

REPRESENTATIVE FOR ACADEMIC ATTIRE (GOWN) COLLECTION

Guidelines for Graduates & Representative

1

GRADUATES - REPRESENTATIVE AUTHORIZATION FORM

Graduates must fill out the provided form, including naming the representative to collect academic attire (gown) & providing the necessary supporting documentation.



2

REPRESENTATIVE - COLLECTING THE GOWN

Bring the completed "Representative Authorization Form" along with the supporting documents during the robe collection process.



3

REPRESENTATIVE - COLLECTION LIMIT

Each representative is allowed to collect a maximum of five (5) robes only. If the representative is also a graduate, then the total of five (5) includes themselves.



3 MAIN
STEPS



ISTIADAT KONVOKESYEN UNIVERSITI MALAYA | UNIVERSITI MALAYA CONVOCATION CEREMONY

BORANG KEBENARAN WAKIL UNTUK PENGAMBILAN PAKAIAN AKADEMIK REPRESENTATIVE'S AUTHORIZATION FORM FOR COLLECTION OF ACADEMIC ATTIRE

Note :

- Graduates (Applicant's) should complete and sign this authorization form with a **copy of graduates MyKad or Passport** and **pass the document to the representative before collecting the academic attire**.
- The representative must bring along a complete document as mentioned in item 1 and a **copy of his/her own MyKad or Passport** during collection.

A. Maklumat Pemohon Applicant's Information				
Nama Pemohon : Applicant's Name		No. Matrik (lama / baru) : Matric No. (old / new)		
Fakulti : Faculty				
No. KP (lama / baru) / No. Passport : NRIC No. (old / new) / Passport No.		No. Tel : Tel. No.	Emel : Email	
B. Maklumat Pakaian Akademik Academic Attire Information				
Sila tandakan (✓) dan isikan maklumat pada perkara berkenaan Please tick (✓) and fill up the information in the appropriate subject				
Ijazah Degree	Ijazah Doktor Falsafah Doctor of Philosophy	☐	Diploma Pascasiswazah Postgraduate Diploma	☐
	Ijazah Sarjana Master's Degree	☐	Diploma Lanjutan / Diploma (PPUM) Advanced Diploma / Diploma (PPUM)	☐
	Ijazah Sarjana Muda Bachelor's Degree	☐	Diploma / Diploma Eksekutif (UMCCed) Diploma / Diploma Executive (UMCCed)	☐
Saiz Pakaian Akademik : Academic Attire Size _____ [S, M, L, XL, 2XL, 3XL, 4XL, 5XL]				
C. Maklumat Wakil Representative Details				
Nama Wakil : Name of Representation		No. KP / No. Passport Wakil : NRIC No. / Passport No. Representative:		
Hubungan : Relationship		Alamat Wakil : Representative Address		
D. Perakuan Endorsement				
Saya dengan ini melantik nama disebutkan di atas sebagai wakil saya untuk mengambil pakaian akademik bagi pihak saya. Saya mengakui bahawa Universiti tidak akan bertanggungjawab ke atas sebarang tuntutan yang dibuat oleh saya, sekiranya pakaian akademik tersebut rosak atau hilang. Saya juga akan bertanggungjawab di atas segala kerosakan, kekotoran dan kehilangan pada pakaian akademik tersebut. I hereby appoint the above-mentioned as my representative to collect the academic attire on my behalf. I acknowledge that the University will not be held responsible for any claims made by me, should the academic attire get damaged or lost. I will also be responsible for any damage, dirt and loss of the academic attire.				
F. Pengesahan Graduan Graduates Verification				
Saya mengesahkan maklumat yang diberikan adalah BENAR. I hereby confirm all the details are TRUE				
Tandatangan Pemohon : Applicant Signature		Tarikh : Date		
G. Rekod Pengambilan Collection Record				
Tandatangan Wakil: Representative Signature		Tarikh Pengambilan : Collection Date		