**UTS** ATTENDANCE CONFIRMATION & REGISTRATION FOR CONVOCATION

# 🎓 Graduation Application Guide

## 📌 Step 1: Login

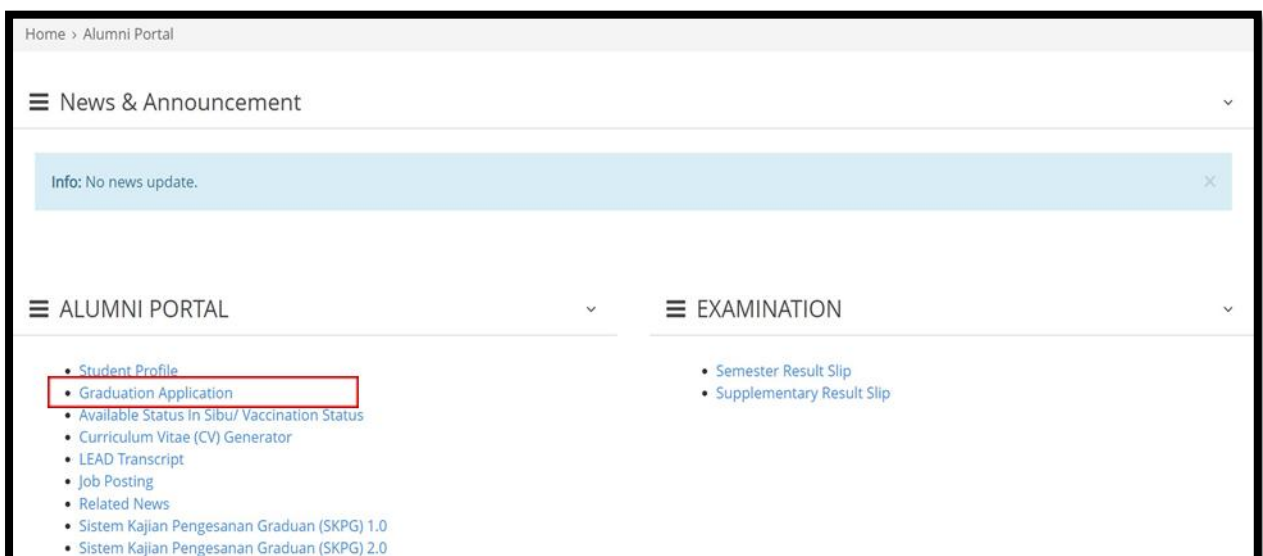🔗 https://oculus.uts.edu.my/login.php

👤 Username: *Student ID* | 🔑 Password: *Password*

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## 📷 Step 2: Upload Student Photo & Verify Personal Particulars

- If NO photo uploaded → system redirects to "Student Profile"

  - **Add Photo → Upload → Save Changes**

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## 📓 Step 3: Graduation Application
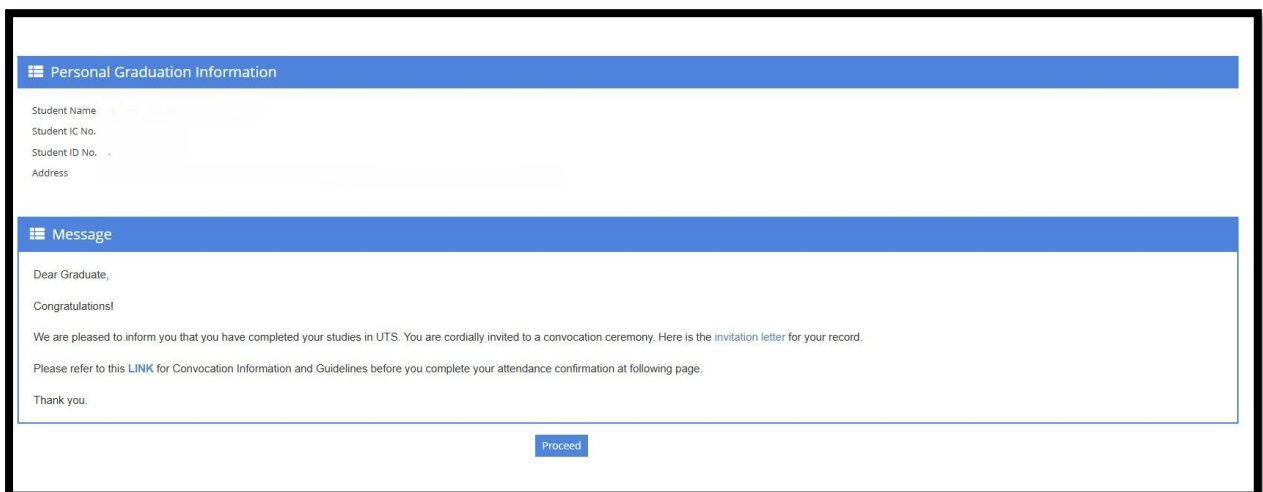
- Navigate to **Graduation Application** in the portal



