

# **GUIDELINES FOR EARLY CERTIFICATE APPLICATION (BY COURIER)**

ACADEMIC MANAGEMENT DIVISION (AMD)

## Guideline for Early Certificate Application – By Courier

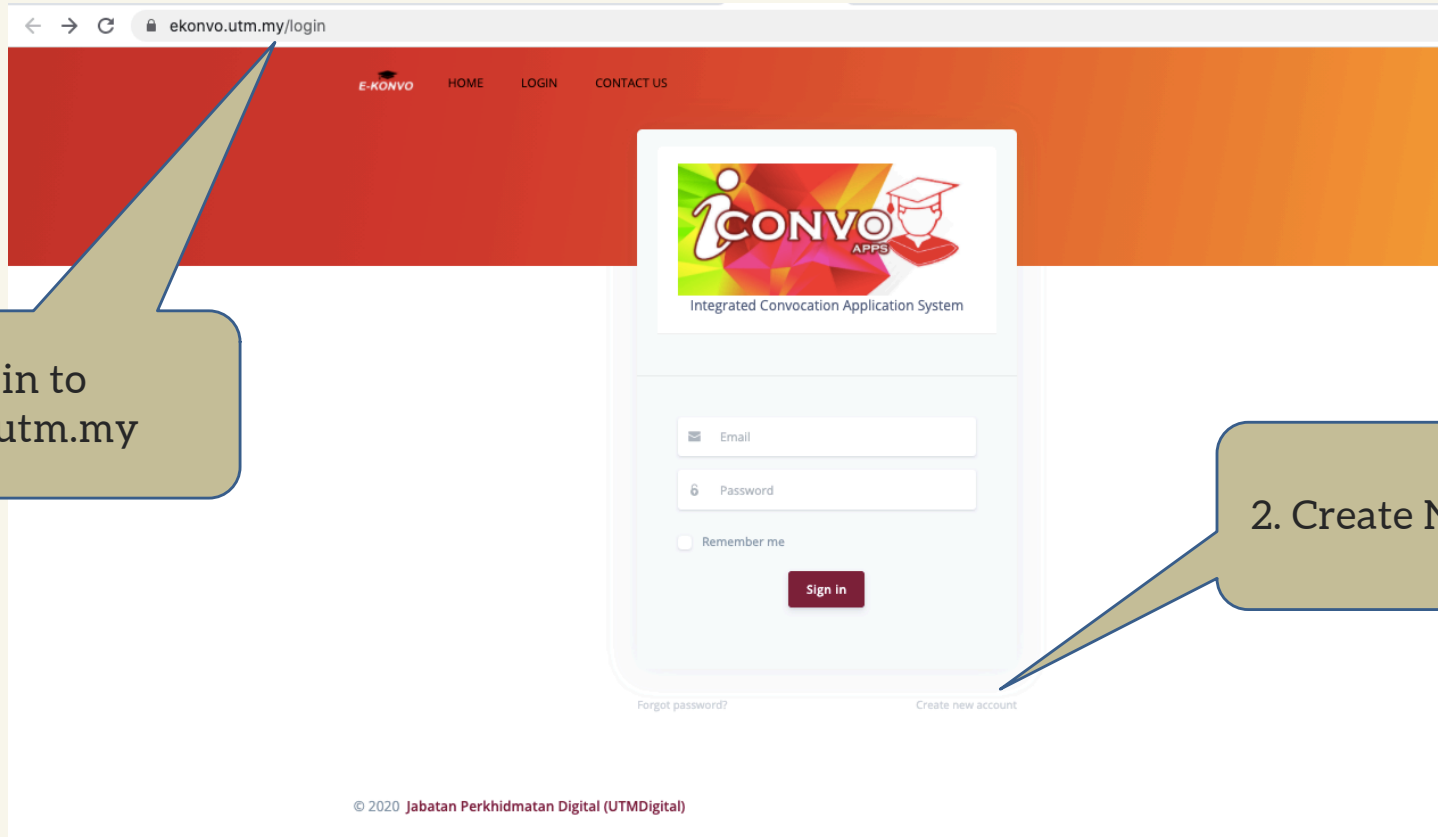
### When?

