

CLEARANCE FORM

INSTRUCTION: Clearance Form MUST BE produced during the Pre-Registration Day and at Collection of Scroll / Transcript counter.

SECTION A: Graduates are required to fill up the details below.

NAME		PROGRAM	
MATRIC NO		CONTACT NO	
STUDENT CATEGORY	<input type="checkbox"/> Main Campus	<input type="checkbox"/> Regional Centre	GRADUATION YEAR

SECTION B: For office use only.

1. REGISTRATION & MOHE TRACER STUDY	2. KMC & ACCOMMODATION
<p>RSVP: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>MOHE TRACER STUDY:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">No of Scroll:</p> </div> <p>Officer's Signature & Stamp:</p> <p>Date:</p> <p>KNOWLEDGE MANAGEMENT CENTRE (KMC)</p> <p><input type="checkbox"/> Book(s) <input type="checkbox"/> Fine (RM.....)</p> <p>Officer's Signature:</p> <p>Date:</p> <p>ACCOMMODATION/HOSTEL</p> <p><input type="checkbox"/> Outstanding <input type="checkbox"/> No Outstanding</p> <p>Outstanding (RM.....)</p> <p>Officer's Signature:</p> <p>Date:</p>

3. FINANCE	4. ROBE & RFID CARD COLLECTED	5. ROBE RETURNED
<p>ELIGIBLE TO ATTEND CONVO:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>RELEASE OF SCROLL/TRANSCRIPT:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Outstanding (RM.....)</p> <p>Officer's Signature & Stamp:</p> <p>Date:</p>	<p>ROBE: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Officer's Signature:</p> <p>Date:</p> <p>RFID CARD: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Officer's Signature & Stamp:</p> <p>Date:</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Officer's Signature & Stamp:</p> <p>Date:</p>

6. GRADUATE ACKNOWLEDGEMENT	REMINDER
<p>I hereby confirm:</p> <p><input type="checkbox"/> I have collected my scroll & transcript and all the information on my scroll & transcript is correct.</p> <p>Graduate's Signature:</p> <p>Date:</p>	<ol style="list-style-type: none"> 1. Graduates MUST complete the MOHE Tracer Study prior to registering for the convocation. 2. Graduates MUST register at Convocation Registration Counter for registration, verification, and collection of Convocation Invitation Card at Main Campus on 11th & 12th November 2025. 3. Please keep this form for Robe return and Scroll/Transcript Collection after the convocation ceremony. 4. If the graduates wish to courier the Scroll & Transcript to Home/Office address, graduates are required to pay RM 10.00 (West Malaysia) or RM 15.00 East Malaysia (Sabah & Sarawak) for the postage fee. 5. Fine or penalty of RM 50.00 per day will be imposed upon Graduate who returns the Academic Robe after 19th November 2025. 6. Please do not use high temperature while ironing robes. Graduates will be charged for any defect (if any).