

GUIDELINES FOR EARLY CERTIFICATE APPLICATION (SELF COLLECT)

ACADEMIC MANAGEMENT DIVISION (AMD)

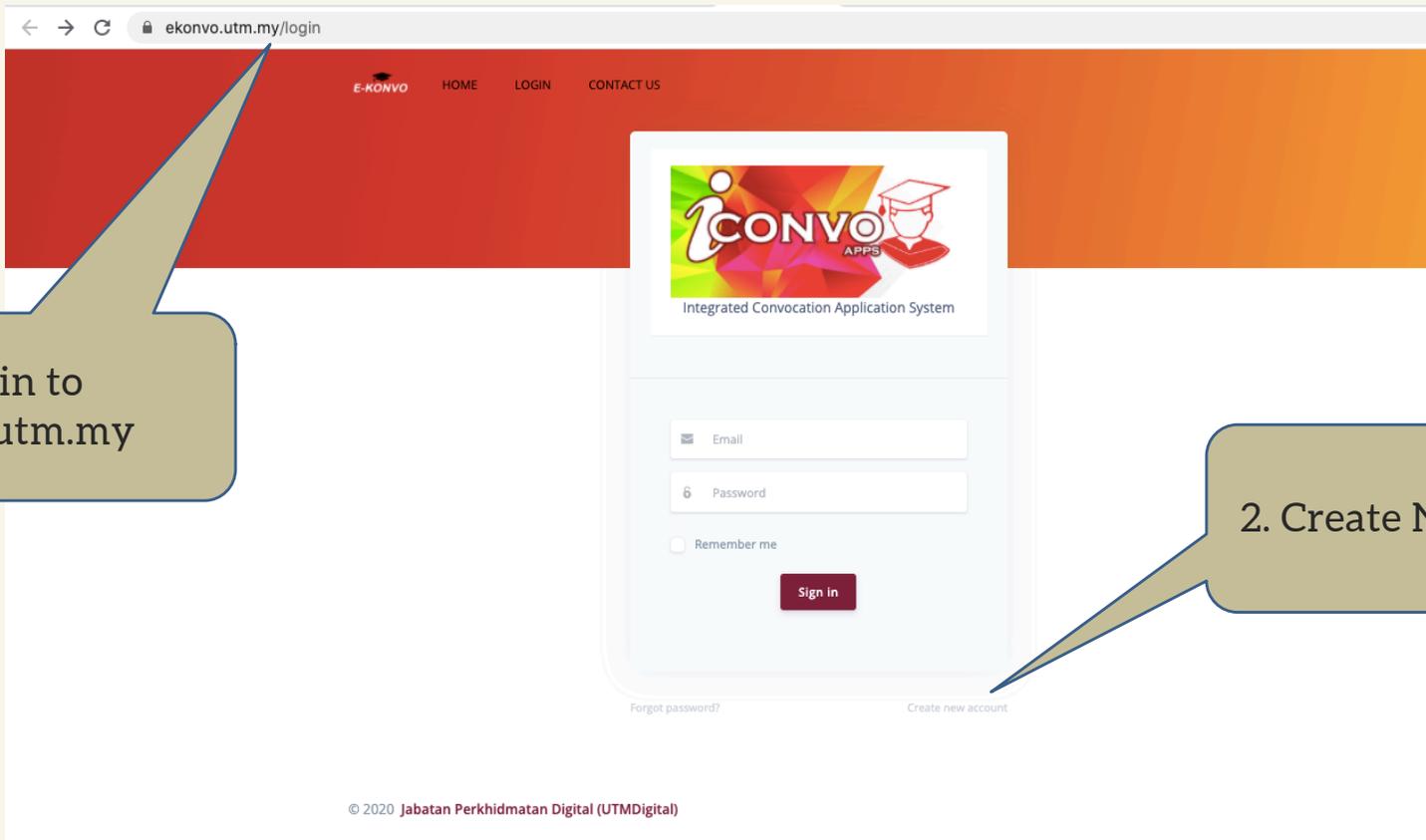
Guideline for Early Certificate Application – Self Collect

When?

1st January until 30th September 2021

Who?

