

**Garis Panduan Permohonan Sijil dan Transkrip/
Guide line for Application of Degree Certificates and Transcript**

1. Sebelum Pusat Pengajian Siswazah menghantar Sijil dan Transkrip, Graduan 2020 hendaklah mengisi borang permohonan sijil ijazah dan transkrip seperti di Lampiran A/Centre for Graduate Studies will send the Degree Certificate and Transcript to the Graduand's of 2020 after we received the application form as Lampiran A.

2. Kaedah Permohonan Sijil dan Transkrip/Method of Application for Degree Certificate and Transcript
 - i) Mengisi Borang di **Lampiran A** dan menghantar borang ke emel: cgs_konvo2020@unimas.my/
Fill in the form **Lampiran A** and send the form via email to : cgs_konvo2020@unimas.my/
 - ii) Telah melangsaikan semua hutang piutang dengan Universiti/ Settled all outstanding debts to the university
 - iii) Graduan perlu membayar melalui portal epayment UNIMAS di : <https://payportal.unimas.my/>
Graduate shall make payment to UNIMAS portal at: <https://payportal.unimas.my/>
 - kos sijil RM100.00; dan / Cost of degree certificates RM100.00
 - kos pos RM15.00 (dalam Malaysia) dan RM150.00 (minimum untuk luar Malaysia bergantung kepada Negara)/
postage fees RM15.00 (within Malaysia) and RM150.00 (the minimum cost for outside Malaysia depends on theCountry)
 - Tiada kos pos dikenakan bagi yang mengambil sijil dan transkrip secara temujanji /
No charges will be imposed to those who collect the certificate and transcript by Appointment
 - iv) Graduan yang tinggal di daerah Kuching atau Kota Samarahan, diminta untuk berurusan secara temujanji (maklumkan dalam borang) dan mengambil sendiri sijil dan transkrip dengan syarat telah mendapat dua (2) dos suntikan vaksin./Graduates from Kuching or Kota Samarahan are advised to collect their degree certificate by Appointment (kindly stated in the form) as long as they have fully 2 doses vaccinated
 - v) Graduan yang berada di daerah lain Sarawak dan Negeri lain, kaedah pemberian sijil dan transkrip adalah melalui kaedah pos/ Graduates from outside Kuching and Kota Samarahan, the delivery mode of their degree certificates and transcript are via postage
 - vi) Setelah kos sijil dan transkrip (RM100.00) untuk graduan dibayar berserta dengan kos pos (RM15.00 dalam Malaysia) dan (RM150.00 minimum untuk luar Malaysia) telah dijelaskan oleh graduan, bukti bayaran ini hendaklah di emel ke : cgs_konvo2020@unimas.my terlebih dahulu, barulah sijil dan transkrip akan dipos kepada graduan / After payment for the certificates and transcript (RM100.00) together with the postage cost (RM15.00 in Malaysia) and a minimum of (RM150.00 outside Malaysia depends on the Country) made by the graduates, the proof of payment must be emailed to : cgs_konvo2020@unimas.my, in order for CGS to send the degree certificate and transcript by postage.
 - vii) Rujuk jadual kos pos mengikut Negara seperti di bawah/Kindly refer to the following postage charges based on Countries

Countries	Cost of postage (minimum)	Countries	Cost of postage
Bangladesh	RM150.00	Morocco	RM248.00
Germany		Nigeria	RM248.00
India		Syria	RM248.00
Indonesia		Yemen	RM248.00
Iran			
Jordan			
Pakistan			
Singapore			
Sri Lanka			

3. Sekiranya Perlu Wakil Untuk Mengambil Jubah, Sijil dan Transkrip/If need of representative to collect the Robes, Degree Certificate and Transcript
 - i) Mengisi Borang di **Lampiran B** dan menghantar borang ke emel: cgs_konvo2020@unimas.my/
Fill in the form **Lampiran B** and send the form via email to : cgs_konvo2020@unimas.my/
 - ii) Melampirkan Borang **Lampiran A** bersekali/ Send the form (Lampiran A) attached together



Permohonan Sijil dan Transkrip
Application For Degree Certificate and Transcript

Arahan/ Instructions

1. Sila isi borang ini dengan tepat dan lengkap/ *Kindly complete the form accurately.*
2. Sila kemukakan dokumen salinan resit bayaran yuran graduasi RM100.00/ *Kindly submit a copy receipt of the graduation fee payment amounted RM100.00.*
3. Bayaran hanya boleh dibuat di Unit Kewangan Pelajar atau secara atas talian <https://payportal.unimas.my/epayment/>.
Payment can only be made at the Student Finance Unit or via online at <https://payportal.unimas.my/epayment/>.

