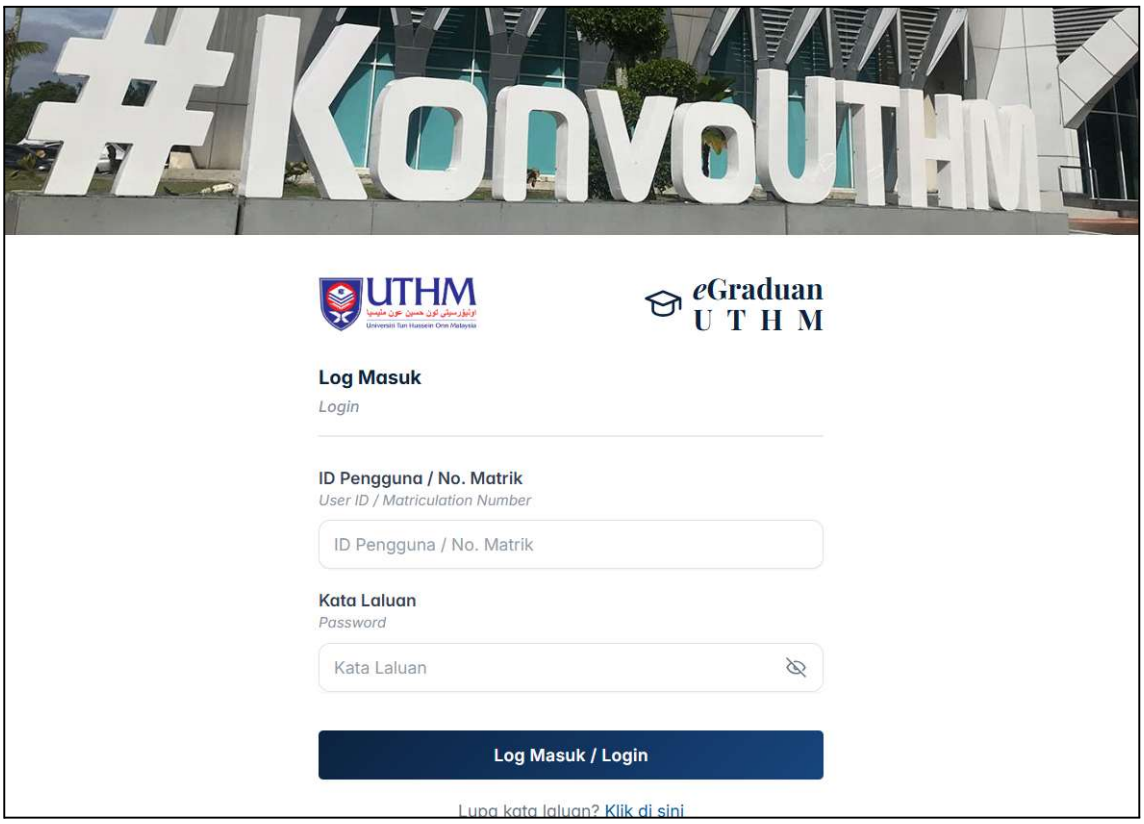
PEJABAT PENGURUSAN AKADEMIK
Academic Management Office

UTHM eGraduan User Guide

This guide provides step-by-step guidance for UTHM graduates to complete the Convocation Attendance Verification and other convocation-related processes through the official eGraduan UTHM system.

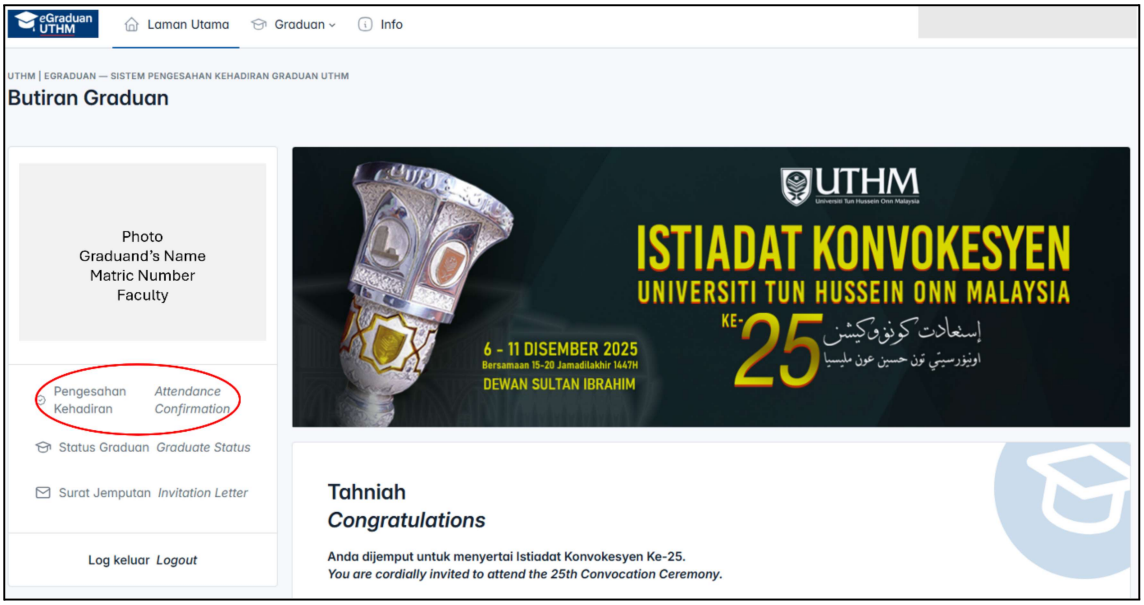
Attendance Verification

Step 1: Access the eGraduan UTHM
1. Access via link: http://graduan.uthm.edu.my
2. Enter your User ID (Matric Number) and SMAP password.
3. Click Login



