

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

ACADEMIC MANAGEMENT DIVISION (AMD)

### 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.**



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

# Guideline for Early Certificate Application – By Representative

← → ↻ ekonvo.utm.my/login

E-KONVO HOME LOGIN CONTACT US

**iCONVO**  
APPS  
Integrated Convocation Application System

Email

6 Password

Remember me

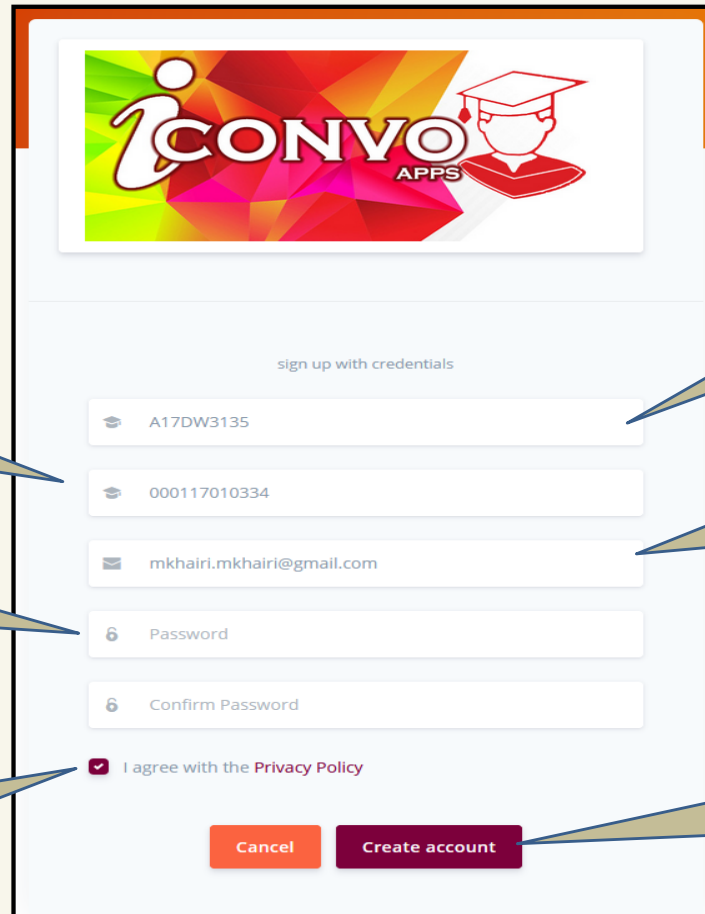
Sign in

[Forgot password?](#) [Create new account](#)

© 2020 Jabatan Perkhidmatan Digital (UTMDigital)

1. Login to  
ekonvo.utm.my

2. Create New Account



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 consists of several input fields: a matric number field containing 'A17DW3135', an identity card number field containing '000117010334', an email address field containing 'mkhairi.mkhairi@gmail.com', a password field with a strength indicator '6' and the label 'Password', and a confirm password field with a strength indicator '6' and the label '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: an orange 'Cancel' button and a purple 'Create account' button.

3. Fill up your matric number

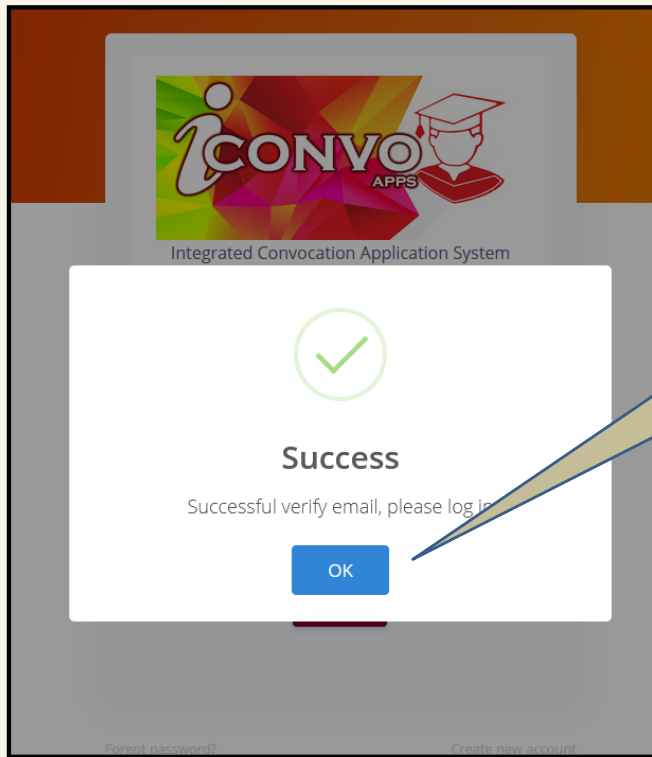
4. Fill up your identity card number

5. Fill up your email address'

6. Create and confirm your password

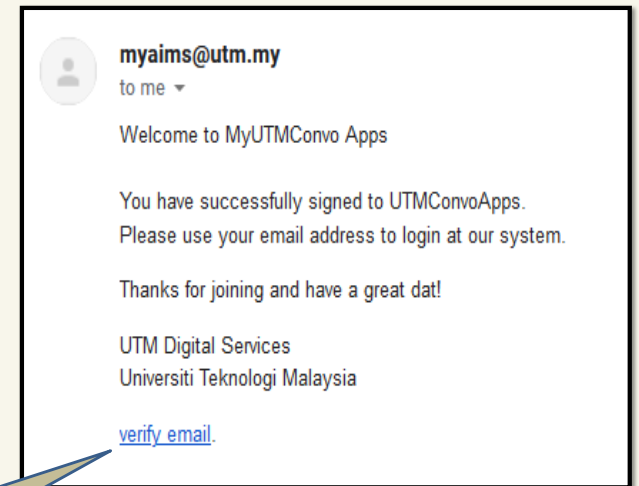
7. Tick to agree

8. Click 'Create Account'



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

10. Click 'Verify Email'





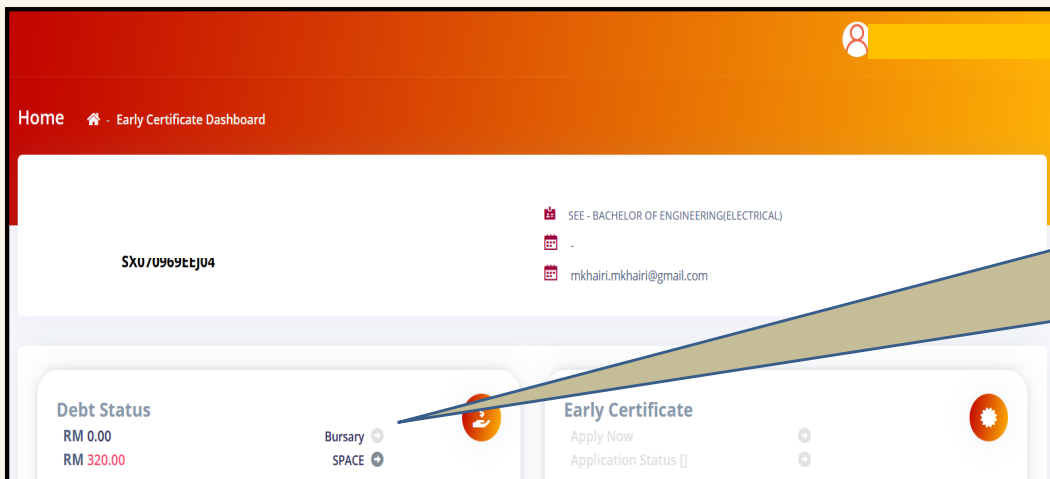
The screenshot shows a web browser at the URL `ekonvo.utm.my/login`. The page features a red and orange header with navigation links: `E-KONVO`, `HOME`, `LOGIN`, and `CONTACT US`. The main content area displays the `iCONVO APPS` logo, which includes a graduation cap icon, and the text `Integrated Convocation 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.
- A `Sign in` button.
- Links for `Forgot password?` and `Create new account` at the bottom of the form.

Two callout boxes provide instructions:

- Box 11: `11. Login using your registered email and password` (points to the email and password fields).
- Box 12: `12. Click 'Sign In'` (points to the `Sign in` button).

© 2020 Jabatan Perkhidmatan Digital (UTMDigital)



Home - Early Certificate Dashboard

SXU/0969Etj04

SEE - BACHELOR OF ENGINEERING(ELECTRICAL)

