

CONVOCATION FORM – 2025

Name		ID No.	
Department			
Program			

1. CONFIRMATION: CONVOCATION or ADMINISTRATIVE FEE

Confirmation on payment received for;

☐ Convocation Fee (RM400.00)☐ Administrative fee (RM200.00)☐ Outstanding balance (if any)Verified by;
Name:

Date

2. DECLARATION: ISSUANCE OF CALL CARD FOR CONVOCATION

It is hereby received the call card in good condition & all my information is accurate. I will responsible and will be my undertake liability of to compensate the sum of **RM100.00** if I lost the call card.

Graduate
Name:

Date

3. DECLARATION: GRADUATE'S RESPONSIBILITY ON ROBE

I acknowledge that it is my duty to return the robe in good condition immediately after the Convocation Ceremony and undertake the liability to compensate the sum of **RM 300.00** in the event of my failure to do so.

Graduate
Name:

Date

4. CONFIRMATION: RETURN OF ROBE

It is hereby confirmed that this graduate's robe has been returned in good condition.

for HOS Asset Management &
Procurement (Name)

Date

5. AUTHORIZATION (FINANCE DEPARTMENT): RELEASE OF DIPLOMA & TRANSCRIPT

It is hereby confirmed that this graduate's Diploma and Transcript are to be:

☐ RELEASED☐ HOLD

for HOS Finance (Name)

Date

6. CONFIRMATION (REGISTRAR'S OFFICE): ISSUANCE OF DIPLOMA & TRANSCRIPT

It is hereby confirmed that this graduate's Diploma and Transcript have been issued and received by the graduate.

for Registrar
Name:Graduate
Name:

Date