

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	ACADEMIC MANAGEMENT DIVISION, REGISTRAR DEPARTMENT GRADUATE ATTIRE RENTAL / PURCHASE APPLICATION FORM	Form no. : AMD/KNV/4 K4 Form Edition: 4 Amendment: 4 Effective date : 18/08/2026
---	--	--

PLEASE READ CAREFULLY

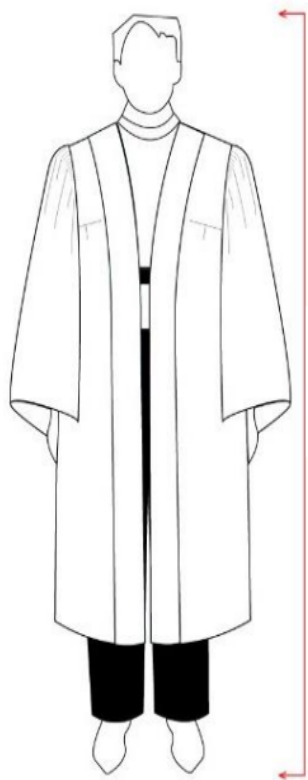
*Kindly email the completed form together with supporting documents to konvo@utm.my

TYPES OF APPLICATION				
TYPES	RENTAL		PURCHASE	
Checklist	Completed K4 Form		Completed K4 Form	
	Copy of applicant's MyKad / Passport / Student Matric Card		Copy of applicant's MyKad / Passport / Student Matric Card	
	Copy of Senate Letter (Current Graduand) / Certificate (Alumni)		Copy of Senate Letter (Current Graduand) / Certificate (Alumni)	
	Original Certificate or Official Cash Deposit Receipt. <i>(To be submitted at the counter upon collection of the convocation attire)</i>		Proof of online payment / Official Receipt	
Terms & Conditions	- The rental period is limited to five (5) working days from the date of rental. A penalty of MYR5 per day will be imposed for returns after this period. - The rental fee is RM60 for alumni and RM50 for UTM Staff. - Please present your original certificate as collateral. - In the event of any alterations, damage, or loss of the robe, fines will be based on the full purchase price of the robe. - Collection by representatives on behalf of the renter is not permitted. - Collateral of either both original certificates or cash deposit should be made upon collecting the robe. Cash deposit as follows: - Diploma - RM 600.00 - Degree - RM 700.00 - Master - RM 800.00 - Ph.D - RM1,000.00		- Convocation attire purchases are exclusively available to UTM graduates and UTM Alumni. - Collection by representatives on behalf of the purchaser is permitted. - Graduates or representatives need to provide valid ID during the collecting process.	
			How to make an online payment: - Visit the UTM payment portal website at: payhub.utm.my - Choose Category: CONVOCATION - Add to Cart: UTM ROBE ATTIRE / UTM ROBE RENTAL - Choose the relevant item for purchase: - UTM ROBE ATTIRE PURCHASE DIPLOMA, or - UTM ROBE ATTIRE PURCHASE BACHELOR, or - UTM ROBE ATTIRE PURCHASE MASTER, or - UTM ROBE ATTIRE PURCHASE PHD, or - UTM ROBE ATTIRE RENTAL (GRADUATE / ALUMNI), or - UTM ROBE ATTIRE RENTAL (UTM STAFF) - Receive a payment slip via email	

APPLICANT'S PARTICULAR	
Full Name:	
MyKad / ISID / Matric No.:	
Tel. No.:	Year of Convocation:
School / Faculty:	
Email Address:	
REPRESENTATIVE'S PARTICULAR (if applicable)	
Full Name:	
MyKad / Passport No.:	Relationship:

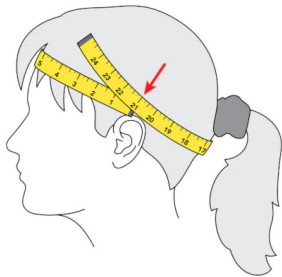
ATTIRE'S CATEGORIES						
Tick (√)	Attire Set	Attire items	Purchase (MYR)	Rental (MYR)	Robe Size	Bonnet Size
	Academician	Robe, Bonnet	-	50.00		
	PhD	Robe, Lapel, Bonnet	1,000.00	60.00		
	Master Degree	Robe, Lapel, Mortarboard	800.00	60.00		
	Bachelor Degree		700.00	60.00		
	Diploma	Robe, Mortarboard	600.00	60.00		

ROBE AND BONNET MEASUREMENT REFERENCES



Height to Measure

ROBE SIZE	HEIGHT (cm)
S	151 - 160
M	161 - 170
L	171 - 180
XL	181 - 190



BONNET SIZE (inch)
21
22
22 1/2
23

COLLECTION	
RENTAL	PURCHASE
Tick (✓) where applicable below:	
☐ Original Certificate for collateral	UTM Payhub payment details are as followed: Ref. No.:
☐ Cash Deposit (MYR):	Amount:
	Date of Payment:

DECLARATION (TO BE SIGN UPON ATTIRE COLLECTION)	
❖ I hereby acknowledge that I have received the convocation gown set specified in this application form in good condition. ❖ I also confirm that I agree to all of the terms and conditions and have prepared the complete documentation required for the application to rent/purchase convocation attire.	
Applicant's Signature:	Date:
Name:	
ID Number:	

RETURN (for rental only)	FOR OFFICE USE
Tick (✓) where applicable below	Received by:
	Date of form receipt:
☐ Received my original certificate.	Days of late return:
☐ Received the cash deposit	Penalty Amount:
I hereby return the graduate attire in good condition and confirm that I have received the original certificate / cash deposit. Applicant's Signature Date:	 Officer's Signature: Date: