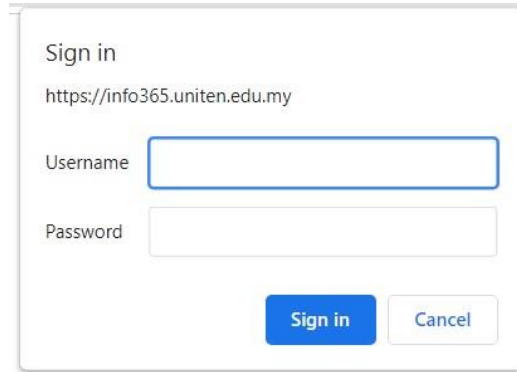


## **STEP BY STEP GUIDE FOR USING CONVOCATION SYSTEM (Info365)**

1. Firstly, you can access Convocation system in (<https://info365.uniten.edu.my/info365>). Please login using your StudenID and Password.



Sign in

<https://info365.uniten.edu.my>

Username

Password

2. Then, click on menu Home → Convocation.

Info365 Home ▾

Wel

**StudentID**

**Name**

**NRICNo**

**Status**

**Status Date**

**Nationality**

- Home
- Academic Regulations
- Biodata
- Ledger Balance
- Convocation**
- Additional Credit Maximum Request
- Bachelor Programme Selection
- Bypass Pre-requisite Request
- MyShield

3. Fill out the Convocation form. Then click Update button after finished.
  - a)

### **Convocation Information**

Congratulations! Approval has been obtained for you to graduate.

Your convocation session for Bachelor of Computer Science (Software Engineering) (Hons.) :

**Session :** 23rd Convocation 2022 (Session 8)

**Date and Time :** 17-Mar-22 (Thursday) 1:30:00 PM

**Venue :**

Dewan Seri Sarjana (DSS)  
Universiti Tenaga Nasional  
Putrajaya Campus  
Jalan IKRAM - UNITEN  
43000 Kajang, Selangor

23rd Convocation Terms And Condition.

\*\*\*Please update you personal Bank Account details [Click Here](#) for any refund of deposit or reimbursement on balance. If you want to refund to other bank account, please click <https://bit.ly/CONVOCATIONROBESDEPOSIT>

b)

Please confirm your attendance to the Convocation (Session 8):

I will attend

I will not attend

I AGREE to be a lifetime member of the UNITEN Alumni Association UAA by paying RM30.00 (One-off membership fee) and receive a welcoming gift (while stock last).

Kindly update your current status:

Please select

Contribution of Caution Deposit (Wang Hemat Diri), RM300 To ALEF Endowment Fund (ALEF). \*You may edit any amount below or put 0.00 if you decline to contribute (RM):

300.00

Update

c) Graduan DCMT Part Time + Degree Program –

## Convocation Information

Congratulations! Approval has been obtained for you to graduate.

Your convocation session for Bachelor of Mechanical Engineering (Hons.) :

**Session :** 23rd Convocation 2022 (Session 5)

**Date and Time :** 16-Mar-22 (Wednesday) 7:00:00 AM

Your convocation session for Diploma in Corporate Management with Tahfiz :

**Session :** 23rd Convocation 2022 (Session 6)

**Date and Time :** 16-Mar-22 (Wednesday) 1:30:00 PM

**Venue :**

Dewan Seri Sarjana (DSS)  
Universiti Tenaga Nasional  
Putrajaya Campus  
Jalan IKRAM - UNITEN  
43000 Kajang, Selangor

23rd Convocation Terms And Condition.

\*\*\*Please update you personal Bank Account details [Click Here](#) for any refund of deposit or reimbursement on balance. If you want to refund to other bank account, please click <https://bit.ly/CONVOCATIONROBESDEPOSIT>

d)

Please confirm your attendance to the Convocation (Session 5):

I will attend  
  
I will not attend

Please confirm your attendance to the Convocation (Session 6):

I will attend  
  
I will not attend

I AGREE to be a lifetime member of the UNITEN Alumni Association UAA by paying RM30.00 (One-off membership fee) and receive a welcoming gift (while stock last).

Kindly update your current status:

Please select

Contribution of Caution Deposit (Wang Hemat Diri), RM300 To ALEF Endowment Fund (ALEF). \*You may edit any amount below or put 0.00 if you decline to contribute (RM):

300.00

Update

4. System will populate all the total amount that needs to be paid in the next interface. Then you can choose to pay using FPX or Flywire.

a)

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### Attendance and Status Information

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**Attend Session 1 :**

Yes

**Current Status :**

Employed (including received offer letter and starting employment soon, own business, joined family business, temporary job)

**ALEF Endowment Fund (RM) :**

300.00

**List of Items to Pay (RM) :**

Convocation Fees	255.00
Convocation Robes Deposit	350.00
UNITEN Alumni Association	30.00
<b>Total Amount (RM)</b>	<b>635.00</b>

\*\*\*For graduates who have taken the degree/diploma certificate in advance, they need to pay an additional deposit of RM350.00 for the academic attire (deposit will be returned within 3 working days [local bank only] after date of returning the academic attire to the convocation secretariat and subject to the academic attire is in good condition).

[Pay using FPX](#) (Local & International Student - using Malaysian Bank Account)

[Pay using Flywire](#) (International Student - using Foreign Account Bank)

b) **Graduan DCMT Part Time + Degree Program –**

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### Attendance and Status Information

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**Attend Session 5 :**

Yes

**Attend Session 6 :**

Yes

**Current Status :**

Employed (including received offer letter and starting employment soon, own business, joined family business, temporary job)

**ALEF Endowment Fund (RM) :**

300.00

**List of Items to Pay (RM) :**

Convocation Fees	255.00
UNITEN Alumni Association	30.00
<b>Total Amount (RM)</b>	<b>285.00</b>

[Pay using FPX](#) (Local & International Student - using Malaysian Bank Account)

[Pay using Flywire](#) (International Student - using Foreign Account Bank)

5. After payment is done and successful, you will be redirect to the page that shows all the Convocation items that have been paid.

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## Attendance and Status Information

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**Attend Session 1 :**

Yes

**Current Status :**

Employed (including received offer letter and starting employment soon, own business, joined family business, temporary job)

**ALEF Endowment Fund (RM) :**

300.00

**Paid Items -**

Convocation Fees (RM):	255.00
Convocation Robes Deposit (RM):	350.00
UNITEN Alumni Association (RM):	30.00
<b>Total Amount (RM)</b>	<b>635.00</b>

6. Please click on the 'Click Here' link button if you want to update your personal bank account for refund purposes. If you want to refund to other bank account, please click <https://bit.ly/CONVOCATIONROBESDEPOSIT>

a)

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## Convocation Information

Congratulations! Approval has been obtained for you to graduate.

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**Your convocation session is as follows:**

<b>Session :</b>	23rd Convocation 2022 (Session 1)
<b>Date and Time :</b>	12-Mar-22 (Saturday) 7:00:00 AM
<b>Venue :</b>	Dewan Seri Sarjana (DSS) Universiti Tenaga Nasional Putrajaya Campus Jalan IKRAM - UNITEN 43000 Kajang, Selangor

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[23rd Convocation Terms And Condition.](#)

\*\*\*Please update you personal Bank Account details [Click Here](#) for any refund of deposit or reimbursement on balance. If you want to refund to other bank account, please click <https://bit.ly/CONVOCATIONROBESDEPOSIT>

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