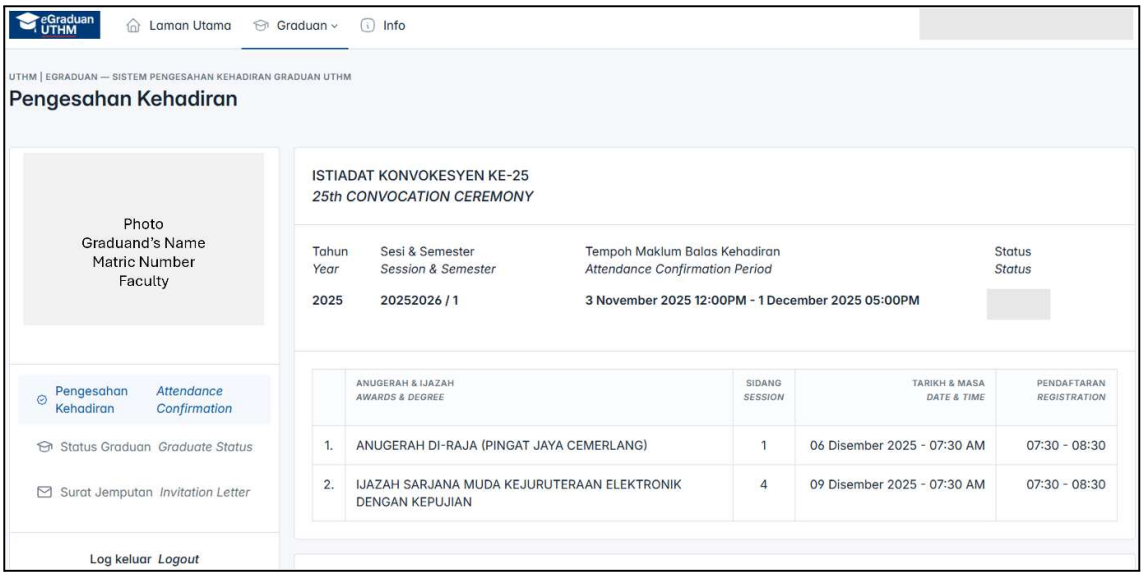
Step 2: Home Screen

1. Home Screen is displayed
2. Click Pengesahan Kehadiran / Attendance Confirmation



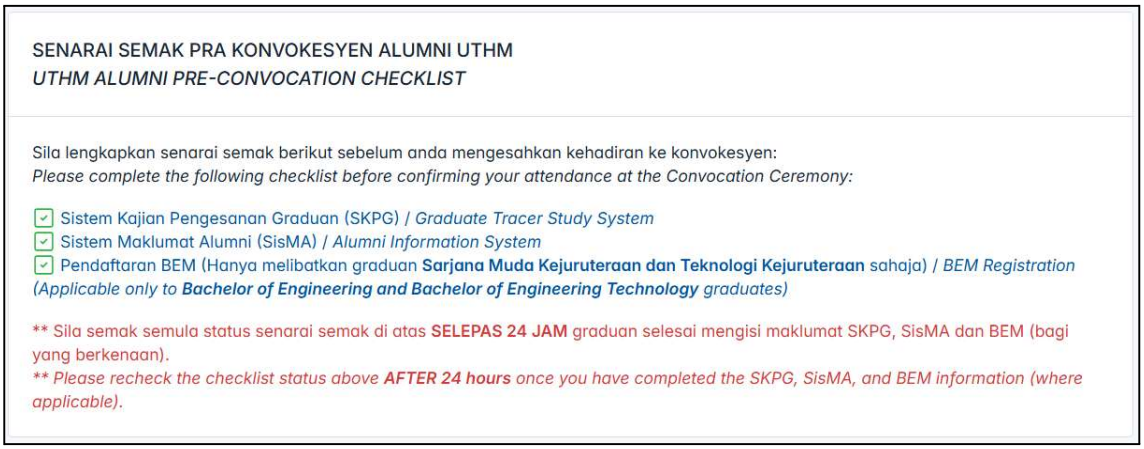
Step 3: Ceremony & Award Information

1. Your Convocation Ceremony and award information will be displayed.
2. Verify that all information displayed is correct.
3. Scroll down to the Pre-Convocation Checklist



Step 4: Pre-Convocation Checklist

1. Please complete the following requirements
2. Any incomplete requirement will be marked with a red ✗.
3. For further information, please contact the PKKA Office at 07-9507040 (WhatsApp)



SENARAI SEMAK PRA KONVOKESYEN ALUMNI UTHM
UTHM ALUMNI PRE-CONVOCATION CHECKLIST

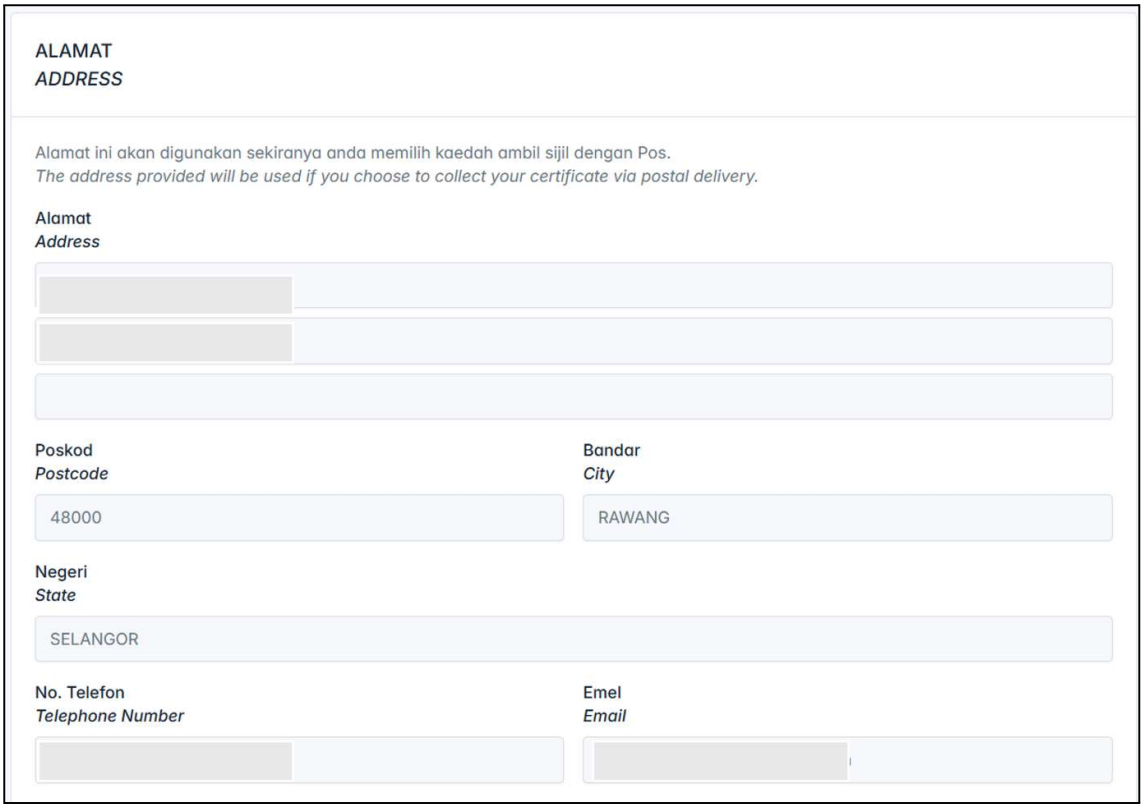
Sila lengkapkan senarai semak berikut sebelum anda mengesahkan kehadiran ke konvokesyen:
Please complete the following checklist before confirming your attendance at the Convocation Ceremony:

