



UNIVERSITI  
MALAYA

# IMPORTANT REMINDER

UM GRADUATES | Class of 2023



*Happy  
Graduation!*

63rd Convocation Ceremony  
25 Nov - 2 Dec 2023

Best Wishes

Examination and Graduation Division  
Academic Administration and Services Department

Email: [bpp\\_aasd@um.edu.my](mailto:bpp_aasd@um.edu.my)

9 October 2023



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DEAR UM GRADUATES  
Class of 2023

# IMPORTANT REMINDER #1/5

Please login to MAYA Portal  
for final verification and  
declaration of your profile  
(including your personal email)

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Academic Administration and Services Department  
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9 October 2023



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**TOTAL GRADUATES WHO  
HAVE MADE THE VERIFICATION  
AS AT**

**6 OCT 2023**

**4,666**

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# IMPORTANT REMINDER #2/5

Profile Declaration Period  
~~12 Sep - 5 Oct 2023~~

**FINAL EXTENSION**  
**13 OCT 2023**

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# IMPORTANT REMINDER #3/5

Please ensure your **FULL NAME** is identical to your legal document i.e. **Identification Card or recent passport** (including the usage of **BIN, BINTI, A/L, A/P, surname and middle name arrangements**).

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# IMPORTANT REMINDER #4/5

Your **FULL NAME** will be used in **ALL**  
your graduation documents  
(scroll and academic transcripts)

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# Let's do it!! 4 Simple Steps

These steps are only applicable if you HAVE NOT registered in any UM academic programme (Master or Doctoral Level) in Sem 1, 2023/2024.

## Step 1: View 'My Profile'

Welcome to Academic Portal: MAYA

UNIVERSITI MALAYA

Home Admission Finance

### My Dashboard

Current Fee Balance  
RM 0.00 Dr

Programme  
Bachelor Of Media Studies

#### My Profile

Name: [Redacted]  
Student ID: [Redacted]  
E-mail: [Redacted]

[View My Profile](#)

Inbox Timetable Examination Result

UMSiS Guide MyUM SPeCTRUM

Highlights  
First Generation Survey New

## Step 2: Go to 'Edit Details'

### Student Profile

Name (Student ID): [Redacted]

Personal Details Enrolment Details Research Details Academic Qualification Details Sponsorship Details Declaration

Personal Detail Bank Account Details Vaccination Status Details Contact Details Next of Kin Details

#### Personal Details

IC/Passport Number	Date of Birth
Gender	Religion
Disability	Disability Number
Race	Nationality
Country/State of Birth	Dewan Undangan Negeri (DUN)
Country of Domicile	Citizenship
Household Income (RM)	Marital Status
Number of Dependents	SiswaMail

[Edit Details](#)

## Step 3: Check your full name (Please complete the check box)

### Personal Details

Personal Details Form

Student ID	IC/Passport No.
Intake Session	Mode of Programme
Programme	Status

\* Required Information

Fullname \*  ⚠

I hereby confirm that MY FULL NAME will be used in ALL my graduation documents (scroll & academic transcript)

Date of Birth \*

Gender \*  Female  Male

Race \*

Religion \*

Nationality \*

## Step 4: Declaration & Submit (Please complete the check box)

### Student Profile

Name (Student ID): [Redacted]

Personal Details Enrolment Details Research Details Academic Qualification Details Sponsorship Details Declaration

I hereby confirm all the details provided are true as follows:

My FULL NAME is identical to my legal document i.e. Identification Card or recent passport (including the usage of BIN, BINTI, A/L, A/P, surname and middle name arrangements).

I acknowledge that penalties of USD300 (international graduates)/ RM300 (local graduates) and RM50 shall be imposed for any changes of the information on the issuance of each of scroll and academic transcripts respectively.

[Submit](#)



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If you have registered in any UM academic programme (Master or Doctoral Level) in Sem 1, 2023/2024, please complete up to Step 3 only.

## Step 1: View 'My Profile'

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Home Admission Finance

### My Dashboard

Current Fee Balance  
RM 0.00 Dr

Programme  
Bachelor Of Media Studies

#### My Profile

Name: [Redacted]  
Student ID: [Redacted]  
E-mail: [Redacted]

[View My Profile](#)

Inbox Timetable Examination Result

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Highlights  
First Generation Survey New

## Step 2: Go to 'Edit Details'

### Student Profile

Name (Student ID): [Redacted]

Personal Details Enrolment Details Research Details Academic Qualification Details Sponsorship Details Declaration

Personal Detail Bank Account Details Vaccination Status Details Contact Details Next of Kin Details

#### Personal Details

IC/Passport Number Date of Birth  
Gender Religion  
Disability Disability Number  
Race Nationality  
Country/State of Birth Dewan Undangan Negeri (DUN)  
Country of Domicile Citizenship  
Household Income (RM) Marital Status  
Number of Dependents SiswaMail

[Edit Details](#)

## Step 3: Check your full name (Please complete the check box)

### Personal Details

Personal Details Form

Student ID IC/Passport No.  
Intake Session Mode of Programme  
Programme Status

\* Required Information

Fullname \* [Redacted] ⚠

I hereby confirm that MY FULL NAME will be used in ALL my graduation documents [scroll & academic transcript]

Date of Birth \* [Redacted]

Gender \*  Female  
 Male

Race \* [Redacted]

Religion \* [Redacted]

Nationality \* [Redacted]



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## IMPORTANT REMINDER #5/5

Penalties of USD300 (international graduates) / RM300 (local graduates) and RM50 shall be imposed for any changes of the information on the issuance of each of scroll and academic transcripts respectively.

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for latest updates!

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