

# POST-RETURNING OF ACADEMIC ATTIRE (GOWN) (AFTER 13 DEC 2024)

## Guidelines for Graduates

# 3 MAIN STEPS

### 1

**FORM FOR COLLECTION OF ACADEMIC CERTIFICATES & TRANSCRIPTS**  
Graduates must complete the designated form to verify outstanding fees & issuance of certificates & transcripts.

### 2

**CHECK OUTSTANDING FEES & RETURN ACADEMIC ATTIRE (GOWN)**  
Graduates must obtain debt verification from the 3 main departments (Library, Student Affairs Department and Bursary) and subsequently return the academic attire. Please refer to the following steps below:

#### 1

**LIBRARY (FINE/DEBT)**  
Customer Service Counter,  
Level G, Main Library,  
Universiti Malaysia

#### 2

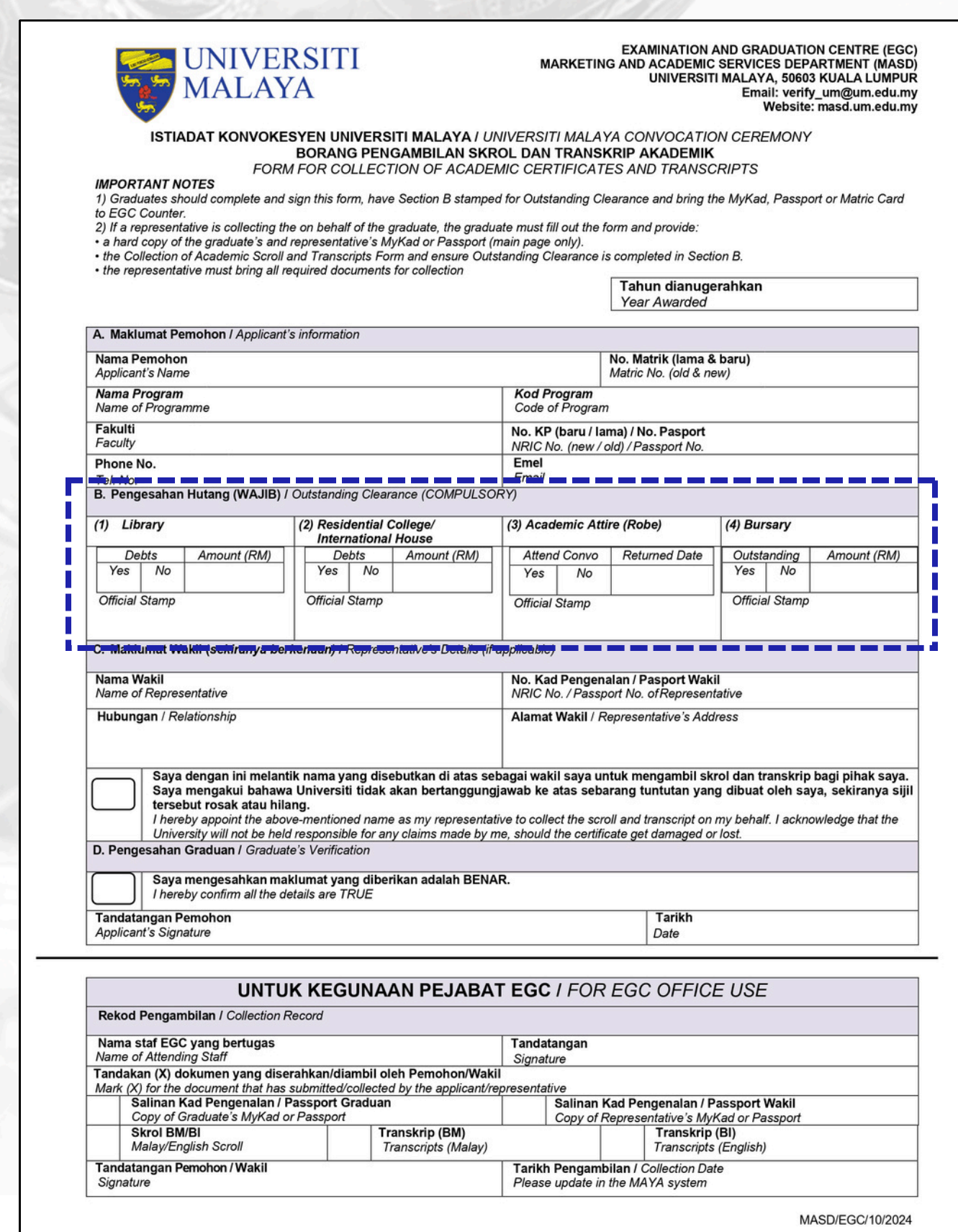
**RESIDENTIAL COLLEGE (FEES)/OFF CAMPUS**  
Main Counter, Level 2, Block E,  
Perdanasiswa Complex (KPS),  
Universiti Malaysia

#### 3

**RETURNING ACADEMIC ATTIRE (GOWN) & LATE RETURN FINE**  
Stationery Store (Main Lobby),  
Examination Building,  
Universiti Malaysia

#### 4

**BURSARY (STUDENTS FEES)**  
Main Counter, Level G,  
Marketing & Academic Services  
Department (MASD), Examination  
Building, Universiti Malaysia