- ☑ Sistem Kajian Pengesanan Graduan (SKPG) / *Graduate Tracer Study System*
- ☑ Sistem Maklumat Alumni (SisMA) / *Alumni Information System*
- ☑ Pendaftaran BEM (Hanya melibatkan graduan **Sarjana Muda Kejuruteraan dan Teknologi Kejuruteraan** sahaja) / *BEM Registration (Applicable only to **Bachelor of Engineering and Bachelor of Engineering Technology** graduates)*

** Sila semak semula status senarai semak di atas **SELEPAS 24 JAM** graduan selesai mengisi maklumat SKPG, SisMA dan BEM (bagi yang berkenaan).
** *Please recheck the checklist status above **AFTER 24 hours** once you have completed the SKPG, SisMA, and BEM information (where applicable).*

Step 5: Mailing Address

1. Update your mailing address. This address will be used if you choose to receive your academic certificate and transcript by post.



ALAMAT
ADDRESS

Alamat ini akan digunakan sekiranya anda memilih kaedah ambil sijil dengan Pos.
The address provided will be used if you choose to collect your certificate via postal delivery.

Alamat
Address

Poskod
Postcode
48000

Bandar
City
RAWANG

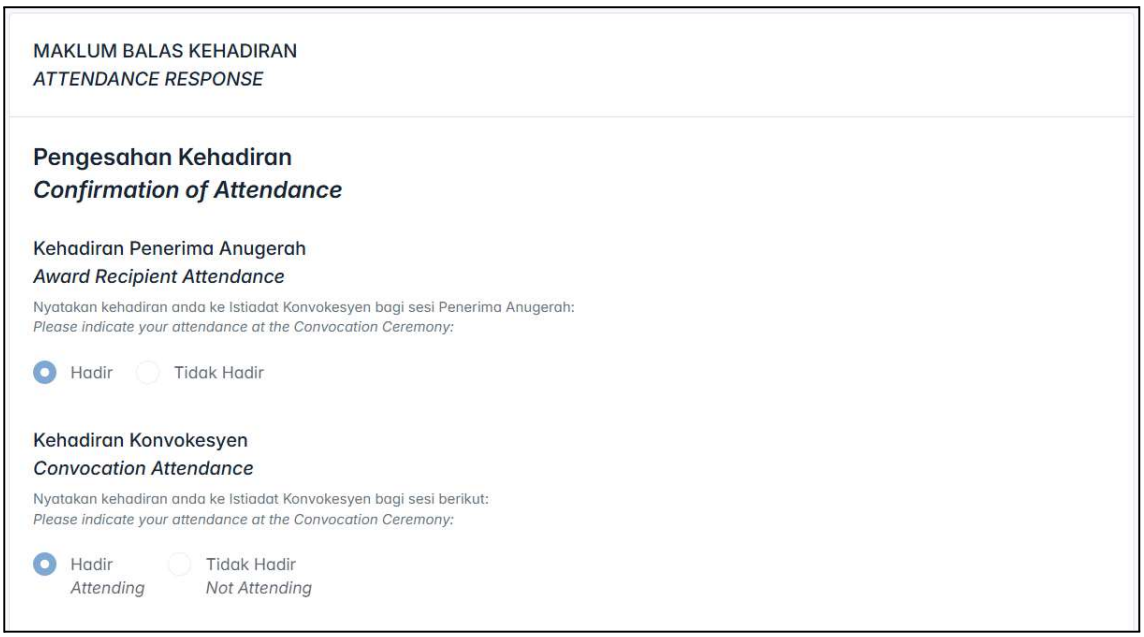
Negeri
State
SELANGOR

No. Telefon
Telephone Number

Emel
Email

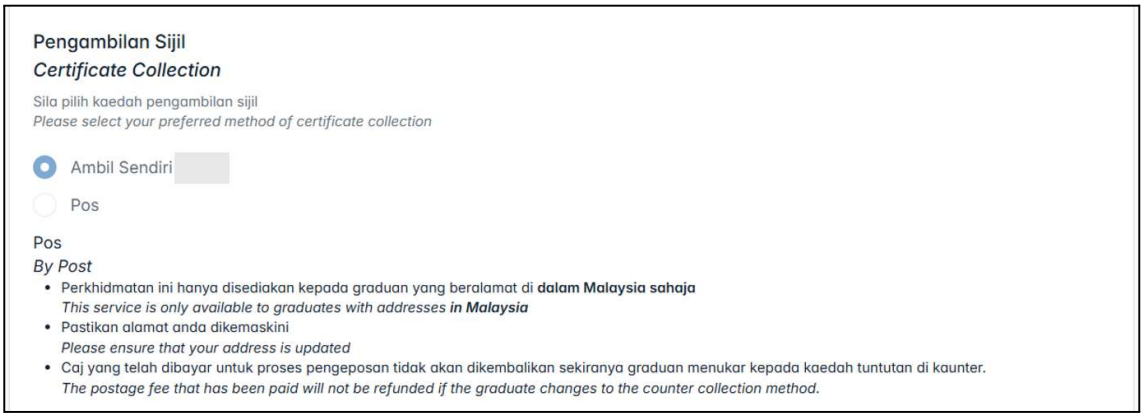
Step 6: Attendance Confirmation

1. Select whether you will attend the Convocation Ceremony.
2. The Academic Award will be presented during **Session 1** (if applicable)



