of Souvenir Items, Certificate and Academic Transcript**

<b>Date</b>	<b>Time</b>	<b>Campus / Venue of Returning of Convocation Attire</b>
After your convocation Ceremony (25 to 27 March 2022, Friday to Sunday)	9.30 am to 6.00pm	Room A001, Multipurpose Hall, Heritage Building, Universiti Tunku Abdul Rahman (Kampar Campus) Jalan Universiti, Bandar Baru Barat 31900 Kampar, Perak
28 March 2022 (Monday)  (at the campus you opt to collect your Stage Graduation Photographs)	2.00pm to 5.00pm	<u>Sungai Long Campus:</u> Jalan Sungai Long, Bandar Sungai Long, Cheras 43000 Kajang, Selangor Room No: KB005, Multipurpose Hall, KB Block  <u>Kampar Campus:</u> Jalan Universiti, Bandar Baru Barat, 31900 Kampar, Perak Room No : A001, Multipurpose Hall, Heritage Building

**Reminder: Late return of the full set of convocation attire will be fined the minimum of RM10.00 per working day, and the maximum of RM200.00, effective from 29 March 2022 (Tuesday).**

## **B. Returning of Convocation Attire**

Graduate may choose to return the convocation attire by themselves or send a representative to return the convocation attire on his/her behalf.

<u>Returning by Graduate</u>	<u>Returning by an Authorized Agent</u>
-Full set of convocation attire (i.e. Convocation gown, hood, and mortar board) -Original NRIC/ID	-Full set of convocation attire (i.e. Convocation gown, hood, and mortar board) - Completed *" <a href="#">Letter of Authorization for Collection of Souvenir Items, Certificate and Academic Transcript</a> " -a photocopy of the graduate's NRIC -a photocopy of his/her agent's NRIC  * Graduates are to COMPLETE and SIGN the said form in their OWN HANDWRITTING. Only ORIGINAL COMPLETED AUTHORISATION FORMS will be accepted.

A charge may be imposed on the graduate under the following conditions:

- The convocation attire is returned after **28 March 2022**. A penalty charge at the rate of RM10.00 per working day, will be deducted from the graduate's convocation deposit.
- The convocation attire is damaged (defined and determined by the Supplier as either torn / tattered / stained / discoloured or in such condition not fit to be worn for Convocation) or lost of convocation attire.
- The following are the Charges for Loss or Damage of Convocation Attire:

Level	Gown	Hood	Mortar-board / Bonnet	Whole Set
Bachelor	RM200.00	RM100.00	RM80.00	RM380.00
Master	RM250.00	RM120.00	RM80.00	RM450.00
PhD	RM1,400.00	RM250.00	RM150.00	RM1,800.00

***\*The University will deduct from the Convocation Attire Deposit any charges imposed. In the event that the charges imposed are higher than the Deposit amount, graduates are required to make the additional payment at Division of Finance, Universiti Tunku Abdul Rahman before proceeding to the venues assigned for the collection of souvenir items. Graduates must bring along the receipt of payment and other documents during the collection of souvenir items.***

## **C. Collection of Souvenir Items (i.e. UTAR Alumni T-shirts and Car Sticker)**

Upon returning a full set of convocation attire, graduates are required to acknowledge receipt of the souvenir items (i.e. UTAR Alumni T-shirts and Car Sticker).

Graduates are encouraged to collect their Degree Certificate and Academic Transcript PERSONALLY.

For those graduates who did not attend the convocation ceremony, you are required to collect your souvenir items at KB317, office of Department of Alumni Relations and Placement (DARP), Sungai Long Campus from 31 March 2022 onwards, 9am to 5pm.

Deadline of collection of Souvenir items: **31 May 2022**

#### **D. Convocation Stage Photograph**

Each graduate will receive a set of three stage graduation photographs of sizes 11R, 8R, and 5R. The cost of the photographs is included in the convocation fee.

Graduates are able to collect their stage graduation photographs on the following date after their convocation ceremony based on the venue that they opt to collect their convocation attire.

Collection Date and Time	Venue
<p style="text-align: center;">28 March 2022 2.00pm to 5.00pm</p>	<p>KB005, Multipurpose Hall, KB Block Universiti Tunku Abdul Rahman (Sungai Long Campus) Jalan Sungai Long, Bandar Sungai Long, Cheras 43000, Kajang, Selangor</p> <p>Concourse Area, Level 1, Heritage Building, Heritage Building, Universiti Tunku Abdul Rahman (Kampar Campus) Jalan Universiti, Bandar Barat, 31900, Kampar, Perak</p>

Please note:

- For those who do not select the venue (campus) through online pre-registration, you will have to collect your Stage Photographs at Sungai Long Campus, Jalan Sungai Long, Bandar Sungai Long, Cheras, 43000 Kajang, Selangor.
- For those who are unable to collect their Stage Photographs on the date stated above, you may write a letter of authorization in your own handwriting and provide your stage photo receipt number to your agent to collect on your behalf.
- **After 28 March 2022**, all graduates are to collect their Stage Photographs at UTAR appointed official photographer office from 29 March 2022 to 29 June 2022.

