

CONVOCATION CLEARANCE FORM

INSTRUCTION: Clearance Form MUST BE produced during the Registration Day and at Collection of scroll / transcript counter.

SECTION A: Graduates is required to fill up details in **Section A only**

NAME						PROGRAM					
MATRIC NO						CONTACT NO					
STUDENT Category	<input type="checkbox"/> Main Campus	<input type="checkbox"/> Regional Centre	<input type="checkbox"/> PGDE (MARA)	<input type="checkbox"/> PGDE (TENBY)	<input type="checkbox"/> KFORCE						

SECTION B: For office use only

1. FINANCE CLEARANCE	2. KMC & ACCOMODATION	3. REGISTRATION
Eligible to attend Convo: <input type="checkbox"/> Yes <input type="checkbox"/> No Officer's Signature : Date:	Knowledge Management Centre (KMC) <input type="checkbox"/> Book(s) <input type="checkbox"/> Fine (RM.....) Officer's Signature : Date:	<input type="checkbox"/> MOHE Tracer Study <input type="checkbox"/> UNITAR Employability Survey <input type="checkbox"/> Registration Completed Officer's Signature: Date:
Release of Scroll/Transcript : <input type="checkbox"/> Yes <input type="checkbox"/> No Outstanding (RM.....) Officer's Signature: Date:	Accomodation <input type="checkbox"/> Yes <input type="checkbox"/> No Outstanding (RM.....) Officer's Signature: Date:	
4. ROBE COLLECTED	5. ROBE RETURNED	6. SCROLL COLLECTION
<input type="checkbox"/> Yes <input type="checkbox"/> No Officer's Signature: Date:	<input type="checkbox"/> Yes <input type="checkbox"/> No Officer's Signature: Date:	Collection of scroll & Transcript only after 3 rd December 2018 onwards. I wish to collect both items at <input type="checkbox"/> Main Campus, Kelana Jaya <input type="checkbox"/> Regional Center _____ Officer's Signature: Date:

REMINDER

1. Graduates **MUST** complete the MOHE Tracer Study and print the MOHE Tracer Study Confirmation Slip and UNITAR Employability Form prior to registering for the convocation.
2. Graduates have to register at Convocation Registration Counter for registration, verification and collection of Graduate's Name Card and Convocation Invitation Card at Main Campus on 28 - 29 November 2018.
3. Please keep this form for Robe return and Scroll/Transcript Collection after the convocation ceremony.
4. Fine or penalty of RM10.00 per day will be imposed upon Graduate who returns the Academic Robe after 7 December 2018
5. Please do not use high temperature during ironing of robes. Graduates will be charged for any defect (if any).