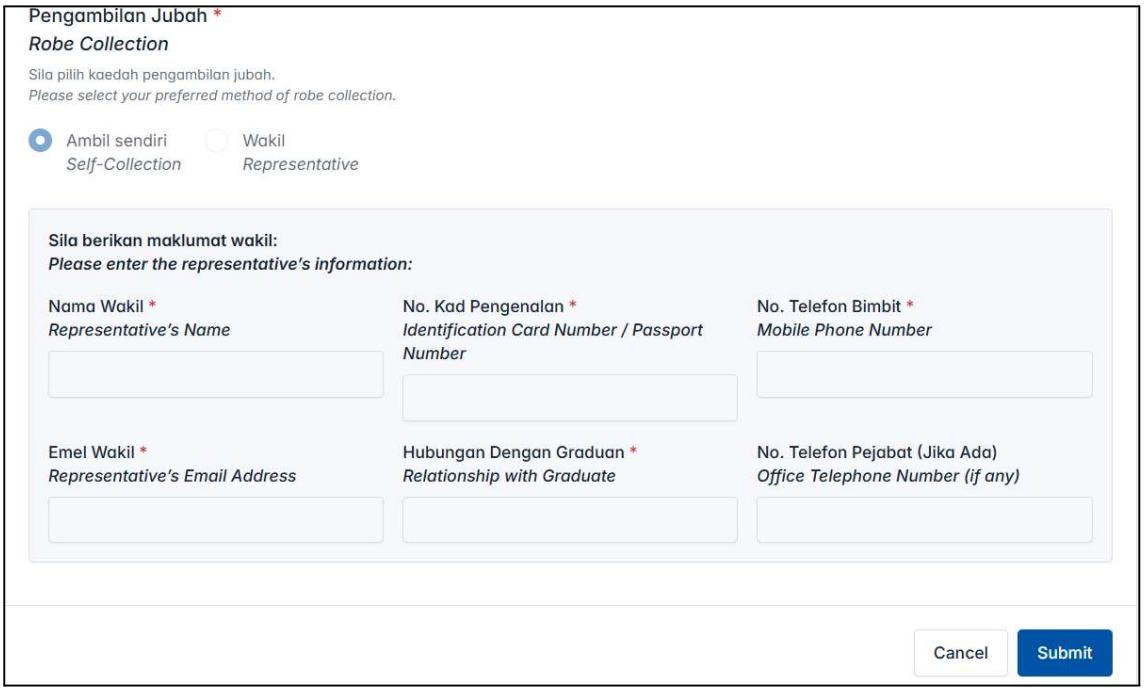
Step 7: Certificate and Transcript Collection

1. Please select your preferred method of collecting the certificate and transcript.
2. The academic certificate and transcript may be collected after the convocation attire has been returned on the same day
3. The returning counter and the certificate counter will be open during the convocation days.



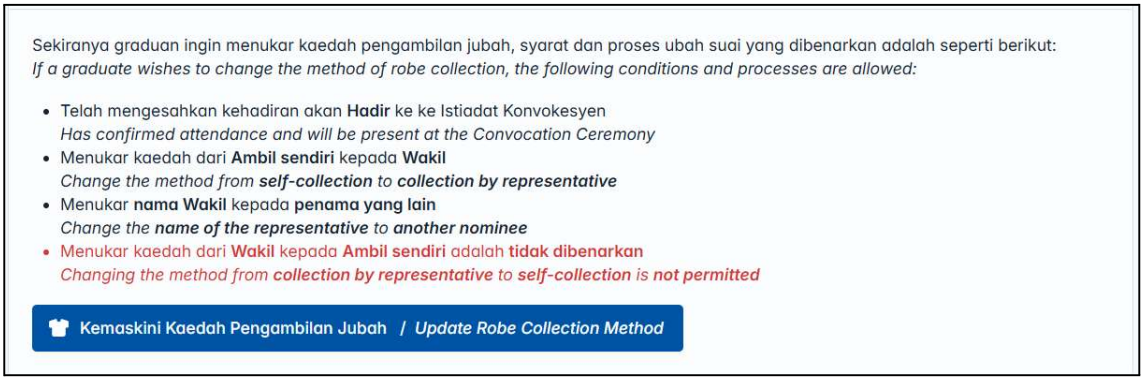
Step 8: Convocation Attire Collection (Robe Collection)

1. Please select your preferred method of collecting the convocation attire either in person or by representative.
2. If you choose the representative option, please complete the representative's information
    i. Graduand representative: Maximum THREE (3) attire sets, including their own.
    ii. Non-graduand representative: Maximum TWO (2) attire sets.
3. Click Submit



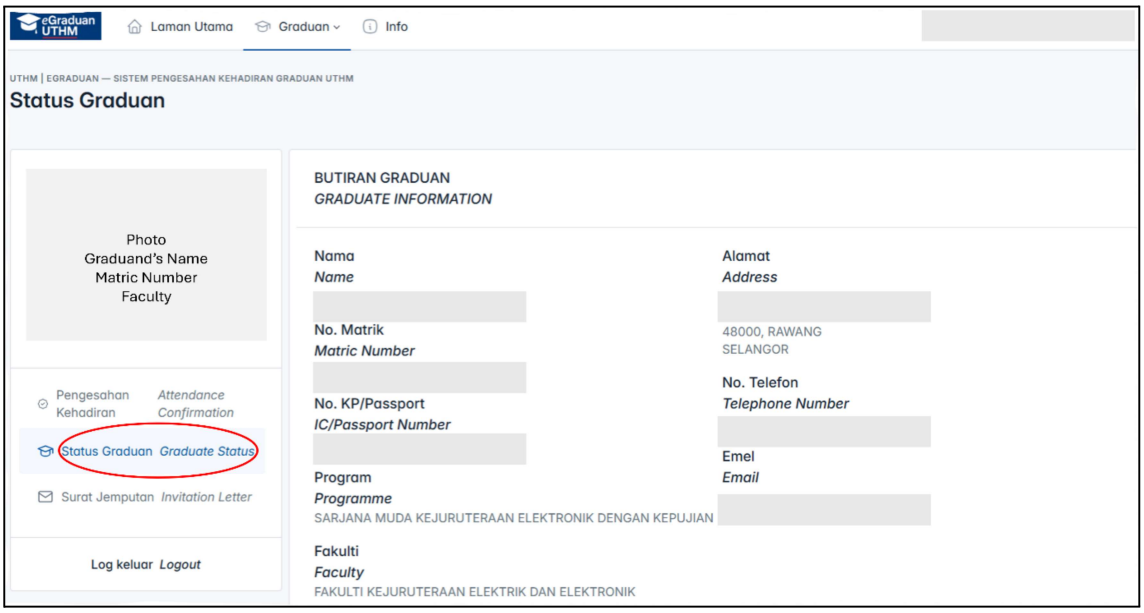
Step 9: Change the Method of Collection (Optional)

1. This option is applicable if:
    i. Change from self-collection to by representative
    ii. Change the representative's name
2. Click Update Robe Collection Method.
3. Complete all the information