4. Sila hantar borang yang lengkap ke alamat berikut/
Kindly submit the completed form to the following address:

Pengarah
Pusat Pengajian Siswazah
Universiti Malaysia Sarawak
94300 Kota Samarahan

Director
Centre for Graduate Studies
Universiti Malaysia Sarawak
94300 Kota Samarahan

Untuk Diisi Oleh Pemohon/
To Be Completed By Applicant

A. Maklumat Peribadi/ Personal Details		B. Maklumat Pengajian / Details of Studies	
Nama/Name		Program/Programme	
No.Matrik/ Matric No		Fakulti / Faculty Institut / Institute	
No Kad Pengenalan/ Identity Card No/ Passport No.		Ijazah Sarjana/ Master's Degree <input style="width: 50px; height: 20px;" type="text"/>	Doktor Falsafah/ PhD Doctoral Degree / DrPH <input style="width: 50px; height: 20px;" type="text"/>
No Tel Bimbit/ Handphone No			
Alamat Emel/ Email Address			
Alamat/Postage Address (Sijil/Transkrip akan dihantar menggunakan alamat ini/ <i>The certificate/transcript will be send to this address</i>)			

Sila tanda (/) yang mana berkenaan /
Please tick (/) which applicable

C. Cara Serahan/ Method of Delivery	Secara Temujanji/ By Appointment <input style="width: 50px; height: 20px;" type="checkbox"/> Tarikh Temujanji / Date of Appointment _____	Pos/Postage ** (Caj Pos akan dikenakan jumlah yang telah ditetapkan (RM15.00 dalam Malaysia dan minimum (RM150.00 luar Malaysia bergantung kepada Negara) <i>The cost of postage is charged (RM15.00 within Malaysia) and a minimum of (RM150.00 outside Malaysia based on Country)</i> <input style="width: 50px; height: 20px;" type="checkbox"/>
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Terma dan Syarat/ Term and Conditions	<p>1. Graduan telah menyelesaikan semua hutang dengan Universiti/ <i>Graduates have settled all outstanding debts to the university</i></p> <p>2. Graduan perlu membayar cagaran sebanyak RM500.00 untuk peminjaman jubah sekiranya sijil dan transkrip telah diserahkan kepada graduan/ <i>Graduates must pay a security deposit of RM500.00 for the rental of robes if the graduate have received their degree certificate and transcript</i></p>
<hr style="width: 50%; margin: auto;"/> Tandatangan/ <i>Signature</i>	<hr style="width: 50%; margin: auto;"/> Tarikh/ <i>Date</i>

D. Pengesahan (Kegunaan Pejabat Sahaja) / Verification (For Office Use Only)			
<input type="checkbox"/> Disahkan layak bergraduat oleh Senat/ <i>Certified graduated by the Senate</i>			
<input type="checkbox"/> Semua hutang telah dijelaskan kepada Universiti/ <i>No outstanding debts to the University</i>			
<input type="checkbox"/> Kos pos telah dijelaskan bersekali dengan sijil dan transkrip (RM100.00 + RM15.00) dalam Malaysia/ <i>The cost of postage for the degree certificate and transcript was paid (RM100.00 + RM15.00) within Malaysia)</i>			
<input type="checkbox"/> Tiada caj pos dikenakan bagi yang mengambil sijil dan transkrip secara temujanji/ <i>No charges for postage if the degree certificate and transcript are collected by Appointment</i>			
<input type="checkbox"/> Kos pos telah dijelaskan bersekali dengan sijil dan transkrip (RM100.00) dan minimum caj pos (RM150.00) ke luar Malaysia bergantung kepada Negara/ <i>The cost for the degree certificate and transcript (RM100.00) and a minimum charged of postage (RM150.00 outside Malaysia basedon Country) was fully paid</i>			
Disahkan oleh/ <i>Verified by:</i>		Diluluskan oleh/ <i>Approved by :</i>	
<hr style="width: 80%; margin: auto;"/> Timbalan Pendaftar / <i>Deputy Registrar</i>	<hr style="width: 80%; margin: auto;"/> Tarikh/ <i>Date</i>	<hr style="width: 80%; margin: auto;"/> Pengarah / <i>Director</i>	<hr style="width: 80%; margin: auto;"/> Tarikh/ <i>Date</i>



**AUTHORIZATION FORM FOR COLLECTION OF ROBES / COLLECTION
OF DOCUMENTS FOR GRADUAND'S OF 2020**

Full Name : _____
 NRIC/Passport No. : _____ Date : _____
 Email Address : _____

Deputy Registrar
 Centre for Graduate Studies
 Universiti Malaysia Sarawak
 94300 Kota Samarahan

Mr/Mrs

Authorization Form for Collection of Robes / Collection of Documents for Graduand's of 2020

I..... (Graduand's Name) Matric No..... from
 F/I/C: hereby appoint..... (Representative's Name)
 NRIC/Passport No. (attached with a copy of NRIC/Passport No.) as my
 representative to collect the following:

Kindly tick (√) on the relevant box	
<input type="checkbox"/> Robes and Mortar Board/Beefeater	<input type="checkbox"/> Graduation Slip
<input type="checkbox"/> Certificate in <i>Bahasa Malaysia</i> or English version	<input type="checkbox"/> Academic Transcript in <i>Bahasa Malaysia</i> or English version

I understand that the University will not be liable in the event of damages/loss on the robe and mortarboard / befeater / academic documents concerning the acceptance of my representative.

 Applicant's Signature

 Officer's CGS Signature

 Name :
 Official Stamp :

 Recipient's / Representative's Signature