

RETURNING OF ACADEMIC ATTIRE (GOWN)

Guidelines for Graduates

1

FORM FOR COLLECTION OF ACADEMIC CERTIFICATES & TRANSCRIPTS

Graduates must complete the designated
before Collection of Academic Certificates &
Transcripts.

2 MAIN
STEPS

UNIVERSITI
MALAYA

EXAMINATION AND GRADUATION CENTRE | ACADEMIC SERVICES DEPARTMENT
UNIVERSITI MALAYA, 50603 KUALA LUMPUR
Email: verify_um@um.edu.my
Website: aasd.um.edu.my

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 siji 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

Updated: 6.11.2025

1

COMPULSORY

Graduates should complete Part A (Applicant's), Part B (Academic Attire Return Confirmation) and sign this form.

2

REPRESENTATIVE'S

If a representative is collecting the graduation documents on behalf of the graduate, this part must fill out by graduate. Please read the important notes on the form.

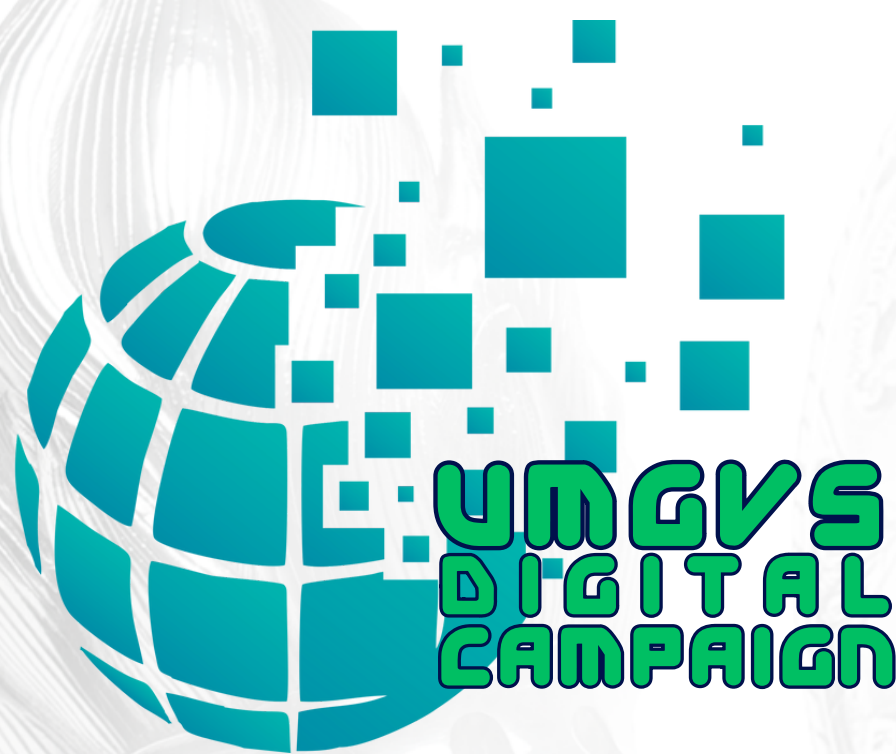
2

COLLECTION OF ACADEMIC CERTIFICATES AND TRANSCRIPTS

After obtaining the verification stamp for returning the Academic Attire (Gown), graduates can proceed to collect the compliment hardcopy of your academic certificates and transcripts.

You may also download your e-scroll via UM Graduate verification System (UMGVS) at graduand.um.edu.my.

Please follow a simple guide to sign up for your UMGVS account [HERE](#).



UM GRADUATE VERIFICATION SYSTEM (UMGVS)

UM Website Alumni UMConvo Gallery

Information

Registration No.: [REDACTED]

Programme: MASTER OF [REDACTED]

Session & Semester: 2021/2022, 1
Intake:

Senate Date: 27 MARCH 2024

Convocation Date: 02 DECEMBER 2024

ATTENTION! IMPORTANT

PDF

Kindly click on the button below:

[Download e-Scroll](#)

Click [here](#) if you wish to forward the e-Scroll to the respective employers or agents.

e-Scrolls are available from the year 2014 onwards.

Your e-scroll must be opened with Adobe Acrobat Reader Application only to maintain its authenticity and it is an encrypted PDF Format.

You can download your e-scroll
OR

send it directly to your potential Employers/Job Agencies

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 **15th Decembar 2025**, all **LATE RETURN** of the Academic Attire (Gown) will incur a penalty rate. Please refer to "Table of Penalty".