

 **UNIVERSITI TUNKU ABDUL RAHMAN**

 **DEPARTMENT OF STUDENT AFFAIRS**

**PROCESS OF OBTAINING VEHICLE STICKER (NEW)**

IF YOUR BALLOT FOR VEHICLE STICKER IS SUCCESSFUL (Successful ballots will be put up on notice boards on

12 January 2018 at 11.00 a.m), THE PROCESS OF OBTAINING VEHICLE STICKER IS AS FOLLOWS:

1. Students makes payment **ONLY** at Public Bank Branches OR through Public Bank Internet Banking from **13 January 2018 to 18 January 2018**. The Pro-forma student bill for vehicle sticker is available at student portal (my billing) from 12 January 2018, 11.00 a.m. onwards (IMPORTANT: PAYMENT FOR VEHICLE STICKER IS NON-REFUNDABLE IF THE STUDENT CHOOSE WRONG VEHICLE TYPE DURING REGISTRATION OR THE STUDENT DOES NOT OBTAIN A VALID DRIVING LICENSE)
2. Student has to prepare relevant documents\* and complete 1 copy of Application for Vehicle Sticker form [Downloadable at <http://bit.ly/1HOooHx> (Kampar Campus) / http://bit.do/dWf29 (Sungai Long Campus) as the form is no longer provided by the Department of Student Affairs (DSA) and the form is only valid for January 2018 trimester] before submission to DSA for approval on the **next working day** after making payment at Public Bank branches or through Public Bank Internet Banking.

For example, student who makes payment on 12 January 2018 (Friday) has to submit vehicle sticker application to DSA earliest on 15 January 2018 (Monday). Another example, student can only submit vehicle sticker application to DSA earliest on 16 January 2018 (Tuesday) if he/she pays on 15 January 2018 (Monday).

1. DSA will issue a vehicle sticker to the student concerned. The obtaining of vehicle sticker is from **15 January 2018 to 19 January 2018**. After the expiry date, successful application are assumed to have rejected the issuance of vehicle stickers. Inspection of vehicle will commence on **22 January 2018** onwards.

*\*Relevant Documents:*

**a) A photocopy of Student IC (both sides)**

**b) A photocopy of Driving License (both sides)**

**c) A photocopy of student bill (for new student only)**