mkhairi.mkhairi@gmail.com

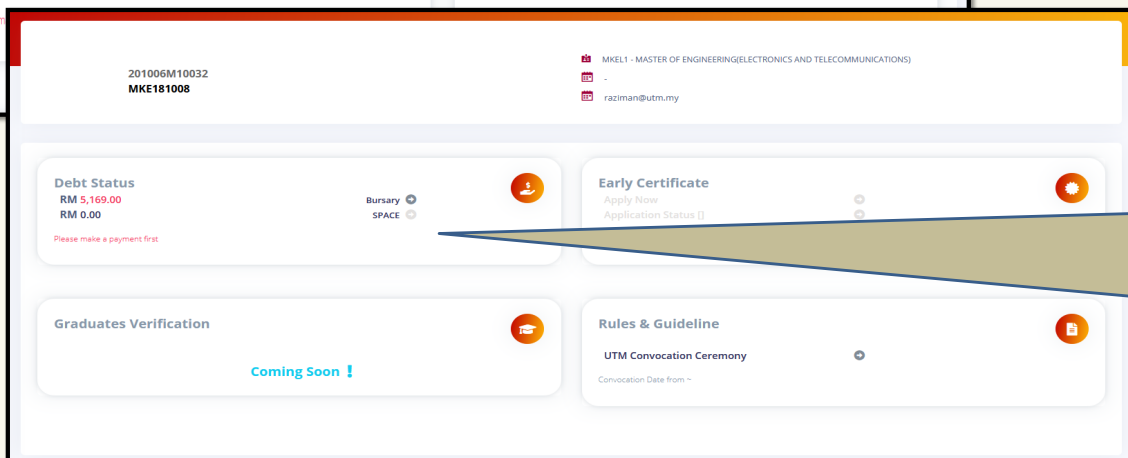
Debt Status  
RM 0.00  
RM 320.00

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

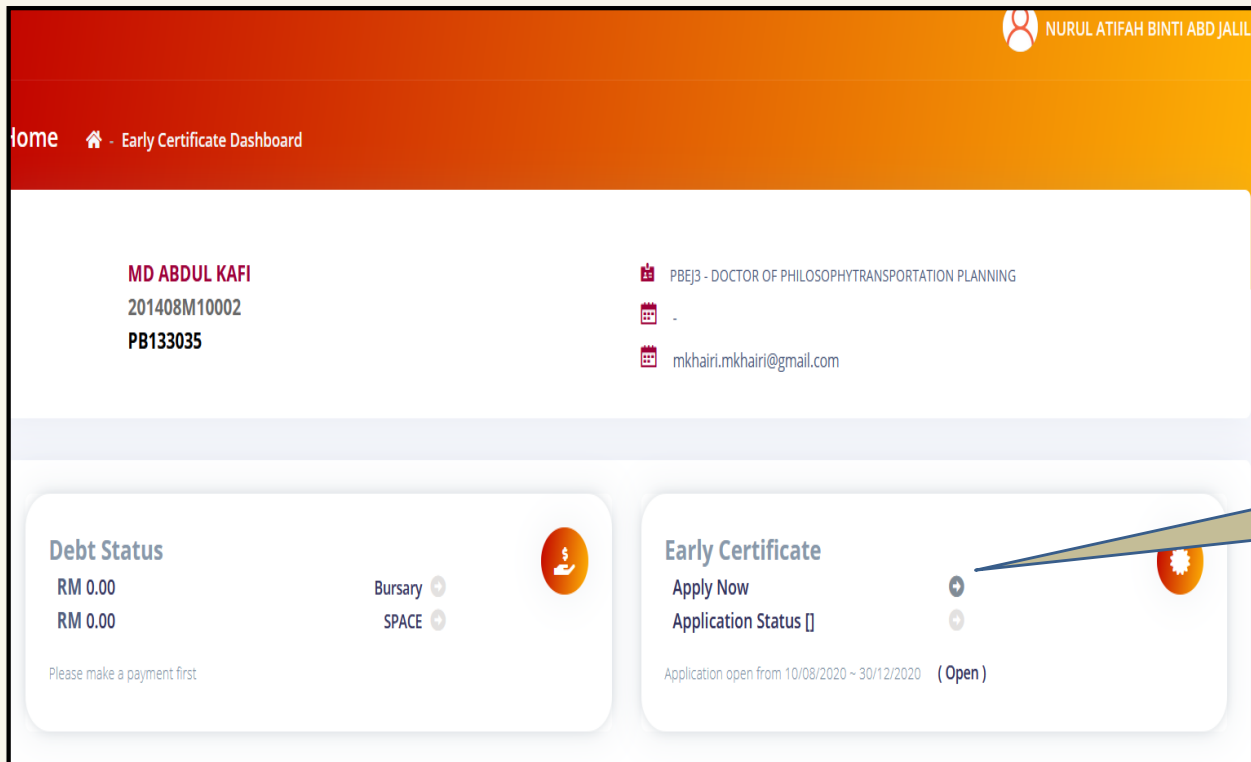
Early Certificate  
Apply Now  
Application Status []

Graduates Verification  
Coming Soon !