**1<sup>st</sup> January until 30<sup>th</sup> September 2021**

### Who?

- **Student's who has completed their studies and conferred by Senate and wish to collect their certificate before the convocation ceremony.**

# Guideline for Early Certificate Application – By Courier

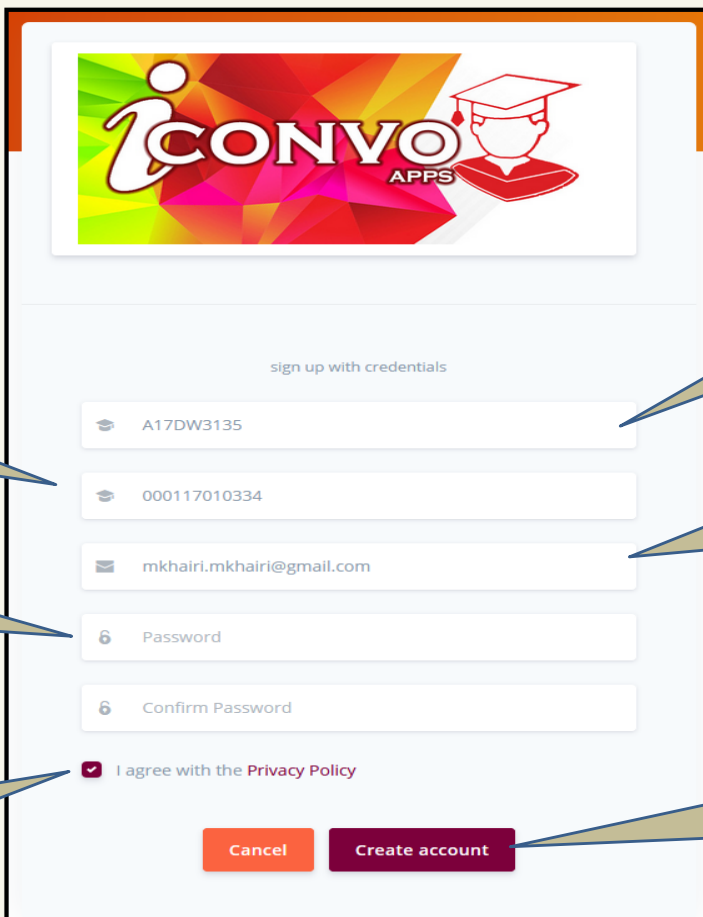


The screenshot shows the login page for the Integrated Convocation Application System (iCONVO APPS). The page has a red and orange header with navigation links: E-KONVO, HOME, LOGIN, and CONTACT US. The main content area features the iCONVO APPS logo and the text "Integrated Convocation Application System". Below the logo are two input fields: "Email" and "Password". There is a "Remember me" checkbox and a "Sign in" button. At the bottom of the form, there are links for "Forgot password?" and "Create new account".

1. Login to  
ekonvo.utm.my

2. Create New Account

## Guideline for Early Certificate Application – By Courier



The screenshot shows the 'iCONVO APPS' sign-up interface. At the top, there is a header with the 'iCONVO APPS' logo and a graduation cap icon. Below the header, the text 'sign up with credentials' is centered. The form contains several input fields: a matric number field with the value 'A17DW3135', an identity card number field with '000117010334', an email address field with 'mkhairi.mkhairi@gmail.com', a password field with '6 Password', and a confirm password field with '6 Confirm Password'. At the bottom of the form, there is a checkbox labeled 'I agree with the Privacy Policy' which is checked. Below the checkbox are two buttons: 'Cancel' and 'Create account'.