**UNIVERSITI MALAYA** EXAMINATION AND GRADUATION CENTRE (EGC) MARKETING AND ACADEMIC SERVICES DEPARTMENT (MASD) UNIVERSITI MALAYA, 50603 KUALA LUMPUR Email: verify\_um@um.edu.my Website: masd.um.edu.my

**ISTIADAT KONVOKESYEN UNIVERSITI MALAYA / UNIVERSITI MALAYA CONVOCATION CEREMONY**  
**BUKANG PENGAMBILAN SKROL DAN TRANSKRIP AKADEMIK**  
**FORM FOR COLLECTION OF ACADEMIC CERTIFICATES AND TRANSCRIPTS**

**IMPORTANT NOTES**  
1) Graduates should complete and sign this form, have Section B stamped for Outstanding Clearance and bring the MyKad, Passport or Matric Card to EGC Counter.  
2) If a representative is collecting the on behalf of the graduate, the graduate must fill out the form and provide:  
• a hard copy of the graduate's and representative's MyKad or Passport (main page only).  
• the Collection of Academic Scroll and Transcripts Form and ensure Outstanding Clearance is completed in Section B.  
• the representative must bring all required documents for collection.

Tahun dianugerahkan / Year Awarded

**A. Maklumat Pemohon / Applicant's Information**

Nama Pemohon / Applicant's Name		No. Matrik (lama & baru) / Matric No. (old & new)	
Nama Program / Name of Programme		Kod Program / Code of Program	
Fakulti / Faculty	No. KP (baru / lama) / No. Pasport / NRIC No. (new / old) / Passport No.	Email	
Phone No.	Tahun dianugerahkan / Year Awarded		

**B. Pengesahan Hutang (WAJIB) / Outstanding Clearance (COMPULSORY)**

(1) Library		(2) Residential College / International House		(3) Academic Attire (Robe)		(4) Bursary	
Debits	Amount (RM)	Debits	Amount (RM)	Attend Convo	Returned Date	Outstanding	Amount (RM)
Yes	No	Yes	No	Yes	No	Yes	No
Official Stamp		Official Stamp		Official Stamp		Official Stamp	

**C. Maklumat Wakil / Representative's Information**

Nama Wakil / Name of Representative		No. Kad Pengenalan / Passport Wakil / NRIC No. / Passport No. of Representative	
Hubungan / Relationship		Alamat Wakil / Representative's Address	

Saya dengan ini melantik nama yang disebutkan di atas sebagai wakil saya untuk mengambil skrol dan transkrip bagi pihak saya. Saya mengaku bahawa Universiti tidak akan bertanggungjawab ke atas sebarang tuntutan yang dibuat oleh saya, sekiranya sijil tersebut rosak atau hilang.  
I hereby appoint the above-mentioned name as my representative to collect the scroll and transcript on my behalf. I acknowledge that the University will not be held responsible for any claims made by me, should the certificate get damaged or lost.

**D. Pengesahan Graduan / Graduate's Verification**

Saya mengesahkan maklumat yang diberikan adalah BENAR.  
I hereby confirm all the details are TRUE.

Yandatangan Pemohon / Applicant's Signature \_\_\_\_\_ Tarikh / Date \_\_\_\_\_

**UNTUK KEGUNAAN PEJABAT EGC / FOR EGC OFFICE USE**

Rekod Pengambilan / Collection Record		Tandatangan / Signature	
Nama staf EGC yang bertugas / Name of Attending Staff		Tandatangan / Signature	
Tandatangan (X) dokumen yang diserahkan/diambil oleh Pemohon/Wakil / Mark (X) for the document that has submitted/collected by the applicant/representative		Salinan Kad Pengenalan / Passport Graduan / Copy of Graduate's MyKad or Passport	
Salinan Kad Pengenalan / Passport Graduan / Copy of Graduate's MyKad or Passport		Salinan Kad Pengenalan / Passport Wakil / Copy of Representative's MyKad or Passport	
Skrol (BM) / Malay/English Scroll	Transkrip (BM) / Transcripts (Malay)	Skrol (BI) / Transcripts (BI)	Transkrip (BI) / Transcripts (English)
Tandatangan Pemohon / Wakil / Signature		Tarikh Pengambilan / Collection Date / Please update in the MAVA system	

MASD/EGC/10/2024

### 3

**COLLECTION OF ACADEMIC CERTIFICATES & TRANSCRIPTS**  
After obtaining the 4 verification stamps, graduates can proceed to collect their academic certificates & transcripts. Please refer to the following steps below:

#### 1

**EXAMINATION & GRADUATION CENTRE**  
Main Counter, Level G,  
Marketing & Academic Services  
Department (MASD), Examination  
Building, Universiti Malaysia

## OPERATION HOURS

**MONDAY - THURSDAY**  
9.30am - 4.00pm

**BREAK**  
1.00pm - 2.00pm

**FRIDAY**  
9.30am - 4.00pm

**BREAK**  
12.15pm - 2.45pm

**Closed on Saturday, Sunday,  
and public holidays.**

**Important reminders:**

- The Academic Attire (Gown) must be returned in **good condition**. Any damage (e.g. tears, permanent stains, burns etc.) or permanent alteration (cut or sewn), graduates will be fined. Please refer to "Table of Penalty".
- Starting **16th December 2024**, all **LATE RETURN** of the Academic Attire (Gown) will incur a penalty rate. Please refer to "Table of Penalty".