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



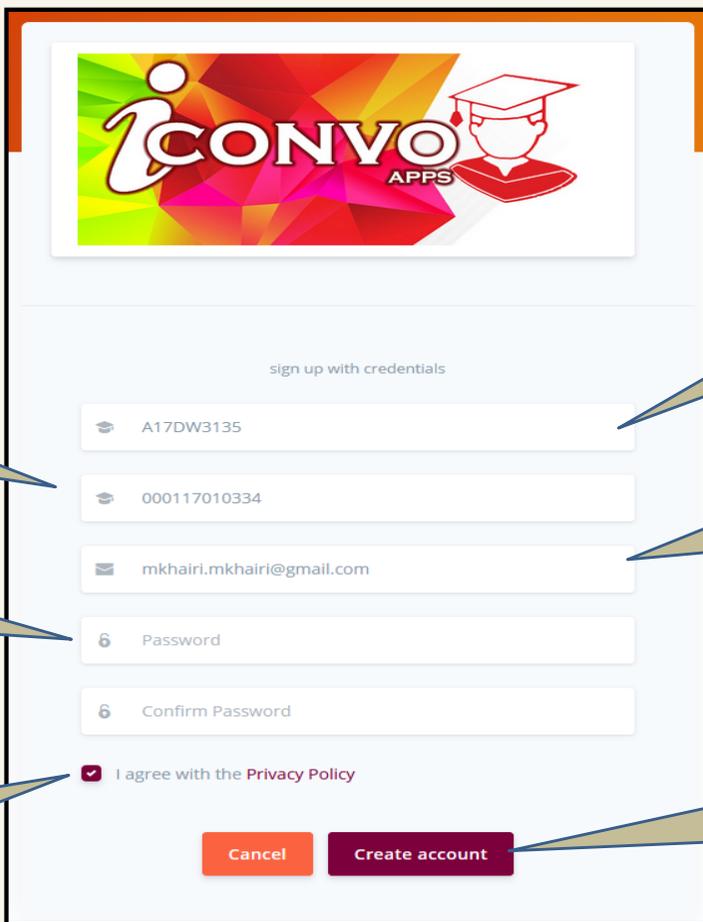
The screenshot shows a web browser window with the URL `ekonvo.utm.my/login`. The page has a red and orange header with navigation links: [E-KONVO](#), [HOME](#), [LOGIN](#), and [CONTACT US](#). The main content area features the **iCONVO APPS** logo, which includes a graduation cap icon, and the text "Integrated Convocation Application System". Below the logo is a login form with the following elements:

- An "Email" input field with an envelope icon.
- A "Password" input field with a strength indicator "6".
- A "Remember me" checkbox.
- A red "Sign in" button.
- Links for "Forgot password?" and "Create new account" at the bottom of the form.

1. Login to
ekonvo.utm.my

2. Create New Account

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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'. Below the password fields, there is a checkbox labeled 'I agree with the Privacy Policy' which is checked. At the bottom of the form, there are two buttons: 'Cancel' and 'Create account'.

3. Fill up your matric number

5. Fill up your email address'

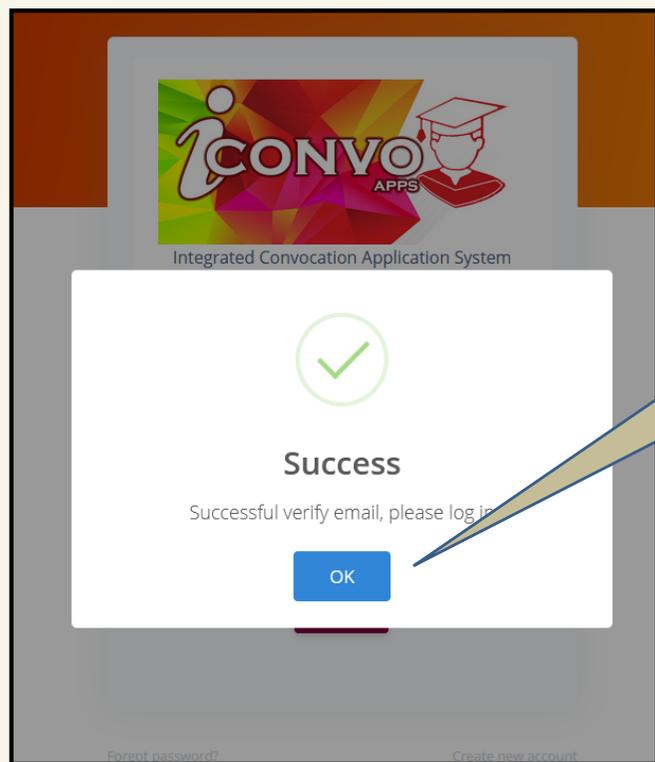
8. Click 'Create Account'

