NOTICE FOR FOUNDATION AND DIPLOMA STUDENTS COMPLETING FINAL SEMESTER/ TRIMESTER 3, 2023/2024

Students completing their Foundation and Diploma Programme and due to join the Degree Programme in **Semester 1, Academic Year 2024/2025** are advised to check your examination results online starting **27 September 2024, (3.00pm, Friday) until 10 January 2025 (Friday).**

Students are advised to register (activate your student ID) via **student info between 27 September 2024 to 11 October 2024** to avoid missing classes. Class commencement is on **30 September 2024**.

You are eligible to complete your foundation or Diploma programmes, once you have fulfilled the following requirements: -

Foundation	CGPA of 2.00 *, pass all required subjects, minimum credit requirements 50 credit hours and SCORUN of 10 Run.
Diploma	CGPA of 2.00 *, pass all required subjects, minimum credit requirements 90 (CCI)/ 91 credits (COE & COBA) and SCORUN of 20 Run.

Your **status** will appear as **SUCCESSFUL** or **NOT SUCCESSFUL**.

Please take the following steps, according to your **status**:

SUCCESSFUL

CONGRATULATIONS!

You have been offered a place for the degree program and your new student ID is obtainable from the Student Info.

FOUNDATION TO DEGREE	
1.	Please Ensure **NO OUTSTANDING** financial debt to proceed to the next step.
2.	**View and print the offer letter for degree programme** Click **ACCEPT** to '**Activate New Student ID' from 27 September 2024.**
3.	- Student will receive a new NT account and password via e-mail. - Student will be assigned a timetable after activation of NT account - Student can view timetable in student Info.
4.	Further notification regarding on campus accommodation will be announced from time to time.
5.	**Congratulation to the Student who has Completed Studies in Trimester 3, Academic Year 2023/2024.** You may download or print E-transcript via **https://info365.uniten.edu.my/info365**> **Profile > e-documents> e-transcript starting from 27th September 2024 (after 4pm).** If you required a hardcopy transcript, please email us at **academicreg@uniten.edu.my.**
6.	Digital Handbook will be e-mailed to you by the College's representative.

DIPLOMA TO DEGREE	
1.	Please ensure **NO OUTSTANDING** debt to proceed accepting your offer to degree program. If student have a surplus of **RM518.00 and above** in the previous ledger, student can proceed with registration. Student will be able to view button to activate the degree programme ID. If student don't have a surplus amount as stated above in the previous ledger, kindly pay the stated amount via FPX ipay payment. FPX ipay payment button will be displayed to proceed to the next step.
2.	**View and print the offer letter for degree programme.**
3.	Student will receive a new NT account and password via e-mail.
4.	Student are required to settle the credit transfer application before the subject registration. Credit transfer subjects will be processed by the college. The credit transfer details can be viewed in student's record system (choose 'progress' menu) before the subject registration process. Kindly e-mail to the following transfer credit representative for further inquiries. **College of Engineering (COE)** **ME - Dr Mohd Firdaus Jaafar** **Mohd.Firdaus@uniten.edu.my** **CE - Dr Nur'atiah Zaini** **Nur_Atiah@uniten.edu.my** **EE – Madam Ayuniza** **Ayuniza@uniten.edu.my** **EP - Mr. Sarveswaren** **sarveswaren@uniten.edu.my** **College of Computing and Informatics (CCI)** **MRina@uniten.edu.my** **UNITEN Business School (UBS) - Putrajaya** **Irdawaty@uniten.edu.my** **UNITEN Business School (UBS) - KSHAS** **masdiah@uniten.edu.my**

5.	You are required to complete credit transfer process before proceed with subject registration. Please check your online subject registration ticket via https://info.uniten.edu.my/info. Please proceed with subject registration via http://online.uniten.edu.my/online. You may email to academicreg@uniten.edu.my if there is no online ticket assigned. Any inquiries on subject registration kindly contact your Head of Department in College.
6.	Further notification regarding on campus accommodation will be announced from time to time.
7.	**Congratulations to the student who graduated in the Special Semester, Academic Year 2023/2024.** You may download or print E-transcript via **https://info365.uniten.edu.my/info365> Profile> e-documents> e-Transcript.** If you required a hardcopy transcript, please email us at **academicreg@uniten.edu.my**.

INFORMATION FOR INTERNATIONAL STUDENTS

1.	As an international student, it is mandatory to obtain a student visa for studying at UNITEN. Please be informed that you must acquire the student visa before you are allowed to register for the program.

1.1 Visa Application Procedure & Registration to Degree Programme

Step 1	• Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme
Step 2	• For Students in their home country → Once the VAL is approved, the student is required to obtain SEV/ E-Visa/ Visa on Arrival (VOA) to enter Malaysia • For Students in Malaysia → Please proceed to step 3
Step 3	• Complete Medical Check Up in any EMGS Panel clinic.
Step 4	• In case of a Passed Medical Check-Up: → IO will register the student for the main program. • In case of a Failed Medical Check-Up: → Students are not allowed to register for the degree program and must leave the country.

2. Information on Visa Application Procedure

Fees	Fees for visa application have to be paid separately from tuition fee and registration fee.
Staff Email (enquiries on Visa Application)	i. Mr. Azrul Hafiz Bin Abdul Aziz (Azrul@uniten.edu.my) ii. Madam Sarah Safiyyah (Ssarah@uniten.edu.my) iii. Madam Dhiya (Dhiya@uniten.edu.my)
Uploading VAL documents	NEW Visa Application: https://forms.office.com/r/juJ4Cke8Hu (Please use your official UNITEN email address)

NOT SUCCESSFUL

Students who are not successful in completing their studies this semester are still allowed to repeat the required subjects not exceeding the maximum period of study (2 years).

