UTAR Convocation – Graduand Attending Convocation Checklist

Preparation for Graduation:

Log on to Student Portal (https://portal.utar.edu.my/)

☐ Online Pre-Registration (for Venue, date of collection, size etc.) and print out the confirmation slip.
   (From 30.06.2016 to 14.07.2016)

☐ Submission of Convocation online “Application for Refund of Convocation Attire Deposit”
   (Deadline: 21.07.2016)

☐ Payment of Convocation Fee or other outstanding fees such as library fines, car sticker fines
   (Deadline: 21.07.2016)

☐ On-line Submission of Gratitude Message (From 30.06.2016 to 18.08.2016, 2.00pm)

Log on to Alumni Portal (https://portal.utar.edu.my/loginPage.jsp?catid=00&portalType=alumniIntranet)

☐ On-line Verification of Testimonial and Request for Rectification of Testimonial (without charges)
   (From 30.06.2016 to 14.07.2016)

☐ Printing of Testimonial by graduates (From 30.06.2016 to 31.10.2016)

☐ On-line UTAR Survey: Complete the UTAR Survey form and print out the survey slip.


☐ Complete the survey form for Tracer Study and print out the survey slip.

Collection of Convocation Attire, Bar Code Card, Guest Entrance Card & Parking Pass as pre-registered. *
Please bring along the following documents:

☐ Collection by Graduands:

☐ Printed confirmation slip for online pre-registration

☐ Printed both Survey Slips: Tracer Study & UTAR Survey

OR
Collection by an Authorized Agent

- Completed Authorization Letter for Collection of Convocation Attire
- A photocopy of the graduand's NRIC;
- A photocopy of his/her agent's NRIC
- Printed confirmation slip for online pre-registration
- Printed both Survey Slips: Tracer Study & UTAR Survey

Attend the Rehearsal and Briefing on 18.08.2016, 2.00pm to 3.00pm at Dewan Tun Dr Ling Liong Sik

Convocation Day:

- Report and attend the Convocation Ceremony according to Convocation schedule.

  (Please bring your hair pins along)

After Convocation Day:

Returning of convocation attire according to the venue registered. (On or before 22.08.2016)

- Returning by Graduates
  - Original IC
  - A full set of convocation attire in good condition (gown, hood and mortar-board/ bonnet)

  OR

- Returning by an Authorized Agent
  - Completed Letter of Authorization for the Collection of Convocation Souvenir Items, Certificate and Academic Transcript;
  - A photocopy of the graduate's NRIC;
  - A photocopy of his/her agent's NRIC;
  - A full set of convocation attire in good condition (gown, hood and mortar-board/ bonnet)

- Collection of Souvenir Items (T-shirt & Car Sticker) (Deadline: 31.10.2016)

- Collection of Stage Photographs (22.08.2016: At the campus which you registered, 23.08.2016 to 23.11.2016 at UTAR official photorager, FOTOREX Sdn Bhd, Jaya One, Petaling Jaya)

- Collection of Degree Certificate and Academic Transcript

Congratulations! You are done.
Important Note:

(i) HOOD (colour according to course)

- FAS, ICS, FCI: Burgundy Red
- FICT: Yellow
- FBF & FAM: Blue
- FMHS (MBBS): Crimson

- LKCFES(Science), FEGT(Science) & FSC: Purple
- LKCFES(Engineering) & FEGT (Engineering): Orange
- FMHS (Physiotherapy) & (Chinese Medicine): Crimson & White

(ii) PROPER ATTIRE:

- Male graduand - **ONLY ALLOWED**: Dark-coloured lounge suit, formal long sleeved shirt with tie, dark-coloured socks, dark-coloured formal shoes. (Sport/Casual Shoes are not acceptable)

- Female graduand - **ONLY ALLOWED**: **Light color** long-sleeved blouse/shirt with buttons in front, black or dark-coloured jacket, dark-coloured long (ankle-length) skirt or long pants, black or dark-coloured court shoes. (Sport/Casual Shoes are not acceptable)
**Those who are not wearing proper attire are not allowed to attend the convocation ceremony.**

(iii) **PARKING PASS:** ONLY original hardcopy of parking pass issued by UTAR is acceptable.

(iv) **GUEST CARD:** ONLY original hardcopy of guest card issued by UTAR is acceptable.
   - Guests are kindly requested to dress formally for the auspicious occasion. Traditional dresses, long sleeved batik & formal attire with appropriate footwear are acceptable. Shorts, t-shirts, jeans, Bermudas, slippers, sandals and inappropriate footwear are strictly prohibited.
   - Kindly take note that children below the age of 12 will not be permitted into the Convocation Hall.
   - The University management appreciates your cooperation in complying to the above dress code.
   - The University reserves the rights to restrict any guest who is not appropriately dressed from entering the convocation hall.
DRESS CODE FOR GUESTS

Traditional dresses, long sleeved batik & formal attire with appropriate footwear are ACCEPTABLE.

Shorts, T-shirts, jeans, Bermudas, slippers, sandals and inappropriate footwear are STRICTLY PROHIBITED.