Rules & Guideline  
UTM Convocation Ceremony  
Convocation Date from -

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

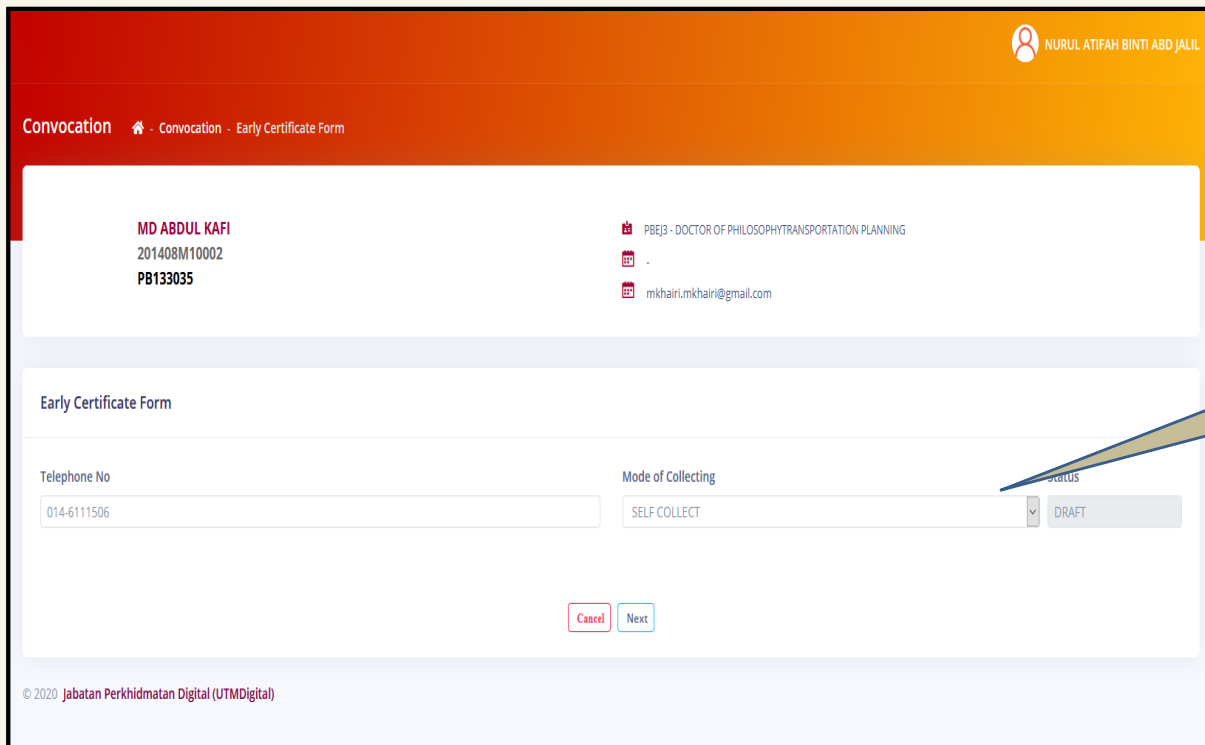
Kindly contact Bursary for mainstream in order to settle off your debt




The screenshot shows a web dashboard for an 'Early Certificate' application. At the top right, the user is identified as 'NURUL ATIFAH BINTI ABD JALIL'. The breadcrumb trail indicates the user is on the 'Early Certificate Dashboard'. 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, and an email address 'mkhairi.mkhairi@gmail.com'. Below this, there are two cards: 'Debt Status' showing 'RM 0.00' and 'Please make a payment first', and 'Early Certificate' with an 'Apply Now' button and 'Application Status []'. 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

Cancel Next

© 2020 Jabatan Perkhidmatan Digital (UTMDigital)

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

**UMI SUHANA BINTI ABDUL RAHMAN**  
000101010428  
A17DW2041

DDWC - DIPLOMA IN COMPUTER SCIENCE(INFORMATION TECHNOLOGY)  
-  
norulhuda@utmpace.edu.my

---

Early Certificate Form

Telephone No: 013-2608565      Mode of Collecting: BY REPRESENTATIVE      Status: DRAFT

---

Representative's Particular

Full Name: Ahmad bin Abu      IC / Passport No: 782345045560

Email: mfarid@abc.com      Telephone No: 01345678901

Relationship: IBU      Attach Representative IC / Passport:  970610235083.pdf

17. Fill in the representative's particular

18. Upload representative Identity Card or Passport

19. Click 'Next'

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](#)

© 2020 Jabatan Perkhidmatan Digital (UTMDigital)

20. Check the Graduation Fee

21. Read and agree with the declaration

22. Click 'Submit'

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.

© 2020 Jabatan Perkhidmatan Digital (UTMDigital)

23. Select Payment Method

24. Make Payment

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

25. Notify your email

26. Select Bank

27. Submit for Payment




**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

## Guideline for Early Certificate Application – By Representative

**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.*

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