PROCEDURES FOR
THE COLLECTION OF ACADEMIC TRANSCRIPTS AND SCROLLS
54TH UKM CONVOCATION CEREMONY

1

GOWN RETURN AND FINE PAYMENT

Graduands must complete the gown return process and ensure that all outstanding fines, including traffic fines and fines imposed for non-compliance with the graduand dress code, have been paid before they are permitted to collect their academic transcripts and scrolls.

2

COLLECTION OF ACADEMIC TRANSCRIPTS AND SCROLLS BY AUTHORISED REPRESENTATIVES

Graduands may arrange for their academic transcripts and scrolls to be collected by an authorised representative or opt to have them delivered via postal service. For either arrangement, graduands must complete the **Authorisation Letter for Scroll Collection/ Request Form for Scroll Delivery by Post** and upload the completed form under the **"Upload Scroll Collection Authorisation Form" section** in the UKM Convocation System. The form can also be downloaded from the same section.

Graduands who collect their academic transcripts and scrolls in person are not required to complete or upload the form.

3

GRADUANDS WHO DO NOT ATTEND THE CONVOCATION CEREMONY AND DO NOT BORROW ACADEMIC GOWNS

Graduands who do not attend the Convocation Ceremony and do not borrow academic gowns may collect their academic transcripts and scrolls AFTER their respective Faculty/Institute sessions have concluded.

Graduands are advised to refer to the designated schedule for the dates and locations of academic transcript and scroll collection.