PLEASE CONSULT YOUR ACADEMIC ADVISOR IMMEDIATELY.

Programme	Coordinators
Putrajaya Campus Foundation in Civil Engineering Foundation in Electrical and Electronic Engineering Foundation in Electrical Power Engineering Foundation in Mechanical Engineering	Farhaniza Binti Ghazali Farhaniza@uniten.edu.my 03-8921 2020 Ext. 5034
Foundation in Computer Science Foundation in Information Technology	Ts. Dr. Faridah Hani Bte Mohamed Salleh Faridahh@uniten.edu.my 03-8921 2020 Ext. 3422
Foundation in Economics and Management Diploma in Corporate Management Tahfiz	Mohd Nashraf Mohd Nasruddin nashraf@uniten.edu.my 03-8921 2020 Ext 3191 Shahnaz Shafiza Sabri shafiza@uniten.edu.my 03-8921 2020 Ext 6226
UBS Sultan Haji Ahmad Shah Campus Foundation in Accounting / Diploma of Accountancy / Diploma in Financial Technology Foundation in Business Administration / Diploma in Business Studies / Diploma in Digital Business	Cik Nur Hidayah Bte Sampol hidayahs@uniten.edu.my 09-455 2020 Ext 3182 Nor Hafiza Ahmad Agin NorHafiza@uniten.edu.my 09-455 2020 Ext 3168 Azmer Ezwan Abdullah Azmer@uniten.edu.my 09-455 2020 Ext 3150

FOR ANY INQUIRIES, PLEASE REFER TO THE FOLLOWING PERSON IN CHARGE:

Enquiry on	Contact Info
Payment Method and Finance inquiries	**Putrajaya Campus** Pn. Nur Atiqah Bt Othman / Pn. Nur Amalyna Tel:03-8928 7425/8928 7426/89287430 E-mail: Financehelpdesk@uniten.edu.my

	Sultan Haji Ahmad Shah Campus Pn. Rahayu Bte Bakar 09-455 2020 ext 2130
Student Registration	**Putrajaya Campus** Enrol@uniten.edu.my **(Putrajaya)** Pn. Zuliza/Pn. Junainah 03-8921 2020 ext 1109/1103/1109/2151/7142/1352/7130 WhatsApp:011-5585 6290 **Sultan Haji Ahmad Shah Campus** Pn. Noor Mazura NMazura@uniten.edu.my 09-455 2020 ext 2154 Whatsapp: 011-1919 2495 En Suhaimi Ab Aziz Suhaimiaz@uniten.edu.my 09-455 2020 ext 2158
Timetable	academicreg@uniten.edu.my 03-8921 2020 ext 1126/1127/1125/2141/7110
Accommodation	**Putrajaya Campus** Razif@uniten.edu.my ; unitenapartment@uniten.edu.my 03-8921 2020 ext 7465 **Sultan Haji Ahmad Shah Campus** En.Amiruddin Bin Mohd Jamil AmiruddinM@uniten.edu.my 09-4552020 ext 2103/2104
Financial Assistance Information	**Putrajaya Campus** Ezzham@uniten.edu.my 03-89287544 Uzair@uniten.edu.my 03-89212156 **Campus Sultan Haji Ahmad Shah** smarzam@uniten.edu.my 09-4552020 ext 2154

Digital Handbook by College	**1. College of Engineering:** Engineering@uniten.edu.my Encik Muhammad Hassan Anas Bin Anas Muhammad Dzan MHAnas@uniten.edu.my 03-8928 6201 Puan Norma Bt Hassan Normah@uniten.edu.my 03-8928 7200 **2. College of Computing & Informatics:** CCIHelpdesk@uniten.edu.my Pn. Norashikin Bte. Mohamed Aznan MNorashikin@uniten.edu.my 03-89212020 ext 2310 Pn. Sarinah Bte. Abdul Samat Sarinah@uniten.edu.my 03-89212020 ext 3203 3. **College of Energy Economics & Social Sciences:** Helpdeskces@uniten.edu.my Pn. Fajrul Mona Bte. Jamal Ariffin FMona@uniten.edu.my 03-8921 2020 ext 7524 4**. UNITEN Business School (UBS) - Putrajaya** ubs@uniten.edu.my 03-8921 2020 ext 7362 **UNITEN Business School (UBS)- KSHAS** coba.helpdesk@uniten.edu.my Puan Wan Nurul Huda WNurul@uniten.edu.my 09-455 2020 ext 2127
Technical/ System Problem	https://www.uniten.edu.my/i-recommend/

INFORMATION ON FINANCIAL ASSISTANCE

The application for PTPTN Education loan as below:

	List of Programmes
1 - 30 September 2024	Open to all Programmes (Foundation, Diploma & Degree)
1 - 31 October 2024	Puan Juraini Binti Mohamed Saleh Juraini@uniten.edu.my 03-89217136 Mr. Muhammad Uzair Bin Mohd Yunos uzair@uniten.edu.my 03-89282156 Mr. Khairil Ezzham bin Azeme ezzham@uniten.edu.my 03-89287544

Please visit UNITEN website and click to 'Admission + Aid' for more info about loan and scholarship offered**.**

Thank you.

Registrar Office
25 September 2024