UNIVERSITI MALAYA

# ATTENDANCE CONFIRMATION

## Guidelines for Graduates

3 MAIN STEPS

**1 CHECK OUTSTANDING FEES**
Please check your outstanding fees (if applicable) as follows:
(1) Tuition Fees
(2) Accommodation/ International House Fees
(3) Library Book Fines



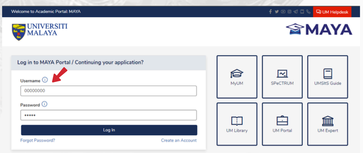
**2 GRADUATE TRACER STUDY (SKPG)**
Via portal graduan.mohe.gov.my, graduates are compulsory to complete the details as accurately as possible and download the slip.



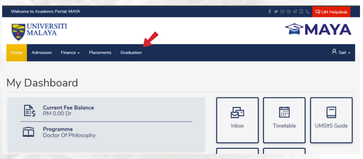
**3 ATTENDANCE CONFIRMATION**
Graduates are required to confirm their attendance at the convocation ceremony via portal maya.um.edu.my. Please refer to the following steps:



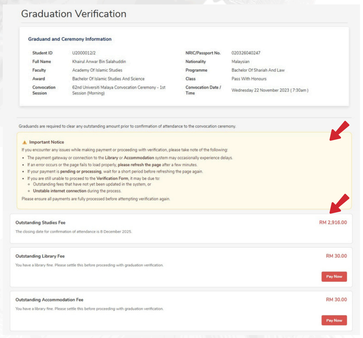

**1 LOG IN**
Via portal maya.um.edu.my & log in with Siswamail username & password.



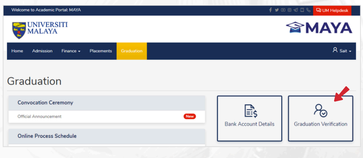

**2 GRADUATION**
Click the “Graduation” tab at the main bar.




**3 OUTSTANDING FEE**
You will not be able to verify your attendance until all outstanding fees are settled.




**4 GRADUATION VERIFICATION**
Click the “Graduation Verification” box when it appear on your screen.



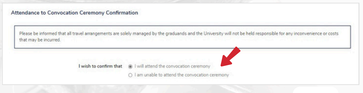

**5 ALUMNI DETAILS**
Click the “Update Alumni Details” button & update the latest information. Click submit when it’s done.



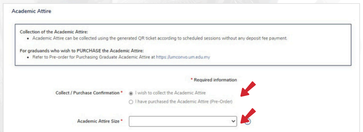

**6 GRADUATE TRACER STUDY**
Complete your “Graduate Tracer Study (SKPG)” form at graduan.mohe.gov.my/SKPG25/ & upload the slip on system.



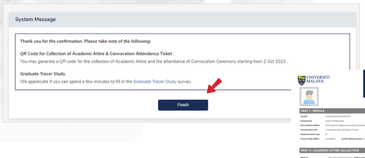

**7 ATTENDANCE CONFIRMATION**
Choose the option for your attendance to the convocation ceremony.




**8 ACADEMIC ATTIRE**
Choose the method of academic attire verification. Follow the on-screen instruction for the method you’ve chosen.




**9 FINISH**
Click the “Finish” button to generate & download the QR code convocation ticket for the academic attire collection (please refer at Important Date schedule via umconvo.um.edu.my).







**Disclaimer & important reminders:**

- It is the sole responsibility of the graduates to verify their convocation details.
- The University will not entertain any updates/corrections after the closing date.
- You are not allowed to make any changes or update your details after submission.


**UM CONVOCATION CEREMONY SECRETARIAT**
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