



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

ACADEMIC MANAGEMENT DIVISION  
REGISTRAR DEPARTMENT

APPLICATION TO RENT / PURCHASE  
GRADUATE ATTIRE FORM

Form no. : AMD/KNV/4  
K4 Form  
Edition: 3  
Amendment: 2  
Effective date : 04.10.2020

PLEASE READ CAREFULLY

TYPES OF APPLICATION				
TYPES	RENT	√	PURCHASE	√
<b>Checklist</b>	1. Completed K4 Form		1. Completed K4 Form	
	2. Copy of MyKad / Passport / Student Matric Card <b>applicant / representative</b>		2. Copy of MyKad / Passport / Student Matric Card <b>applicant / representative</b>	
	3. Copy of graduates confirmation letter (graduand) / certificates (Alumni)		3. Copy of graduates confirmation letter (graduand) / certificates (Alumni)	
	4. Cash		4. Proof of online payment (ecommerce)	
<b>Terms and Conditions</b>	1. Graduates Convocation Attire rented to be used for official ceremony only. 2. Rental duration is five (5) working days from the date of rental. Penalty of MYR5/day will be imposed for the late return; 3. Each graduate will be given one-time free use. For subsequent use, the rate charges are according to rental charges. 4. Any alterations, damage or loss, fine is according to the purchase charges.		1. Graduates Convocation Attire purchased to be used for official ceremony only. 2. Only UTM graduands and UTM Alumni are allowed to purchase Graduates Convocation Attire.	
			<b>How to make an online payment:</b> 1. Visit e-Commerce in UTM Portal website at <a href="https://ecommerce.utm.my/ecommerce/index.php">https://ecommerce.utm.my/ecommerce/index.php</a> 2. Choose : <input type="button" value="Payment"/> 3. Choose _____ Category : <input type="text" value="[09] - CONVOCATION"/> <input type="button" value="v"/> 4. Choose Relevant Code 5. Choose Payment Type (Debit Card/Credit Card) 6. Payment Confirmation 7. Print Payment Slip	

PLEASE FILL UP THE FORM CORRECTLY

APPLICANT'S / GRADUAND'S PARTICULARS			
Full Name	:	_____	
Matric No.	:	MyKad/ISID No.	:
Telephone No.	:	e-Mail Address	:
School/Faculty	:	Year of convocation	:
Program	:	_____	
Address	:	_____	
	:	_____	

REPRESENTATIVE'S PARTICULARS (If applicable)			
Full Name	:	_____	
MyKad/Passport No.	:	Relationship	:
	:	_____	

**Note:**

\*Please strike out whichever is not applicable



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### ATTIRE'S CATEGORIES

Please Tick (√)	Level of Degree	Attire Set	Purchase (MYR)	Rent (MYR)	Robe Size	Bonnet Size	Lapel No. (Office use)
	PhD	Robe, Lapel & Bonnet	1,000.00	60.00			
	Master Degree	Robe, Lapel & Mortarboard	800.00	60.00			
	Bachelor Degree	Robe, Lapel & Mortarboard	700.00	60.00			
	Diploma	Robe & Mortarboard	700.00	60.00			

### DECLARATION

I hereby confirm that I agree to all of the terms and conditions and have prepared a complete document for the application for the rent/purchase\* of convocation attire.

Applicant's Signature : \_\_\_\_\_

Date : \_\_\_\_\_

### COLLECTION

### RETURN (for rent only)

I hereby acknowledged the receipt of graduate attire with good condition.

I hereby returned the graduate attire with good condition.

\_\_\_\_\_  
Applicant's / Representative's Signature  
& Date

\_\_\_\_\_  
Applicant's / Representative's Signature  
& Date

### APPROVAL (FOR OFFICE USE ONLY)

#### Approved by:

Officer Signature : \_\_\_\_\_

Official Stamp :

Date : \_\_\_\_\_

### STAF STOR JUBAH

### STAF KEWANGAN

Tarikh Terima Borang Lengkap:

Tarikh Siap Disediakan:

Tanda Tangan Staf:

**Sewa / Beli\***

**Deposit tunai/Bayaran ecommerce\***

Tarikh: \_\_\_\_\_

Jumlah (RM): \_\_\_\_\_

**Untuk Sewaan Sahaja:**

Tarikh Pemulangan: \_\_\_\_\_

Denda (RM): \_\_\_\_\_

Tarikh Pulang Deposit: \_\_\_\_\_

Jumlah Pemulangan (RM): \_\_\_\_\_

Tanda Tangan Staf: \_\_\_\_\_

#### Note:

\*Please strike out whichever is not applicable