4. Fill up your identity card number

6. Create and confirm your password

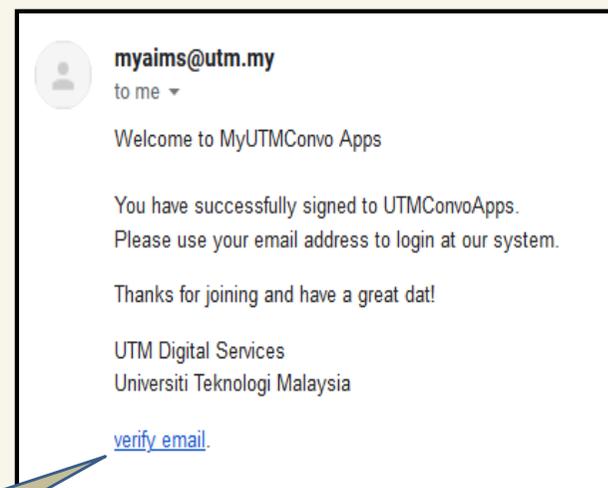
7. Tick to agree

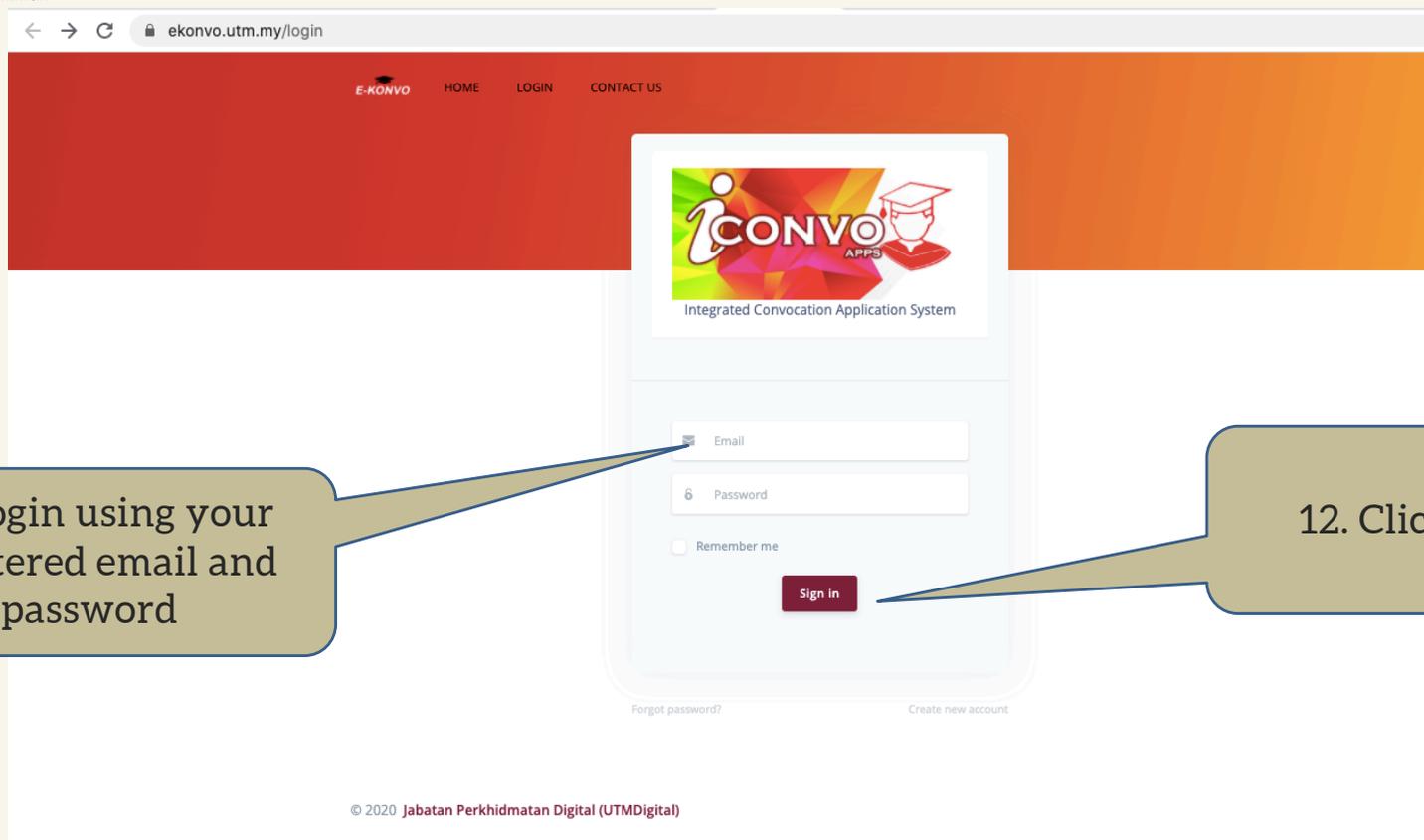
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9. Account successfully created. Kindly verify your email and click 'OK'