3. Fill up your matric number

5. Fill up your email address'

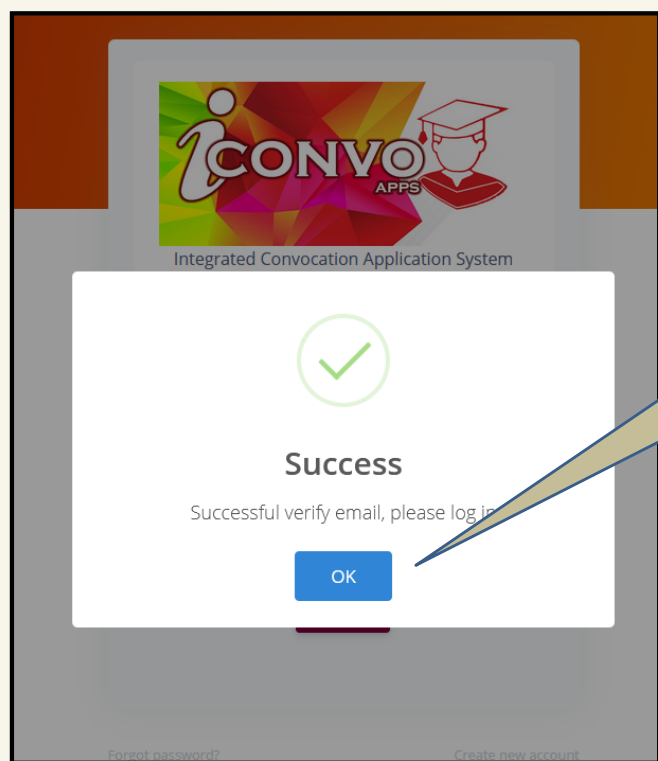
8. Click 'Create Account'