Home › Alumni Portal

☰ News & Announcement

Info: No news update.

☰ ALUMNI PORTAL
- Student Profile
- Graduation Application
- Available Status In Sibu/ Vaccination Status
- Curriculum Vitae (CV) Generator
- LEAD Transcript
- Job Posting
- Related News
- Sistem Kajian Pengesanan Graduan (SKPG) 1.0
- Sistem Kajian Pengesanan Graduan (SKPG) 2.0

☰ EXAMINATION
- Semester Result Slip
- Supplementary Result Slip

# 📓 Step 4: Application Confirmation

- Check all info completed

- Click **Convocation Guidelines Link**

- Click **Invitation Letter**

- Click **Proceed**



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# 👥 Step 5: Attendance Confirmation

- Select **Yes** → Choose robe size, indicate extra seat (*if available*)

  - Select **Mode of Robe Collection**:

    - *Self-collection*

    - *Representative* → Fill in **Authorization Form 1**

- Select **No** → Redirects to *Collection of Certificate & Official Academic Transcripts*

## 👥 Step 6: Collection of Certificate & Official Academic Transcripts

- Select **Mode of Documents Collection:**

  - *Self-collection*

  - *Representative* → Fill in **Authorization Form 2**

## 💰 Step 7: Payment Summary

- **Total Due RM 0.00** → Deducted from academic deposit

- **Positive balance** → Pay at Finance counter or email slip to *payment@uts.edu.my*

- **Negative balance** → Refund due to student

⚠️ *Seats are non-cancellable, and payment is non-refundable*

| 📝 Graduation Fees | |
|---|---|
| Graduation Attire Deposit **[Refundable]** | RM 100.00 |
| Graduation Fee | RM 330.00 |
| Extra Seat(s) **[0]** | RM 0.00 |
| **Subtotal** | **RM 430.00** |
| Less: Academic Deposit | RM 400.00 |
| **TOTAL DUE** | **RM 30.00** |

**\*Remarks:**

(1) The **SUBTOTAL** will first be offset against your academic deposit (if any).

(2) If the **TOTAL DUE** shows a negative balance, you are required to make payment to the bank account/Duitnow below, and email a copy of the bank-slip to payment@uts.edu.my.

(3) The graduation attire deposit, along with any other overpayment, will be refunded to your designated bank account within one (1) month after graduation ceremony.

(4) Our bank details are as follows:

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## 🏦 Step 8: Bank Details for Refund

- Enter correct bank account details

- Refund credited within **1 month after Convocation**

| 📝 Graduate's Bank Details | |
|---|---|
| **\*Remarks:** | |
| (1) Deposit(s) is credited into student's bank account within one (1) month after the graduation ceremony. | |
| (2) Please ensure correct bank account no. is provided. Finance shall not liable for any lost and other liabilities caused. | |
| Bank Name: | Bank Name |
| Bank Account No.: | Bank Account No. |
| Payee (Student name): | Payee Name (Student name as per I.C.) |
| Email Address: | Email |
| Handphone No.: | Handphone No. |

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## ✅ Step 9: Final Confirmation

- Tick **Yes, I agree**

- Click **Submit**



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✨ *Tip: Keep a copy of your payment receipt and submission confirmation for reference.*