10. Click 'Verify Email'



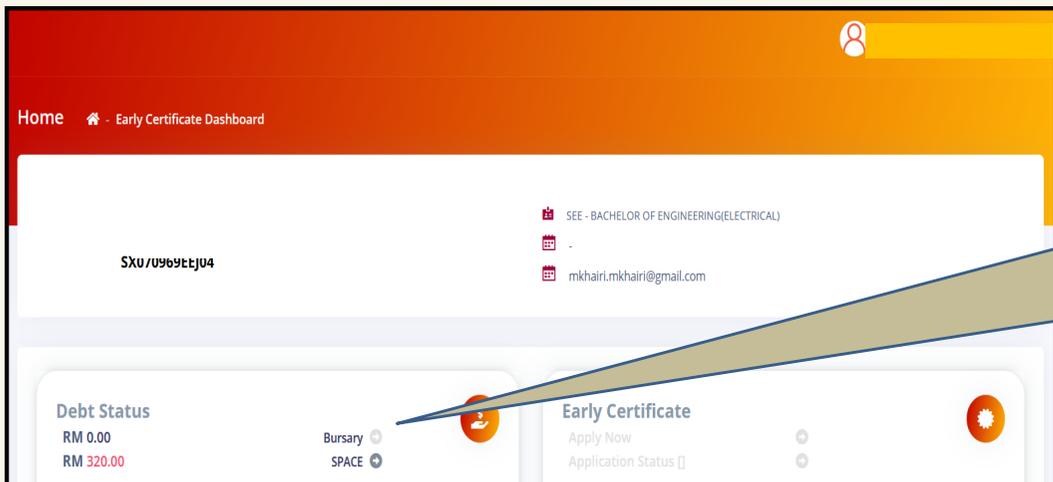


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11. Login using your registered email and password

12. Click 'Sign In'

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Home - Early Certificate Dashboard

SXU/0969Etj04

SEE - BACHELOR OF ENGINEERING(ELECTRICAL)