4. Fill up your identity card number

6. Create and confirm your password

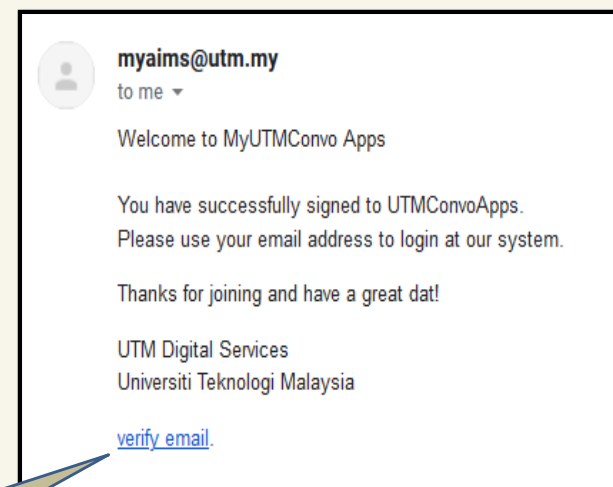
7. Tick to agree

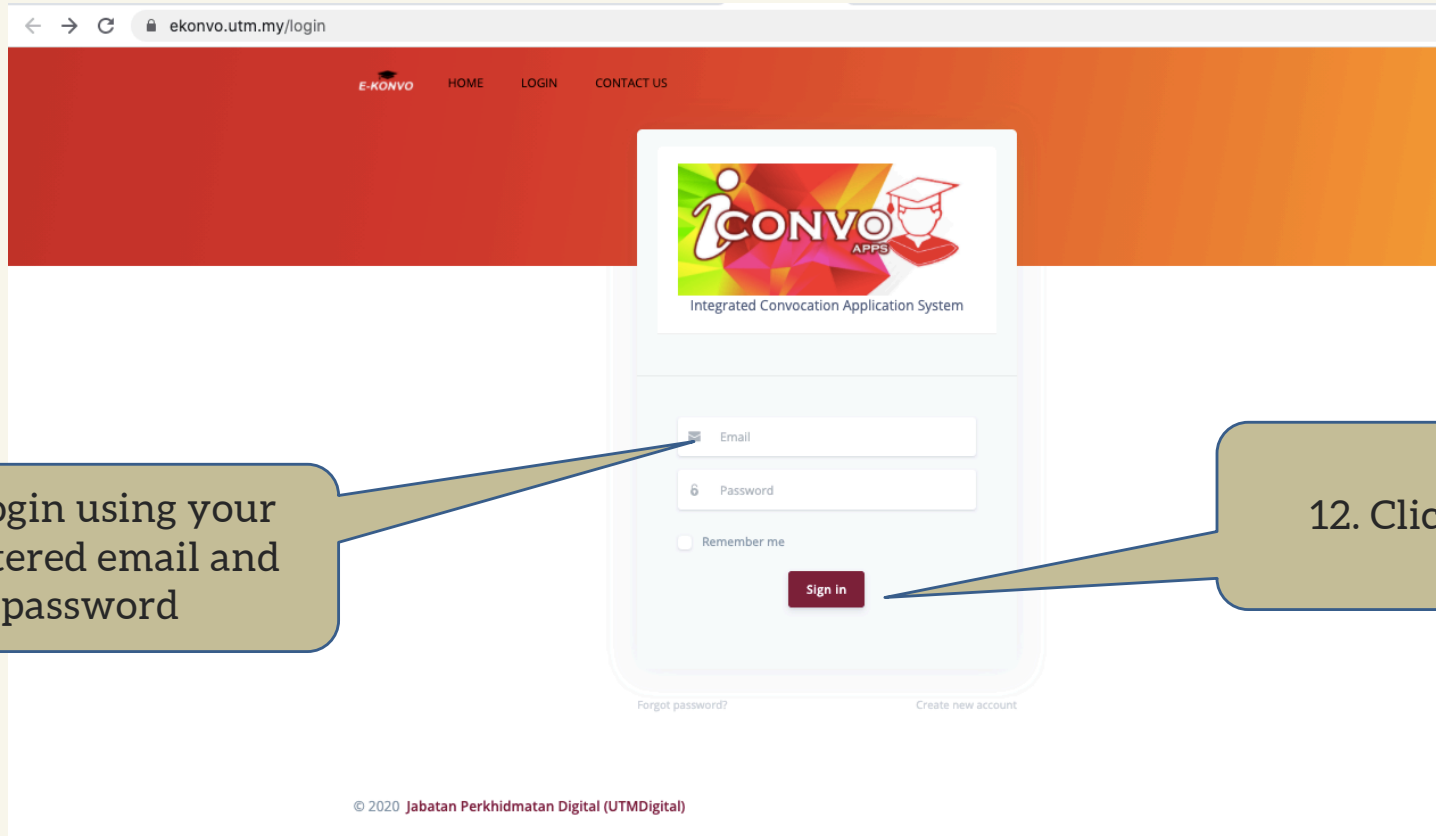
## Guideline for Early Certificate Application – By Courier



