

PERMOHONAN UNTUK MENDAPATKAN SKROL IJAZAH SEBELUM MAJLIS KONVOKESYEN
APPLICATION TO OBTAIN THE DEGREE CERTIFICATE BEFORE THE CONVOCATION CEREMONY

- 1.0 Terhad kepada pelajar antarabangsa yang tidak akan menghadiri Majlis Konvokesyen sahaja. Pelajar tempatan **TIDAK LAYAK** untuk memohon.
*(Restricted to international students who will not attend the convocation ceremony. Local students are **NOT ELIGIBLE** to apply.)*
- 2.0 Mengemukakan permohonan kepada Pusat Pengurusan Akademik dengan menggunakan Borang Permohonan yang dilampirkan.
(Students will have to submit the application to the Centre for Academic Management by filling in the application form is enclosed.)
- 3.0 Skrol Ijazah akan disediakan dalam tempoh 14 hari bekerja dari tarikh permohonan diterima dengan syarat pemohon telah diperakukan lulus oleh Senat Universiti.
(The certificate will be prepared within 14 days after the acceptance of the application and with the conditions that applicants have been approved by the Senate of the University meeting.)
- 4.0 Permohonan akan diproses setelah dokumen lengkap diterima seperti berikut:
(Application will be processed after we received the complete documentation as below:)
 - 4.1 Pengesahan daripada Unit Kewangan Pelajar, Jabatan Bendahari bahawa semua bayaran yuran yang berkaitan (yuran pengajian, kolej kediaman, yuran konvokesyen dan lain-lain yuran berkaitan) telah dijelaskan.
(Verification from the Student Finance Unit, Treasurer's Department stating that all fees (tuition fees, college fees, convocation fees, etc) have been paid.)
 - 4.2 Pengesahan daripada Pegawai Perpustakaan bahawa semua buku yang dipinjam telah dikembalikan.
(Verification from the library officer stating that all books borrowed have been returned.)
 - 4.3 Wang proses sebanyak RM100.00 *(Processing fee of RM100.00)*
 - 4.4 Kos penghantaran seperti berikut *(Delivery cost are as follows):*
 - a. Dalam Malaysia RM10.00 *(within Malaysia RM10.00)*
 - b. Luar Malaysia minimum RM150.00 **tertakluk kepada negara** *(outside Malaysia RM150.00 subject to the country)*

****Semua bayaran boleh dibuat melalui portal e-Kewangan (<https://ekewangan.ukm.my>) di bawah tab bayaran tanpa invois (urusan konvokesyen). Sila sertakan bukti pembayaran bersama permohonan ini.**
(**All payments shall be made via e-Kewangan Portal (<https://ekewangan.ukm.my>) under Payment Without Invoice (urusan Konvokesyen). Please enclose your proof of payment with this application.)
- 5.0 Tertakluk kepada kebenaran Universiti, pelajar yang telah mengambil skrol awal tetapi kemudian ingin hadir ke Majlis Konvokesyen akan dikenakan caj seperti berikut:
(Subject to the university's permission, students who have collected their degree certificate before convocation but wish to attend the convocation ceremony are subject to the following charges:)
 - 5.1 Cagaran jubah dan topi graduan *(gown and mortar board/bonnet deposit)*
 - a. Prasiswazah/ Undergraduate - RM300.00 (Ringgit Malaysia Tiga Ratus/ Malaysia Ringgit Three Hundred)
 - b. Pascasiswazah/ Postgraduate - RM700.00 (Ringgit Malaysia Tujuh Ratus/ Malaysia Ringgit Seven Hundred)
 - 5.2 Cagaran akan dikembalikan semula selepas jubah dan topi graduan dipulangkan kepada Universiti berada di dalam keadaan yang baik sebagaimana semasa pengambilan.
(The deposit will be refunded upon the return of the gown and mortarboard to the University in good condition as you receive it.)

**BORANG PERMOHONAN UNTUK MENDAPATKAN SKROL IJAZAH SEBELUM MAJLIS
KONVOKESYEN**

(Untuk pelajar antarabangsa yang tidak menghadiri Majlis Konvokesyen sahaja)
APPLICATION TO OBTAIN THE DEGREE CERTIFICATE BEFORE THE CONVOCATION CEREMONY
(Only for international students who will not attend the convocation ceremony)

Nama (Name): **Sila sertakan salinan Pasport (Please attach a copy of your passport)**

No. Pendaftaran (Reg. No.): _____

Tarikh tamat pas belajar (Expiry date of student pass): _____

Nombor telefon bimbit di Malaysia (Mobile number in Malaysia): _____

Mel-e (Email): _____ Fakulti/Institut (Faculty/Institute): _____

Program Pengajian (Programme of Study): Sarjana muda/ Diploma Prasiswazah/ Diploma Pascasiswazah/ Sarjana/ Doktor Falsafah (Bachelor/ Undergraduate Diploma/ Postgraduate Diploma/ Masters/ Doctor of Philosophy)

Nama Ijazah (Degree Conferred): _____

☐ Hadir (Attend) ☐ tidak hadir (not attend)

sekiranya hadir sila rujuk perkara 5.1 (if present please refer to item 5.1)

Senarai semak/ Checklist (sila tandakan (please tick) ✓)

No.	Perkara (Item)	Ya (Yes)	Tidak (No)
1	Surat pengesahan dari Jabatan Bendahari (Rujuk 4.1) <i>Verification letter from the Treasurer's Department (Refer 4.1)</i>		
2	Surat pengesahan dari Perpustakaan (Rujuk 4.2) <i>Confirmation letter from the Library (Refer 4.2)</i>		
3	Salinan resit bayaran wang proses berjumlah RM100.00 (Rujuk 4.3) <i>Copy of processing fee payment receipt of RM100.00 (Refer 4.3)</i>		
4	Salinan bukti pembayaran kos penghantaran (jika berkenaan) (Rujuk 4.4) <i>Copy of proof of payment of shipping costs (if applicable) (Refer 4.4)</i>		

Tandatangan Pemohon (Applicant's Signature)

Tarikh (Date): _____

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Salinan Pelajar/Student Copy

(Sila bawa slip ini bersama ketika pengambilan jubah/ Please bring this slip along when picking up the gown)

Dengan ini saya _____ No. Pendaftaran _____ telah menerima skrol ijazah serta transkrip dan bersetuju hadir/ tidak hadir ke Majlis Konvokesyen. Sekiranya hadir, saya dengan ini bersetuju membuat pembayaran wang cagaran (peminjaman jubah) sebanyak RM300 (Prasiswazah)/ RM700 (Pascasiswazah) kerana telah mengambil skrol sebelum Majlis Konvokesyen.

With this I _____ Registration No. _____ has received my scrolls and transcripts and agreed to attend/not attend the Convocation Ceremony. If I agree to attend, herewith I agree to pay an RM300 (Undergraduate)/RM700 (Postgraduate) deposit (gown borrowing) because I took the scroll before the Convocation Ceremony.

Tandatangan Penerima
(Recipient's Signature)

Tandatangan Kakitangan
(Staff Signature)

Tarikh Terima/Cop
(Date Accepted/Stamp)