

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

IMPORTANT NOTES

1. Graduates should complete and sign this form, have Section B stamped for returning of the academic attire from the Team UMConvo and bring the MyKad, Passport or Matric Card to Collection Counter for verification requirements.
2. If a representative is collecting the graduation documents on behalf of the graduate, the graduate must fill out the form and provide:
 - a hard copy of BOTH graduate's and representative's MyKad or Passport (main page only).
 - a completed Collection of Academic Scroll and Transcripts Form
 - Section B is stamped by the staff in-charge / Team UMConvo
3. the representative must bring all required documents for collection and up to a maximum of 5 collection per day is allowed.

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.	
Phone No. Tel. No.		Emel Email	
B. Pengesahan Pemulangan Pakaian Akademik (WAJIB) / Academic Attire Return Confirmation (COMPULSORY)			
Hadir Konvokesyen? Attended Convocation?			
☐	YA YES	Tarikh Pemulangan Date Returned	Nama staf yang bertugas Name of Attending Staff
☐	TIDAK NO		Cop Rasmi Official stamp
C. Maklumat Wakil (sekiranya berkenaan) / Representative's Details (if applicable)			
Nama Wakil Name of Representative		No. Kad Pengenalan / Pasport 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 mengakui 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		
Tandatangan Pemohon Applicant's Signature			Tarikh Date

UNTUK KEGUNAAN PEJABAT EGC FOR EGC OFFICE USE

Rekod Pengambilan / Collection Record			
Nama staf yang bertugas Name of Attending Staff		Tandatangan Signature	
Tandakan (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 Wakil Copy of Representative's MyKad or Passport
☐	Skrol BM/BI Malay/English Scroll	☐	Transkrip (BM) Transcripts (Malay)
☐		☐	Transkrip (BI) Transcripts (English)
Tandatangan Pemohon / Wakil Signature		Tarikh Pengambilan / Collection Date Please update in the MAYA system	