9. Account successfully created. Kindly verify your email and click 'OK'

10. Click 'Verify Email'



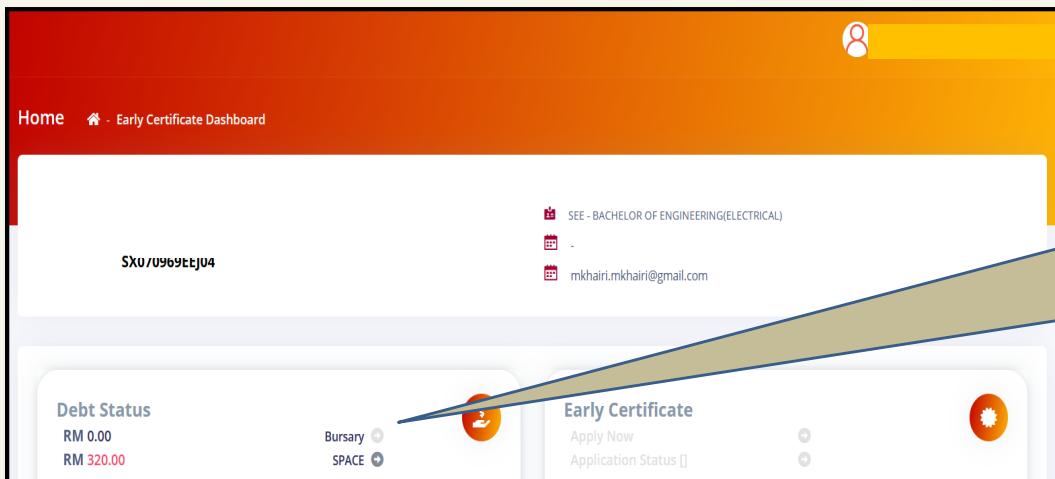


The screenshot shows a web browser window with the URL `ekonvo.utm.my/login`. The page features a red header with navigation links: `E-KONVO`, `HOME`, `LOGIN`, and `CONTACT US`. The main content area displays the `iCONVO APPS` logo, which includes a graduation cap icon, and the text `Integrated Convocation Application System`. Below the logo is a login form with the following elements: an `Email` input field, a `Password` input field with a strength indicator `6`, a `Remember me` checkbox, and a `Sign in` button. At the bottom of the form, there are links for `Forgot password?` and `Create new account`.

11. Login using your registered email and password

12. Click 'Sign In'

## Guideline for Early Certificate Application – By Courier



Home - Early Certificate Dashboard

SXU/0969Etj04

SEE - BACHELOR OF ENGINEERING(ELECTRICAL)

mkhairi.mkhairi@gmail.com

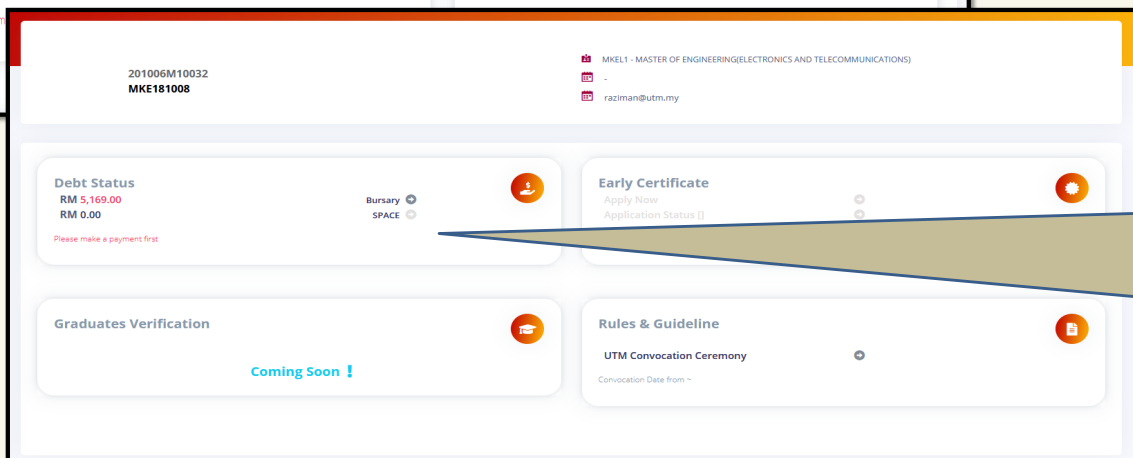
Debt Status  
RM 0.00  
RM 320.00

Bursary  
SPACE

Early Certificate  
Apply Now  
Application Status []