Step 10: Graduate Information

1. Click Graduate Status.
2. The graduate's details will be displayed.
3. Scroll down to the Convocation Ceremony Details



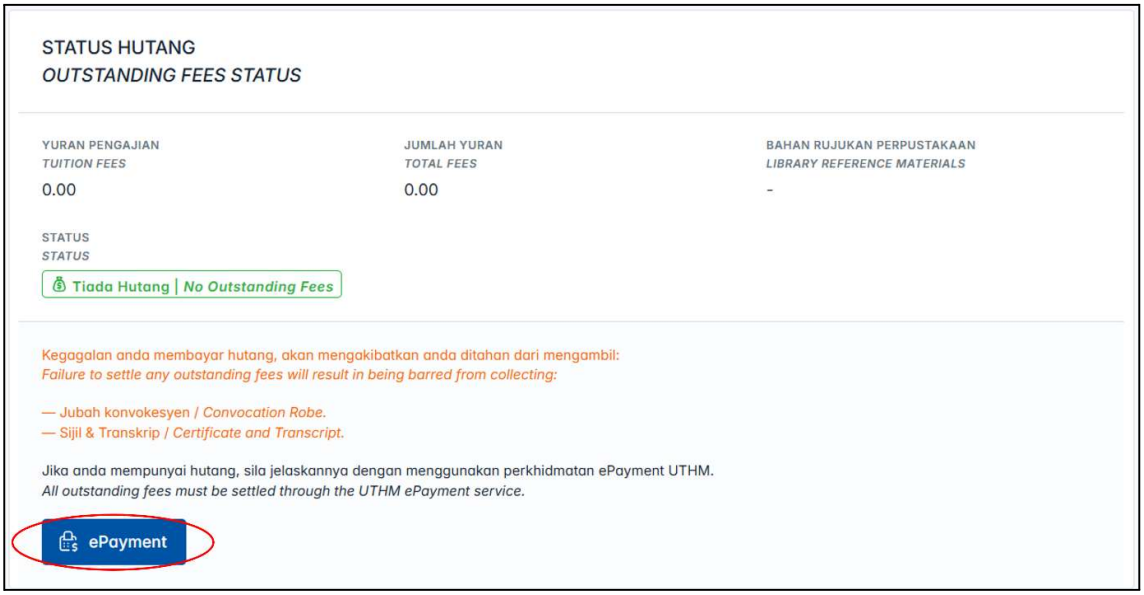
Step 11: Convocation Attendance Status

1. The Convocation Ceremony details will be displayed along with the attendance status.
2. Make sure the Attendance Status is correct and displayed



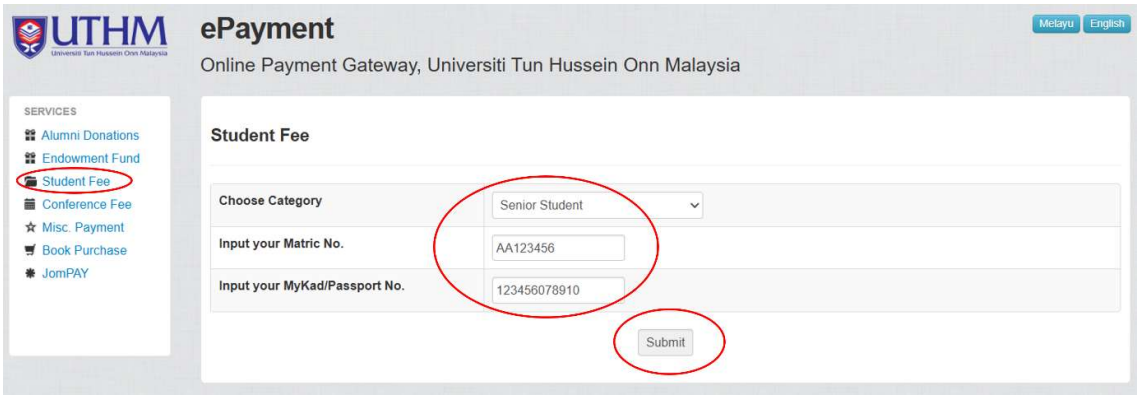
Step 12: Outstanding Fees Status and Library Reference Materials

1. After confirming your attendance, the convocation fee will be charged and displayed here. (Note: Convocation fees will only be charged after your attendance has been confirmed.)
2. Please click the 'epayment' button to make the convocation fee payment (based on your attendance status