Graduates may opt to courier their Stage Photographs to their home address by submitting their request form to Stage Photographs counter during Collection and Returning of Convocation Attire. A courier fees will be borne by graduates.

### **Step 2: COLLECTION OF DEGREE CERTIFICATE (DC) & ACADEMIC TRANSCRIPT (AT)**

#### **A. Schedule for Collection of Degree Certificate and Academic Transcript**

(i) Attending Graduates:

All graduates are strongly advised to go to the respective campus to collect their degree certificate and academic transcript, when they opt the souvenir items venue during online pre-registration.

For those who miss out the online pre-registration, you are required to return your convocation attire, collect souvenir items, certificate and academic transcript at Sungai Long campus ONLY.

Date	Time	Campus / Venue for Collection of Degree Certificate and Academic Transcript
After your convocation Ceremony (25 to 27 March 2022, Friday to Sunday)	9.30am to 6.00pm	Room A001, Multipurpose Hall, Heritage Building Universiti Tunku Abdul Rahman (Kampar Campus) Jalan Universiti, Bandar Barat, 31900 Kampar, Perak
28 March 2022(Monday)  (at the campus you opt to collect your Stage Graduation Photographs)	2.00pm to 5.00pm	<b><u>Sungai Long Campus</u></b> Jalan Sungai Long, Bandar Sungai Long, Cheras, 43000 Kajang, Selangor Room No : KB005, Multipurpose Hall, KB Block  <b><u>Kampar Campus</u></b> Jalan Universiti, Bandar Baru Barat, 31900 Kampar, Perak Room No : A001, Heritage Building
29 March 2022 onwards  *Certificate will be located according to the preregistered venue/campus you opt to collect your Stage Graduation Photographs	During normal office hours on working days Monday - Friday 9.00am - 5.00pm	<b>Division of Examinations and Awards</b>  <b><u>Sungai Long Campus:</u></b> Room KB007, Ground Floor, KB Block Jalan Sungai Long, Bandar Sungai Long, Cheras 43000 Kajang, Selangor  <b><u>Kampar Campus:</u></b> Room F004, LG Floor, University Administration Block, Jalan Universiti, Bandar Barat, 31900 Kampar, Perak

**\*Important Notes:**

**THE UNIVERSITY RESERVES THE RIGHT NOT TO ISSUE DEGREE CERTIFICATE AND ACADEMIC TRANSCRIPT TO AN AUTHORISED AGENT OF THE GRADUATE IF THE UNIVERSITY IS OF THE OPINION THAT THE AUTHORIZATION LETTER IS INCOMPLETE FOR ANY REASON WHATSOEVER INCLUDING BUT NOT RESTRICTED TO CONFLICTING OR UNCLEAR DETAILS OR VARIATION FROM UNIVERSITY RECORDS.**

(ii) Graduates Not Attending

Schedule of Collection of Degree Certificate and Academic Transcript

Date / Time of Collection	Venue
31 March 2022 (Thursday) onwards <i>During normal office hours on working days i.e. 8.00 a.m. to 5.00 p.m.</i>	<b><i>Division of Examinations and Awards</i></b> <b><u>Sungai Long Campus:</u></b> Universiti Tunku Abdul Rahman Jalan Sungai Long Bandar Sungai Long, Cheras 43000 Kajang Selangor  Room No.: KB007 Floor: Ground

**Step 3: Photography**

The official photographer appointed by Universiti Tunku Abdul Rahman will take photographs of graduates while they are receiving their scrolls on the stage. No photography, videotaping, or audio/visual recording of any kind is allowed near the stage during convocation ceremony except by official photographers.

Professional photographers have been engaged to take graduates' photographs on stage during the Convocation Ceremony. Guests may take photographs with their cameras from their seats only.

Each graduates will receive a set of three stage graduation photographs of sizes 11R, 8R and 5R. The cost of the photographs is included in the convocation fee.

The official photographer will also set up a photo studio at the following venues for graduates who would like to take portrait photographs:

Date	Venue
During the convocation day 9.00am to 6.00pm	<b><u>Kampar Campus:</u></b> Block N Jalan Universiti, Bandar Barat 31900 Kampar, Perak

**For further enquiries:**

- Pleaserefer to FAQs at <http://convo.utar.edu.my> or
- Contact Department of Alumni Relations and Placement, during office hours only from 8:00 am to 5:00 pm, Mondays to Fridays  
Sungai Long Campus office: 03 90860288 ext 874, 866, 868 or 213  
Kampar campus office: 05 4688888 ext 2506, 2537 or 2545  
DARP Hotline: 016-2233820 E-mail: [alumni@utar.edu.my](mailto:alumni@utar.edu.my)