13. You need to be 'debt free' before proceed for application.

Kindly contact SPACE for part time student in order to settle off your debt



201006M10032  
MKE181008

MKEL1 - MASTER OF ENGINEERING(ELECTRONICS AND TELECOMMUNICATIONS)

raziman@utm.my

Debt Status  
RM 5,169.00  
RM 0.00

Please make a payment first

Bursary  
SPACE

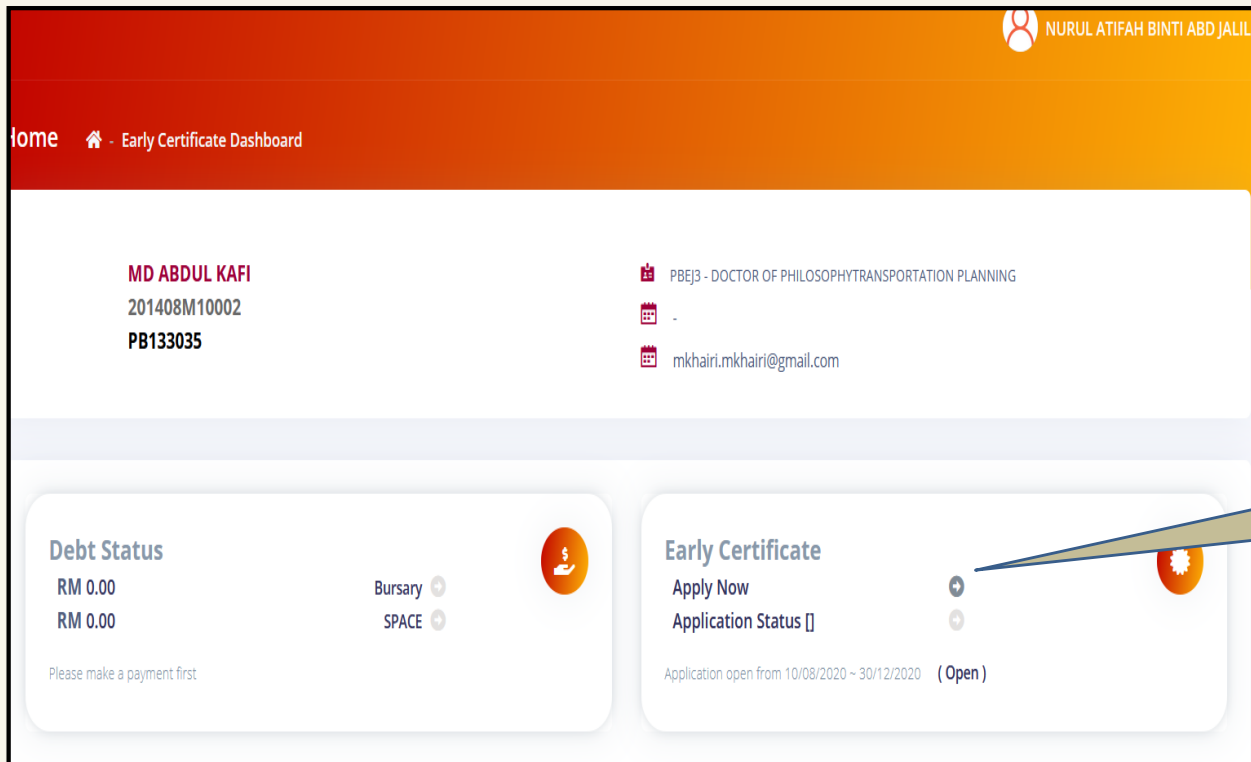
Early Certificate  
Apply Now  
Application Status []

Graduates Verification  
Coming Soon !