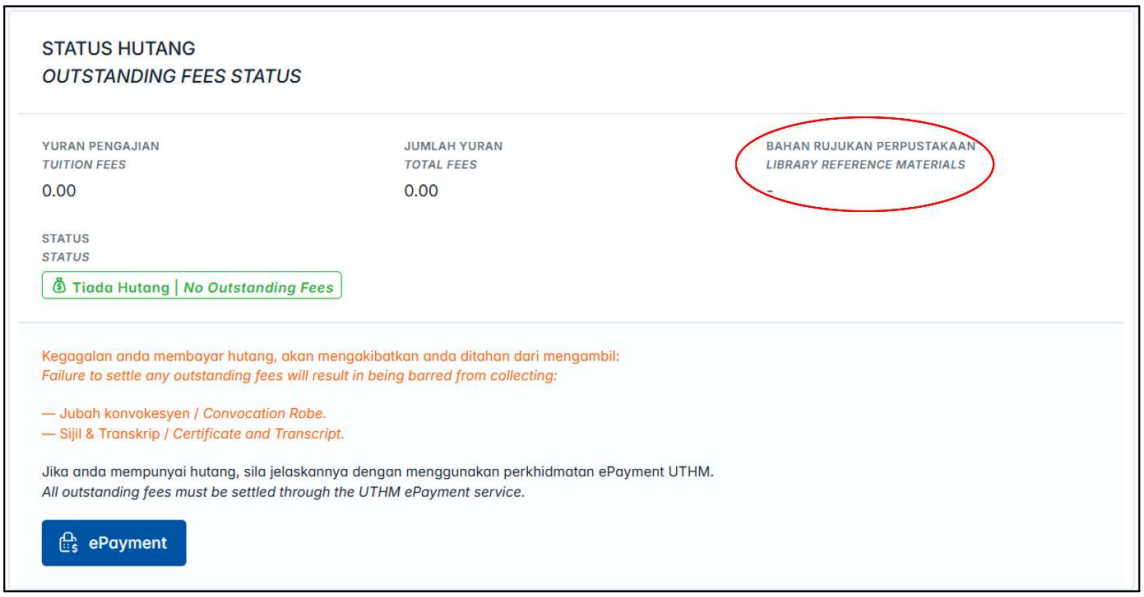
Step 13: Convocation Fee Payment

1. Under Services, Click Student Fee
2. Fill in the Category, Matric Number and MyKad/Passport Number.
3. Click Submit



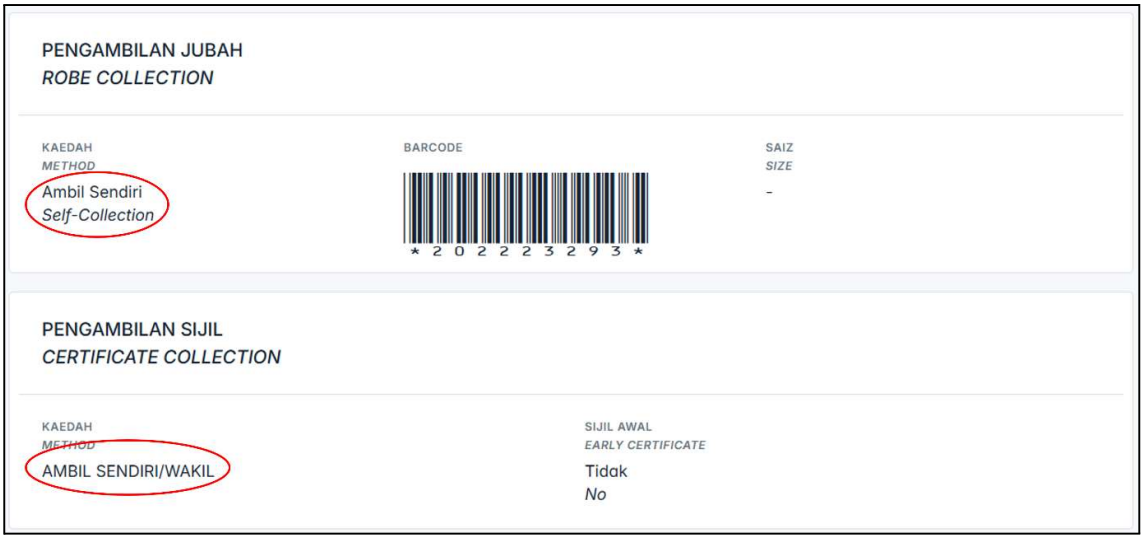
Step 14: Library Reference Materials (if applicable)

1. If you have any outstanding library reference materials, please return them to the library.
2. For further information, please contact the library at 07-9509854.



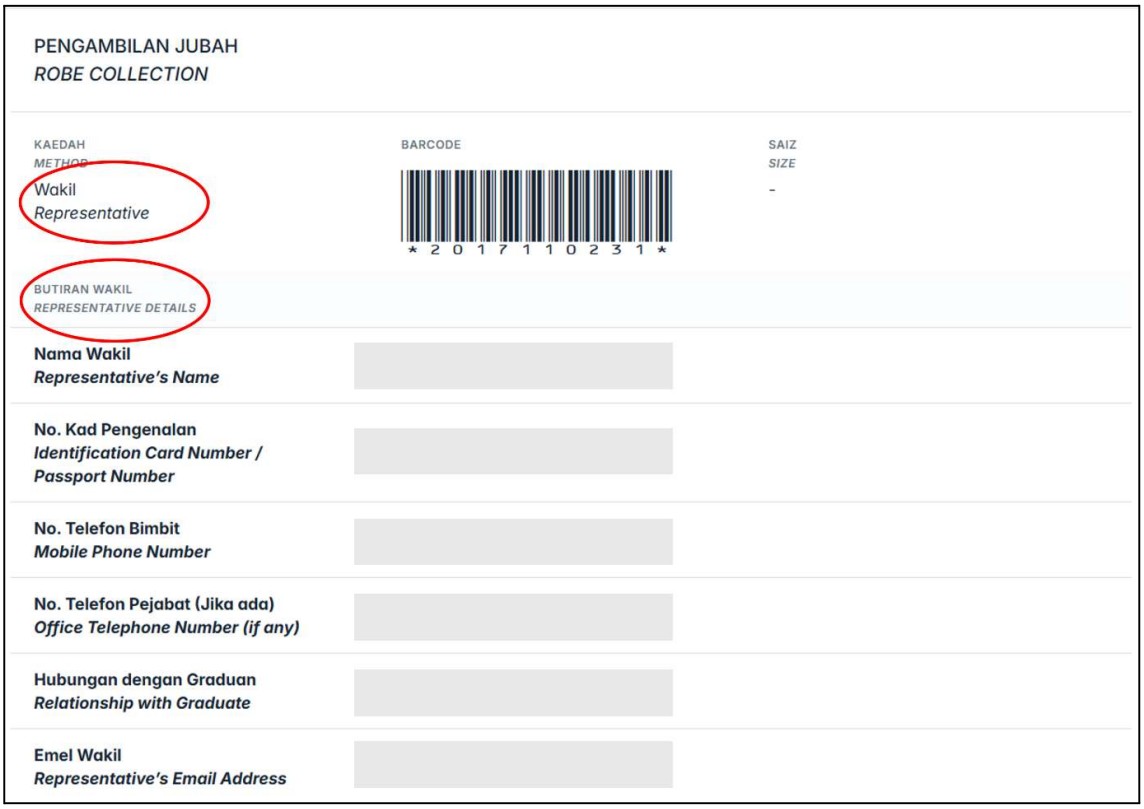
Step 15: Robe Collection Status and Certificate Collection Status (Self-Collection)

1. This Robe Collection Status and Certificate Collection method will be displayed.
2. The barcode will be displayed once you have collected your convocation robe from the robe collection counter.