mkhairi.mkhairi@gmail.com

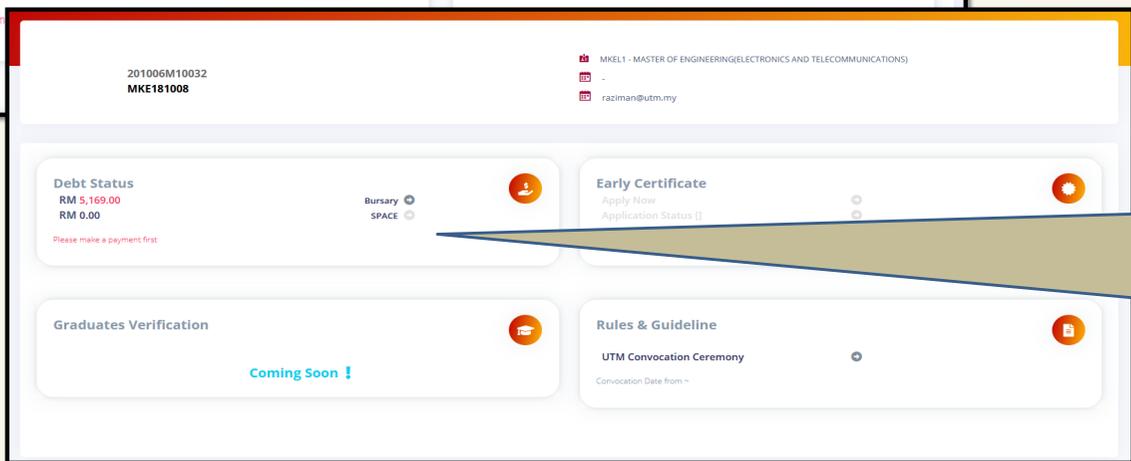
Debt Status
RM 0.00
RM 320.00

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

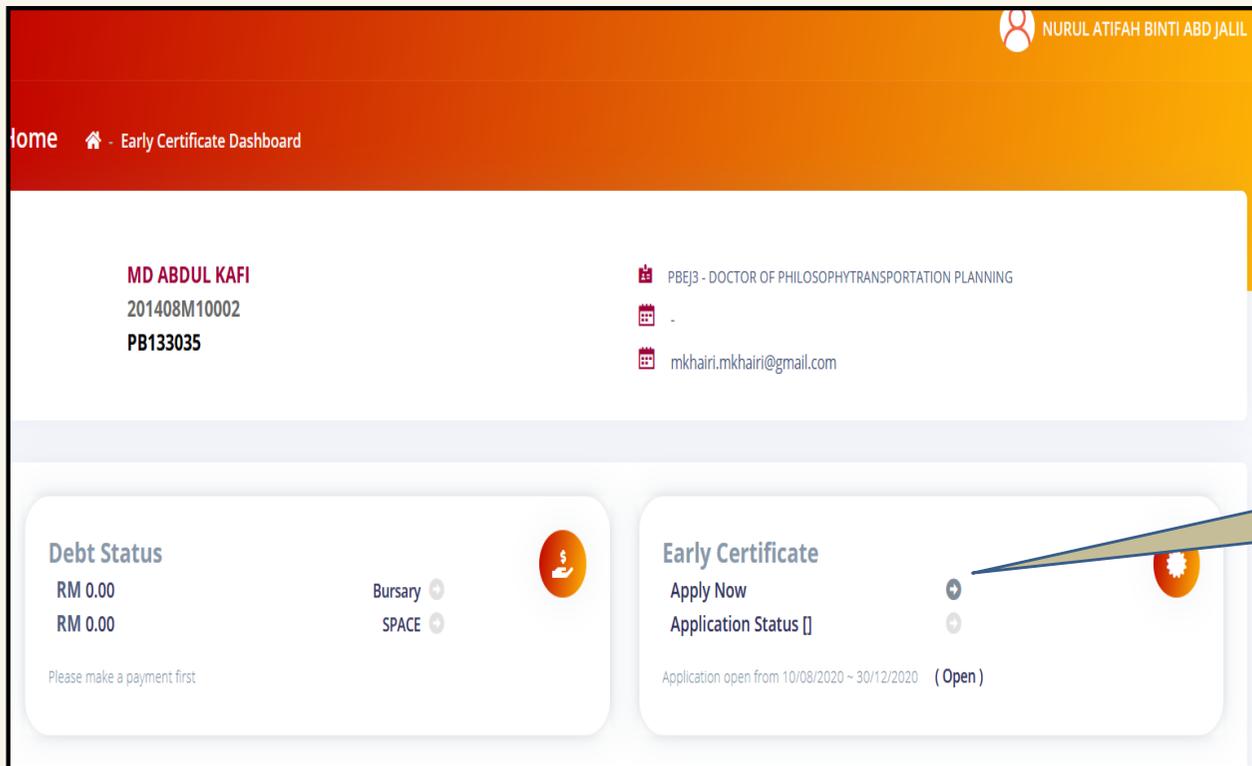
Early Certificate
Apply Now
Application Status []

Graduates Verification
Coming Soon !

