

CONVOCATION GOWN AND CAR ENTRY PASS

Graduands (exclude Foundation Students) shall make a deposit payment to Account & Finance Office before collecting the Convocation Gown.

Particulars	Amount
Deposit (Refundable)	RM300.00
Rental & Cleaning Fee	RM50.00
Total	RM350.00

Step 1: Convocation Gown's Deposit (Diploma, Bachelor, Master & PhD programmes only)

- Login into Google Form

Google Form	https://forms.gle/ynCYU66H3ekJka389
Deadline	9 October 2021
A late penalty of RM20.00 will be charged from	10 October 2021

- Payment Method
 - Direct cash bank-in
 - Online transfer using Instant Transfer or Duit Now

Payee Name:	KOLEJ UNIVERSITI SELATAN	
Bank Account No:	PUBLIC BANK	315 001 222 6
	RHB BANK	201 400 000 497 39

- The softcopy of the official payment receipt will be sent to the graduands by email.
- Graduands are required to provide the softcopy of the official payment receipt upon collecting the convocation gown from Student Affairs Office.

Step 2: Collection of Convocation Gown & Car Entry Pass

- Collection date, time & venue

Date of Collection	Time	Venue
4 Oct to 8 Oct 2021 (Mon to Fri)	9 am to 5pm	Student Affairs Office (R151)
9 Oct 2021 (Sat)	10 am to 2pm	

- Show the official payment receipt of the Convocation Gown's Deposit.
- Gown Size: The availability is on a first-come-first-served basis (You may entrust a person to handle it for you)

Diploma - Gown Size Reference

Measurement	<157cm	157-163cm	163-178cm	178-183cm	>183cm
Size	S	M	L	XL	2XL

Bachelor, Master & Ph.D. - Gown Size Reference

Measurement	<149cm	150-159cm	160-169cm	170-179cm	>183cm
Size	XS	S	M	L	XL

- Graduands are not allowed to change the size and no fitting of Convocation Gown is allowed during the collection of convocation gown. Thus, please ensure that the selection of gown size is correct upon collecting the Convocation Gown (sample of sizes will be shown according to the height measurement)
- Each graduand will be provided with ONE (1) car entry pass. ONLY THREE (3) persons including the graduand are allowed to attend this Drive-Thru 29th Southern UC Convocation Ceremony.

Remarks:

- Please remember to bring this car entry pass with you on the day of the graduation ceremony as only cars with this pass will be allowed to enter the UC campus.
- Please complete the information on your car entry pass. The car entry pass will be collected by SAO when you return your convocation gown to prove that you have returned it.

SOPs during the collection of Convocation Gown:

- Scan the MySejahtera when you enter and leave the UC campus.
- Please maintain a 1-metre social distance at all times when are in the UC campus.
- You must wear a mask throughout the entire ceremony.
- SAO will pack your gown first, please provide the correct size.
- A designated photoshoot area with a well-designed convocation backdrop will be set up for you to take photos

upon collecting your convocation gown.

Step 3: Collection of Certificate

- Collection date, time & venue

Date of Collection	Time	Venue
4 to 8 Oct 2021 (Mon to Fri)	9 am to 5pm	Academic Affairs, Admission & Registration Office
9 Oct 2021 (Sat)	10 am to 2pm	

- Show your MyKad.
- Students who have NO OUTSTANDING PAYMENT are allowed to collect the certificate.

Step 4: Returning of Convocation Gown

Date	16-17/10/2021
Time	Right after receiving the Graduation Certificate Holder (RM10 will be charged on each working day for late returning of Convocation Gown)
Venue	Wan Heong Hall (Main Building) – Convocation Gown Return Station

Step 5: Refund of Convocation Gown's Deposit

The deposit of RM300 will be refunded by online transfer to the student's personal account within 3 weeks after the convocation ceremony.