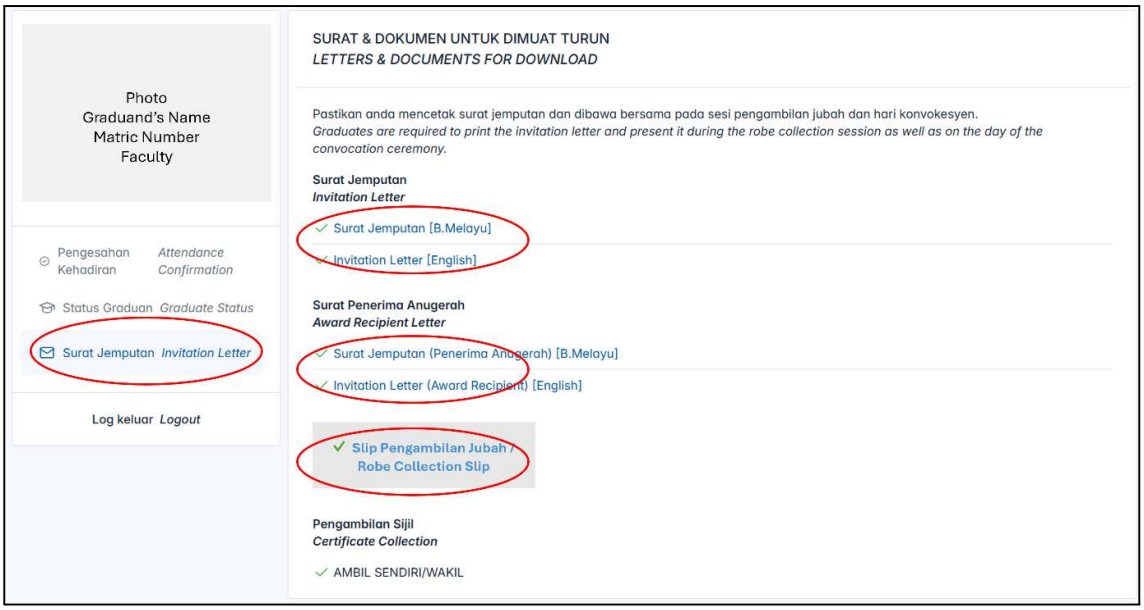
Step 16: Robe Collection Status and Certificate Collection Status (Representative)

1. This will display the Representative details for the robe collection (if you choose representative in the robe collection method).
2. The barcode will be displayed once your representative has collected your convocation robe from the robe collection counter.



Step 17: Download Invitation Letter and Documents.

1. Click Invitation Letter.
2. All documents can be downloaded here.
3. Click and download **Surat Jemputan** (B. Melayu) or **Invitation Letter** (English).
4. Click and download **Surat Jemputan (Penerima Anugerah)** [B. Melayu] or **Invitation Letter (Award Recipient)** [English]
5. Click and download **Robe Collection Slip**



Step 18: Print Invitation Letter

1. Click the Print button to print your Invitation Letter.
2. Save a softcopy of your Invitation Letter on your mobile device.
3. During your convocation session, present either the printed copy or the softcopy of your Invitation Letter at the Registration Counter for verification.


Cetak

UTHM
Universiti Tun Hussein Onn Malaysia

ISTIADAT KONVOKESYEN
UNIVERSITI TUN HUSSEIN ONN MALAYSIA
KE-25
إستعادت كونوكيشن
اونيورسيتي تون حسين عون مليسيا

6 - 11 DISEMBER 2025
Bersamaan 15-20 Jamadilakhir 1447H
DEWAN SULTAN IBRAHIM

PE210030

Saudara/i,

JEMPUTAN KE ISTIADAT KONVOKESYEN KE-25, UNIVERSITI TUN HUSSEIN ONN MALAYSIA (UTHM)

Seluruh warga Universiti Tun Hussein Onn Malaysia mengucapkan tahniah dan syabas kepada saudara/i atas kejayaan menamatkan pengajian dan dianugerahkan Ijazah Doktor Falsafah/Sarjana/Sarjana Muda/Diploma oleh Universiti.

2. Pihak Universiti amat berbesar hati mempersilakan saudara/i untuk hadir ke Istiadat Konvokesyen Ke-25 UTHM seperti ketetapan berikut:

Tarikh	**: 09 Disember 2025**
Masa	**: 07:30 AM hingga selesai**
Sidang	**: 4**
Tempat	**: Dewan Sultan Ibrahim, UTHM**
Waktu Pendaftaran	**: 07:30 - 08:30**
Tetamu Graduan	**: 2 orang sahaja**

3. Saudara/i **dimestikan** untuk melayari portal konvokesyen di pautan https://convocation.uthm.edu.my untuk maklumat terkini berkenaan peraturan konvokesyen UTHM. Saudara/i **diingatkan** agar **hadir 30 minit awal sebelum** kaunter pendaftaran dibuka dengan berpakaian lengkap set pakaian konvokesyen.

Sekian, terima kasih.

Yang benar,

SHEREEN SABRINA BINTI ABD SHUKOR
Pejabat Pengurusan Akademik
b.p Naib Canselor
Universiti Tun Hussein Onn Malaysia

Step 19: Print Invitation Letter (for Award Recipient only)

1. Click the Print button to print your Invitation Letter (Award Recipient)
2. Save a softcopy of your Invitation Letter (Award Recipient) on your mobile device.
3. During your convocation session, present either the printed copy or the softcopy of your Invitation Letter (Award Recipient) at the Registration Counter for verification.


Cetak

DE210030

Saudara/i,

JEMPUTAN KE ISTIADAT KONVOKESYEN KE-25, UNIVERSITI TUN HUSSEIN ONN MALAYSIA (UTHM)

Seluruh warga Universiti Tun Hussein Onn Malaysia mengucapkan tahniah dan syabas kepada saudara/saudari di atas kejayaan saudara/i sebagai salah seorang penerima Anugerah Akademik Universiti.

2. Pihak Universiti amat berbesar hati mempersilakan saudara/i untuk hadir ke Istiadat Konvokesyen Ke-25 UTHM seperti ketetapan berikut :

Anugerah	**: ANUGERAH DI-RAJA (PINGAT JAYA CEMERLANG)**
Tarikh	**: 06 Disember 2025**
Masa	**: 07:30 AM hingga selesai**
Sidang	**: 1**
Tempat	**: Dewan Sultan Ibrahim, UTHM**
Waktu Pendaftaran	**: 07:30 - 08:30**
Tetamu Graduan	**: Terhad kepada 2 orang sahaja**

3. Saudara/i **dimestikan** untuk melayari portal konvokesyen di pautan http://convocation.uthm.edu.my untuk maklumat terkini berkenaan peraturan konvokesyen UTHM. Saudara/i **diingatkan** untuk **hadir 30 minit awal sebelum** kaunter pendaftaran dibuka dengan berpakaian lengkap set pakaian konvokesyen.

Sekian, terima kasih.

