



Wholly owned by UTAR Education Foundation

Procedures for August 2021 E-Convocation

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

1. REGISTRATION

Step 1: Online registration for 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 request to send by post)

- Login to '[Registration for August 2021 Graduates](#)'.
- Click "1.1 COMPULSORY ONLINE REGISTRATION (FOR COLLECTION OF ALUMNI SOUVENIRS & CERTIFICATES)"
- Select: Either "Collect in person" or "Request to post"

Period of registration: **01 July 2021 to 22 July 2021**

****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 on your online registration form) at a later date depending on instructions from MOHE on students returning to campus.**

For those who missed out the online registration, the Alumni Souvenirs, Degree Scroll and Academic Transcript will be kept at Sungai Long Campus.

Step 2: Payment of Graduation Fee / Postage Fee

- (a) All graduates are required to pay a graduation fee as stipulated by the University before **5 August 2021**. The fee payable by graduates is as follows:

Level of Study	Graduation Fee
Bachelor Degree	RM250.00
Master Degree	RM250.00
PhD	RM250.00

The Postage Bill will be uploaded on UTAR Portal under billing within 3 working days after you have completed the online registration. Postage fees: within Malaysia RM20, Overseas RM100

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

- Go to 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, 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, if the Movement Control Order (MCO) is lifted.

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 3: 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 **01 July 2021 to 22 July 2021**.

- Login to '[Registration for August 2021 Graduates](#)'.
- Click on "2. TESTIMONIALS FOR GRADUATES"

	Department or Faculty in-charge of respective Testimonial Information		
	Department of Student Affairs	Faculty Office	Division of Examinations, Awards and Scholarships
Status on extra-curricular activities recognized by UTAR and according to stipulated criteria	<p><u>Committee member, member of</u> Clubs and societies</p> <ul style="list-style-type: none"> • Student Representative Council • Approved organizing committee for extracurricular activities • Committee member for UTAR Event, e.g. Orientation, UTAR Ball 	<ul style="list-style-type: none"> • Course Representative • Class Representative • Committee member for faculty project officially appointed by the faculty concerned 	<p><u>UTAR awards</u></p> <ul style="list-style-type: none"> • President's List • Dean's List • List of Book Prize winners
Officer-in-charge and his/her email address	<p><u>Sungai Long Campus</u> Cik Norazilah Binti Adnan norazilaha@utar.edu.my</p> <p><u>Kampar Campus</u> Ms Alice Lim alice@utar.edu.my</p>	<ul style="list-style-type: none"> • FAM: Puan Suharty Binti Zainuddin suharty@utar.edu.my • FCI: Encik Mohd Taufik Bin Basar taufikb@utar.edu.my • LKC FES: Cik Noradila Binti Musa noradilam@utar.edu.my • FMHS : Ms Wong Tock Wah wongtw@utar.edu.my or Ms Yuen Pei Chuin yuenpc@utar.edu.my • FICT: Ms. Wan Mun Pik wanmp@utar.edu.my or Encik Abdul Rahman Bin Rashid rahmanr@utar.edu.my • FSc: Ms Yap Lai Sum yapls@utar.edu.my • FAS: Ms Melinder Rani a/p Darshan Singh melinder@utar.edu.my • FBF: Mr. Yong Wai Juen yongwj@utar.edu.my or Ms Hew Shiau Li hewsl@utar.edu.my • FEGT: Ms Au Chui Ling aucl@utar.edu.my • ICS : Ms Woo Jen Lin woojl@utar.edu.my 	<ul style="list-style-type: none"> • Cik Ritasurya Binti Shahril ritasuryas@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 **22 July 2021**, 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 **22 July 2021**: you are required to pay an administration fee at RM5.00 per request.
- After **31 October 2021**, 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: **01 July 2021 to 31 October 2021**
- Printing by DARP upon request by graduate: RM5.00 per request per piece

Step 4: Collection of Degree Certificate, Academic Transcript and Alumni Souvenirs

(a) For those who opt to collect in person on campus according to their online registration

An email announcement will be sent to your email address (stated on your online registration form) at a later date depending on instructions from MOHE on students returning to campus.

Graduates are required to upload the 2 survey slips (UTAR & Tracer Study) to Google Form, <https://forms.gle/CyoBgojgFDe5hk5m6> before 12 August 2021.

(b) For those who opt for UTAR to send by post as stated in their online registration

Graduates are required to upload the 2 survey slips (UTAR & Tracer Study) to Google Form, <https://forms.gle/CyoBgojgFDe5hk5m6> before 12 August 2021 in order for UTAR to post the alumni souvenirs, certificate & academic transcripts to the address given in the online registration. (Postage charges: within Malaysia RM20, Overseas RM100)

Important note: Alumni souvenirs, certificate & academic transcripts will **ONLY** be sent to the graduates who have completed the 2 surveys, made payment of graduation fee, postage fees and settle any outstanding payments from 25 August 2021 onwards.

2. SURVEYS

Alumni Surveys

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

i. UTAR Survey

Date of Commencement for UTAR Survey: **01 July 2021**

- Step 1: Login to [Registration for August 2021 Graduates](#)
- Step 2: Click "UTAR Alumni Survey"
- Step 3: Save the "Alumni Survey" slip in PDF/Word/JPEG format
- Step 4: Login using UTAR email to upload to Google Form, <https://forms.gle/CyoBgojgFDe5hk5m6>

ii. Tracer Study Survey

You are required to complete the Tracer Study survey below starting from **15 July 2021**, as required by the Ministry of Higher Education (MOHE), three (3) months after leaving Universiti Tunku Abdul Rahman:

- Step 1: Login to [Registration for August 2021 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 the "MOHE Survey" slip in PDF/Word/JPEG format
- Step 5: Login using UTAR email to upload to Google Form, <https://forms.gle/CyoBgojgFDe5hk5m6>

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.

3. PORTRAIT PHOTO FOR E-CONVOCATION

Please submit your portrait photo for the e-convocation graduate list presentation. Remember to dress well to look good for the e-convocation. Your face must be visible. Kindly login using UTAR email to submit your photo to Google form:

<https://forms.gle/o137S9BrkX6UFmSq6>

Deadline: Thu 22.07.21

4. E-CONVOCATION

The E-convocation ceremony will be held on 21 August 2021, Saturday at 10:30am

Please refer to the E-convocation website.

For further enquiries:

- Please refer to FAQs at <http://convo.utar.edu.my> or
- Contact Department of Alumni Relations and Placement, during office hours only from 8:30 am to 5:30 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