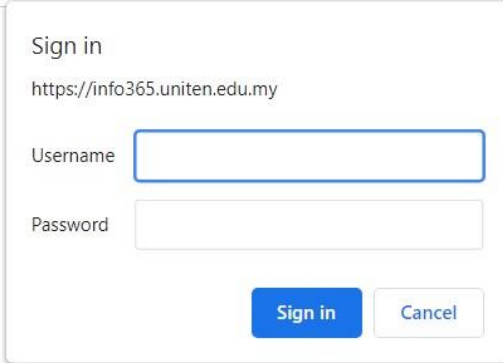


STEP BY STEP GUIDE FOR USING CONVOCATION SYSTEM (Info365)

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

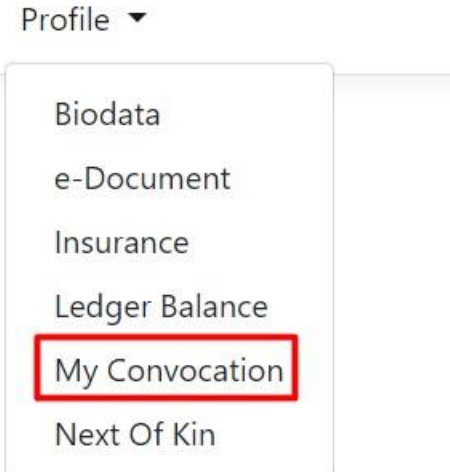


Sign in
https://info365.uniten.edu.my

Username

Password

2. Then, click on menu Profile → My Convocation.



Profile ▾

- Biodata
- e-Document
- Insurance
- Ledger Balance
- My Convocation**
- Next Of Kin

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 Doctor of Philosophy (Business Management) :

Name :

Student ID :

Session : 25th Convocation 2023 (Session 1)

Date and Time : 25-Nov-23 (Saturday) 7:00:00 AM

Venue :

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

[25th Convocation Terms And Condition.](#)

***Please update your personal Bank Account details for any refund of deposit/reimbursement on balance/giving back to UNITEN ([Click Here](#)).

***Are you interested to be a member of UNITEN Alumni Association (UAA)? If you are, please go to this link to register as a lifetime member:- [Become A Member Now!](#)

- b)

Please confirm your attendance to
the Convocation (Session 1):

<p>I will attend</p> <input type="radio"/>
<p>I will not attend</p> <input type="radio"/>

Kindly update your current status:

Please select

OPTIONAL

Special Needs (if any)

Update

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

Attendance and Status Information

Attend Session 1 :

Yes

Current Status :

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

List of Items to Pay (RM) :

Convocation Fees	255.00
Convocation Robes Deposit	600.00
Total Amount (RM)	855.00

***For graduates who have taken the degree/diploma certificate in advance, they need to pay an additional deposit of RM600.00 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. Please state recipient bank name and recipient account number when filling in the convocation attendance for refund).

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

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

5. Once payment is done and successful, you will be redirect to the page that shows all the Convocation items that have been paid and you can print receipt by clicking 'Print Receipt' link.

a)

Attendance and Status Information

Attend Session 1 :

Yes

Current Status :

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

[Print Receipt](#)

Paid Items -

Convocation Fees (RM):	255.00
Convocation Robes Deposit (RM):	600.00
Total Amount (RM)	855.00

b)



Universiti Tenaga Nasional (398494-K)
The Energy University
Putrajaya Campus, Jalan IKRAM-UNITEN, 43000 Kajang, Selangor, Malaysia.

Tel : +6 03-8921 2020
Fax : +6 03-8921 2119
www.uniten.edu.my

UNIVERSITI TENAGA NASIONAL (398494K)
RESIT RASMI (OFFICIAL RECEIPT)
FIN-750-005-QR-01

Diterima daripada (Received From) :
No.Transaksi FPX (FPX Transaction No.) : 2210240344120601
Tarikh (Date) : 24/10/2022
Amaun (Amount) : RM 856.50
Sesi (Session) : 2
Tarikh Sesi (Session Date) : 26/11/2023

JENIS BAYARAN (MODE OF PAYMENT)

FPX : RM 856.50

MAKLUMAT BAYARAN (PAYMENT DETAILS)

Convocation Fees RM 255.00
Convocation Robes Deposit RM 600.00
Bank Charges RM 1.50

6. Please click on the '**Click Here**' link button if you want to update your personal bank account and Yes or No for refund purposes.

a)

Convocation Information

Congratulations! Approval has been obtained for you to graduate.

Your convocation session for Doctor of Philosophy (Business Management) :

Name:

Student ID:

Session: 25th Convocation 2023 (Session 1)

Date and Time: 25/11/23 (Saturday) 07:00:00 AM

Message:

[Update Message](#)

This message will be displayed on screen when you are on stage. Please limit to 40 characters only.

Photo:

No photo uploaded yet.

You can upload a photo of yourself in .jpg/.jpeg or .png format. It will be displayed on screen when you are on stage during the Convocation ceremony. Please ensure it is less than 2MBytes in size.

[Upload Photo](#)

Venue :

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

[25th Convocation Terms And Condition.](#)

***Please update your personal Bank Account details for any refund of deposit/reimbursement on balance/giving back to UNITEN [\(Click Here\)](#).

***Are you interested to be a member of UNITEN Alumni Association (UAA)? If you are, please go to this link to register as a lifetime member:- [Become A Member Now!](#)

b)

GIVING BACK TO UNITEN

Dear friends of UNITEN,

Since its inception in 1997, UNITEN has educated more students both local & international. In the last decade, UNITEN has progressed & transformed itself into one of the premier universities in the country and region. As UNITEN strives toward to be a center of excellent in teaching, research, and innovation in the field of engineering, information technology, & business, we have embark ambitious projects to propel us to be the best university of Malaysia.

Today, we ask you to support UNITEN's goals by making a gift to the UNITEN's Endowment Fund. We hope you will consider giving in the Endowment Fund in whatever way you can to support our future excellent.

Thank You.

Please choose if you agree or disagree to contribute Caution Deposit (Wang Hemat Diri), RM300 to the University's Endowment Fund.

Agree

Disagree

Please update your bank account for refund purposes.*Refund will be process in 14 working days (upon complete info).

Bank

CIMB Bank Berhad

Bank Account

Email

*Any enquiry, kindly submit to <http://bit.ly/FINANCEENQUIRIES> & will be attended during office hours.

Update