Rules & Guideline  
UTM Convocation Ceremony  
Convocation Date from -

14. You need to be 'debt free' before proceed for application.

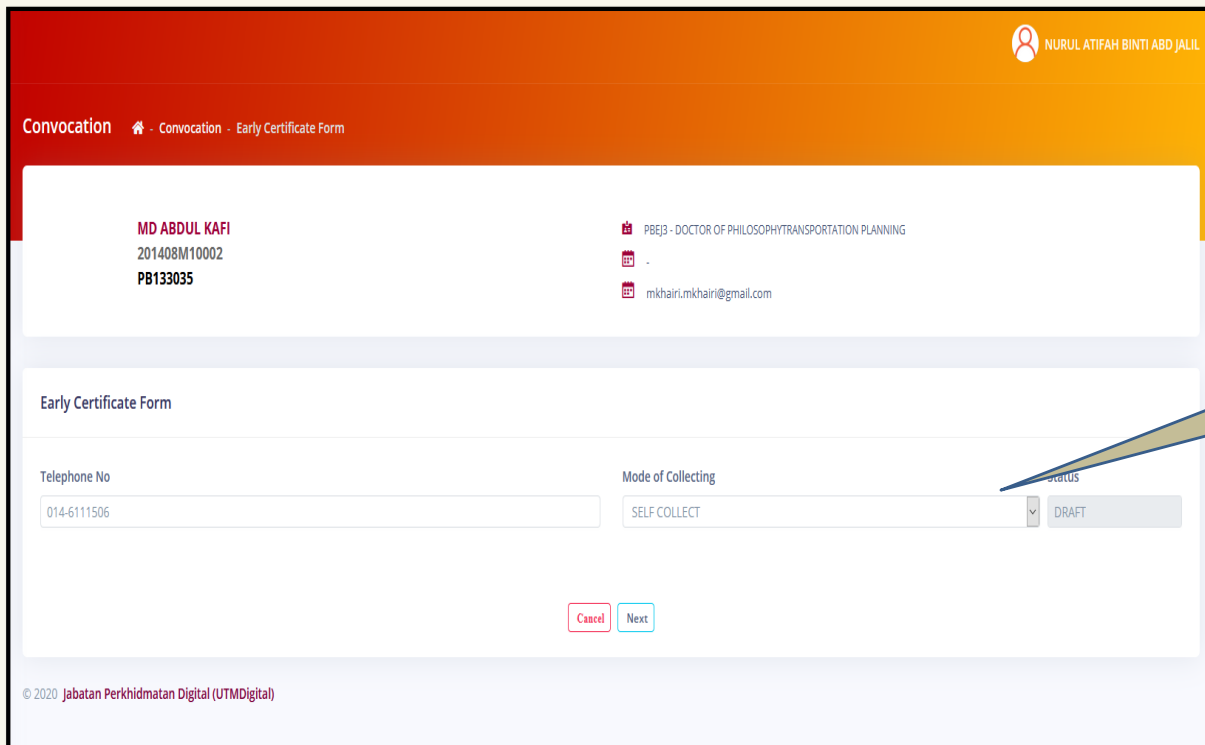
Kindly contact Bursary for mainstream in order to settle off your debt




The screenshot shows a user interface for an 'Early Certificate Dashboard'. At the top right, the user's name 'NURUL ATIFAH BINTI ABD JALIL' is displayed. Below the header, the breadcrumb 'Home - Early Certificate Dashboard' is visible. The main content area is divided into two columns. The left column displays the user's name 'MD ABDUL KAFI', ID '201408M10002', and phone number 'PB133035'. To the right of this information, there are three items: 'PBE3 - DOCTOR OF PHILOSOPHY TRANSPORTATION PLANNING', a calendar icon with a dash, and an email address 'mkhairi.mkhairi@gmail.com'. Below this, there are two cards. The first card, 'Debt Status', shows 'RM 0.00' and 'RM 0.00' with a note 'Please make a payment first'. It includes a 'Bursary' dropdown and a 'SPACE' dropdown. The second card, 'Early Certificate', has an 'Apply Now' button with a plus icon and an 'Application Status []' dropdown with a plus icon. Below the 'Apply Now' button, it states 'Application open from 10/08/2020 - 30/12/2020 (Open)'. A callout bubble points to the 'Apply Now' button.

15. Click 'Apply Now'





Convocation  Convocation - Early Certificate Form

**MD ABDUL KAFI**  
201408M10002  
PB133035

PBE3 - DOCTOR OF PHILOSOPHY TRANSPORTATION PLANNING  
-  
mkhairi.mkhairi@gmail.com

NURUL ATIFAH BINTI ABD JALIL

Early Certificate Form

Telephone No  
014-6111506

Mode of Collecting  
SELF COLLECT

STATUS  
DRAFT

Cancel Next

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16. Select 'Mode of Collecting'.  
Select 'By Courier'

## Guideline for Early Certificate Application – By Courier

**Mailing Address**

Shipping To  Malaysia  Other Country

Address 1  Address 2

Address 3  Zipcode

City  State

Country  Telephone No.

Shipping Cost  In Malaysia (RM 10.00)  Asean Country (RM 20.00)  Other Country (RM 30.00)

17. Fill in the mailing address information

18. Click 'Next'

## Guideline for Early Certificate Application – By Courier

Early Certificate Form

Telephone No: 014-6111506

Mode of Collecting: SELF COLLECT

Status: DRAFT

Payment Structure

| #                     | PAYMENT TYPE                    | AMOUNT (RM) |
|-----------------------|---------------------------------|-------------|
| 1                     | CONVOCAATION FEE - MASTER (250) | 1.00        |
| Total of Payment (RM) |                                 | 1.00        |

Declaration

I have read and accept all the terms and conditions.

I hereby confirmed that all information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine.

[Cancel](#) [Submit](#)

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19. Check the Graduation Fee  
PhD and Master Degree - RM250  
Bachelor Degree - RM220  
Diploma - RM200

20. Read and agree with the  
declaration

21. Click 'Submit'

Note : Courier fees of RM10 (Local) RM30 (ASEAN) and RM50 (Others) to be included

# Guideline for Early Certificate Application – By Courier

Forms Example [Home](#) - Convocation - Early Certificate Form

**MD ABDUL KAFI**  
201408M10002  
PB133035

PBEJ - DOCTOR OF PHILOSOPHYTRANSPORTATION PLANNING  
-  
mkhairi.mkhairi@gmail.com

### Early Certificate Form

|                       |                 |
|-----------------------|-----------------|
| Reference No          | Status          |
| SJA/64/201408M10002/1 | DRAFT           |
| Total Payment (RM)    | Payment Method  |
| 1.00                  | Please Select.. |

[Make Payment](#) [Return Page](#)

! Noted : The application will be processed once the full payment has been made.

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22. Select Payment Method

23. Make Payment

## Guideline for Early Certificate Application – By Courier

Transaction Detail

|                      |                               |
|----------------------|-------------------------------|
| * Description        | EARLY CERTIFICATE APPLICATION |
| * Identity Number    | 201408M10002                  |
| * Name               | MD ABDUL KAFI                 |
| * Email              | mkhairi.mkhairi@gmail.com     |
| * Bank               | CIMB Bank Berhad              |
| * Amount             | 1.00                          |
| * Additional Charges | 0.50                          |

Total: 1.5 MYR

Submit for Payment

24. Notify your email


25. Select Bank

26. Submit for Payment

## Guideline for Early Certificate Application – By Courier

**TRANSACTION DETAILS**

Universiti Teknologi Malaysia  
UTM Skudai  
81310 Johor  
Malaysia  
Tel: +607-553 0152/553 0087/553 0215



FPX Transaction ID: 2012121120030004  
Date: December 12, 2020

| Status     | Buyer Bank | Seller Order Number | Amount(RM) |
|------------|------------|---------------------|------------|
| SUCCESSFUL | BCBB0235   | 201408M10002        | 1.50       |

[RETURN](#) [PRINT](#)

**ADDITIONAL NOTES**

A service charge of RM0.50 will be added on every transaction (inclusive 0% GST).  
Please print this transaction for reference purposes.

27. Payment Successful. Print the receipt for reference or return to the page