Rules & Guideline
UTM Convocation Ceremony
Convocation Date from -

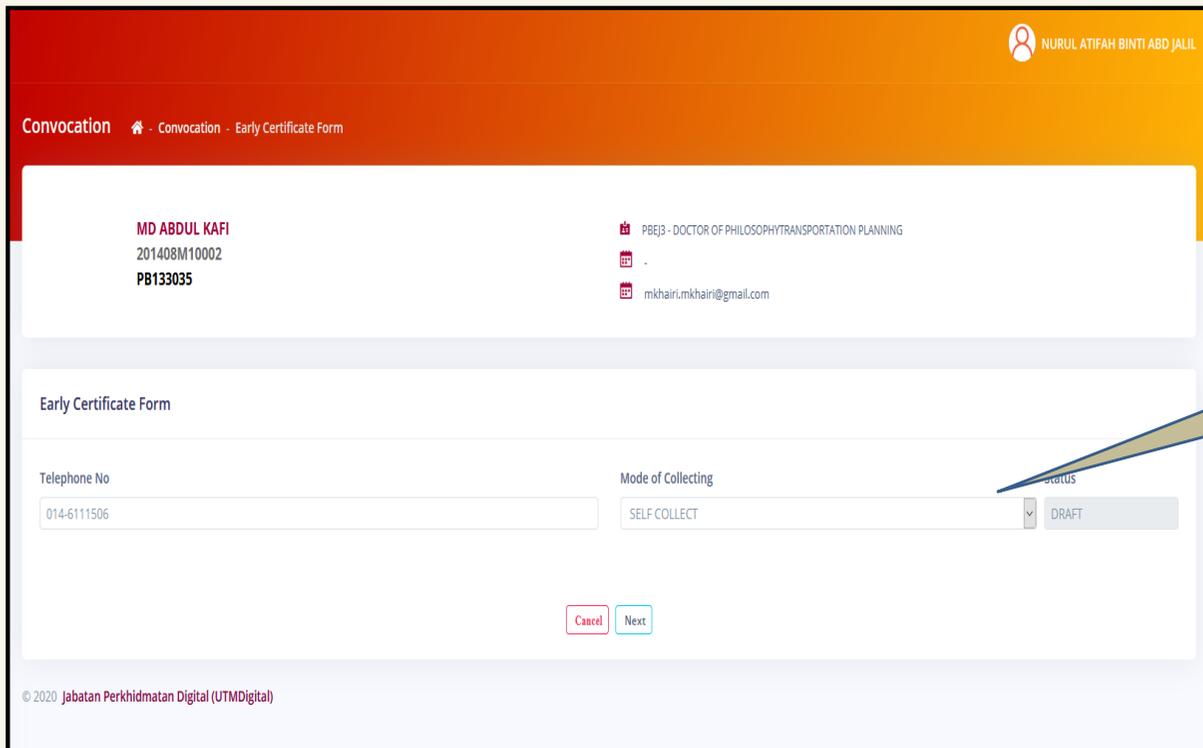
14. You need to be 'debt free' before proceed for application.

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'. It also lists the course '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: 'Debt Status' showing 'RM 0.00' and 'Bursary SPACE' with a dropdown arrow, and 'Early Certificate' with an 'Apply Now' button and 'Application Status []' with a dropdown arrow. A note at the bottom of the 'Early Certificate' card 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

Early Certificate Form

Telephone No
014-6111506

Mode of Collecting
SELF COLLECT

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16. Select 'Mode of Collecting'.
Select 'Self Collect'

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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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17. Check the Graduation Fee
PhD and Master Degree – RM250
Bachelor Degree – RM220
Diploma – RM200

18. Read and agree with the
declaration

19. Click 'Submit'

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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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20. Select Payment Method

21. Make Payment

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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

22. Notify your email

23. Select Bank

24. Submit for Payment

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TRANSACTION DETAILS

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



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

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.*

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