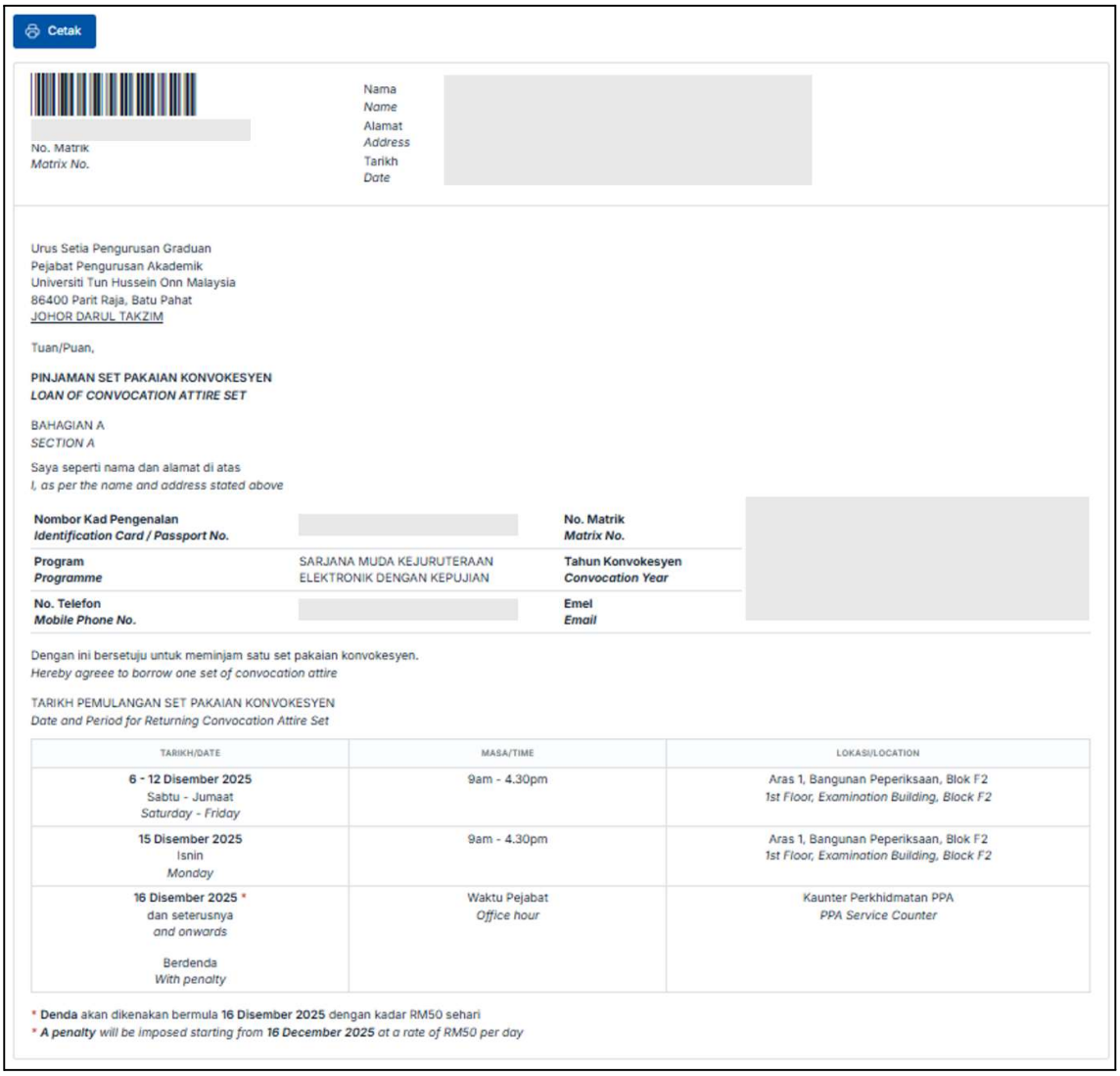
Yang benar,

SHEREEN SABRINA BINTI ABD SHUKOR
Pejabat Pengurusan Akademik
b.p Naib Canselor
Universiti Tun Hussein Onn Malaysia

Surat ini dijana oleh komputer dan tiada tandatangan diperlukan

Step 20: Print Robe Collection Slip

1. Click the Print button to print Robe Collection Slip
2. During your robe collection session, present either the printed copy or the softcopy of your Robe Collection Slip at the Robe Counter for verification.



Cetak

No. Matrik
Matrix No.

Nama
Name
Alamat
Address
Tarikh
Date

Urus Setia Pengurusan Graduan
Pejabat Pengurusan Akademik
Universiti Tun Hussein Onn Malaysia
86400 Parit Raja, Batu Pahat
JOHOR DARUL TAKZIM

Tuan/Puan,

PINJAMAN SET PAKAIAN KONVOKESYEN
LOAN OF CONVOCATION ATTIRE SET

BAHAGIAN A
SECTION A

Saya seperti nama dan alamat di atas
I, as per the name and address stated above

Nombor Kad Pengenalan ***Identification Card / Passport No.***		**No. Matrik** ***Matrix No.***	
Program ***Programme***	SARJANA MUDA KEJURUTERAAN ELEKTRONIK DENGAN KEPUJIAN	**Tahun Konvokesyen** ***Convocation Year***	
No. Telefon ***Mobile Phone No.***		**Emel** ***Email***	

Dengan ini bersetuju untuk meminjam satu set pakaian konvokesyen.
Hereby agreee to borrow one set of convocation attire

TARIKH PEMULANGAN SET PAKAIAN KONVOKESYEN
Date and Period for Returning Convocation Attire Set

TARIKH/DATE	MASA/TIME	LOKASI/LOCATION
6 - 12 Disember 2025 Sabtu - Jumaat *Saturday - Friday*	9am - 4.30pm	Aras 1, Bangunan Peperiksaan, Blok F2 *1st Floor, Examination Building, Block F2*
15 Disember 2025 Isnin *Monday*	9am - 4.30pm	Aras 1, Bangunan Peperiksaan, Blok F2 *1st Floor, Examination Building, Block F2*
16 Disember 2025 * dan seterusnya *and onwards* Berdenda *With penalty*	Waktu Pejabat *Office hour*	Kaunter Perkhidmatan PPA *PPA Service Counter*

* **Denda** akan dikenakan bermula **16 Disember 2025** dengan kadar RM50 sehari
* ***A penalty*** *will be imposed starting from* ***16 December 2025*** *at a rate of RM50 per day*

Need Assistance?

Academic Management Office
Email: konvo@uthm.edu.my
WhatsApp: +607-950 7682 (Chat Only)
Telephone: +607-950 9893/9894

Tunku Tun Aminah Library
Telephone: +607-950 9854

Bursary (Bendahari)
Telephone: +607-950 9876
WhatsApp: +607-950 9876
Email: akaunpelajar@uthm.edu.my