

## NOTICE FOR FOUNDATION AND DIPLOMA COMPLETING

### SEMESTER 3, 2022/2023

Students completing their Foundation and Diploma Program and due to join the Degree Program on **Semester 1, Academic Year 2023/2024** are advised to check your examination results online starting **27 September 2023, (3.00 PM, Wednesday) until 01 October 2023 (Sunday)**. You can access again your examination results on **07 October 2023 (Saturday) until 21 January 2024 (Sunday)**.

Students are advised to register (activate your student ID) via **student info between 27 September to 3<sup>rd</sup> October 2023**, to avoid missing classes. Class commencement is on **9 October 2023**. However, students will still be given chance to **accept the offer to degree programme until 3 October 2023**.

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

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

\*Minimum entry requirement CGPA for Diploma of Accountancy and Diploma in Finance to join the Bachelor of Accounting (Hons.) and Bachelor in Finance (Hons.) is CGPA of 2.50.

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.

<b>FOUNDATION TO DEGREE</b>	
1.	Please Ensure <b>NO OUTSTANDING</b> financial debt to proceed to the next step.
2.	<b>View and print the offer letter for degree programme</b>  Click <b>ACCEPT</b> to 'Activate New Student ID' from <b>27 September 2023</b> .
3.	<ul style="list-style-type: none"><li>• Student will receive a new NT account and password via e-mail.</li><li>• <b>Student will be assigned a timetable after activation of NT account</b></li><li>• Student can view timetable in student Info.</li></ul>
4.	Further notification regarding on campus accommodation will be announced from time to time.
5.	<b>Congratulation to the Student who has Complete Studies in Semester 3, Academic Year 2022/2023</b> . You may download or print E-transcript via <a href="https://info365.uniten.edu.my/info365">https://info365.uniten.edu.my/info365</a> > <b>Profile &gt; e-documents&gt; e-transcript</b> . If you required a hardcopy transcript, please email us at <a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a> .
6.	Digital Handbook will be e-mailed to you by the College's representative.

<b>DIPLOMA TO DEGREE</b>	
1.	<p>Please Ensure <b>NO OUTSTANDING</b> financial debt to proceed to the next step.</p> <p>If student have a surplus of <b>RM518.00 and above</b> in the previous ledger, student can proceed with registration. Student will be able to view a button to activate the degree programme ID.</p> <p>If student don't have a surplus amount as stated above in the previous ledger, kindly pay via FPX payment. FPX payment button will be displayed to proceed to the next step.</p>
2.	<b>View and print the offer letter for degree programme.</b>
3.	Student will receive a new NT account and password via e-mail.
4.	<p>Student are required to settle the credit transfer application before the subject registration.</p> <p>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.</p> <p>Kindly e-mail to the following transfer credit representative for further inquiries.</p> <p><a href="mailto:MRashdan@uniten.edu.my">MRashdan@uniten.edu.my</a> (COE)</p> <p><a href="mailto:fclim@uniten.edu.my">fclim@uniten.edu.my</a> (CCI)</p> <p><a href="mailto:Irdawaty@uniten.edu.my">Irdawaty@uniten.edu.my</a> (CES - Social Science and Humanities)</p> <p><a href="mailto:norraida@uniten.edu.my">norraida@uniten.edu.my</a> (COBA)</p>
5.	<p>You are required to complete credit transfer process before proceed with subject registration. Please check your online subject registration ticket via <a href="https://info.uniten.edu.my/info">https://info.uniten.edu.my/info</a>. Please proceed with subject registration via <a href="http://online.uniten.edu.my/online">http://online.uniten.edu.my/online</a>. You may email to <a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a> if there is no online ticket assigned.</p> <p>Any inquiries on subject registration kindly contact your Head of Department in College.</p>
6.	Further notification regarding on campus accommodation will be announced from time to time.
7.	<p><b>Congratulation to the Student who has Graduated in Semester 3, Academic Year 2022/2023.</b></p> <p>You may download or print E-transcript via <a href="https://info365.uniten.edu.my/info365">https://info365.uniten.edu.my/info365</a> &gt; <b>Profile</b> &gt; <b>e-documents</b> &gt; <b>e-Transcript</b>. If you required a hardcopy transcript, please email us at <a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>.</p>

<b>INFORMATION FOR INTERNATIONAL STUDENTS</b>					
1.	<p>International Student are required to have a Student Pass for the purpose to study in UNITEN. Please be informed that you must obtain a student pass before you are allowed to register for the degree program.</p> <p>1.1 Visa Application Procedure &amp; Registration to Degree Programme</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Step 1</b></td> <td>Apply Visa Approval Letter (New VAL) for Degree Programme</td> </tr> <tr> <td style="text-align: center;"><b>Step 2</b></td> <td>If Student in home country → Once VAL approved, student is required to obtain SEV / E-Visa / Visa on Arrival (VOA) to enter Malaysia</td> </tr> </table>	<b>Step 1</b>	Apply Visa Approval Letter (New VAL) for Degree Programme	<b>Step 2</b>	If Student in home country → Once VAL approved, student is required to obtain SEV / E-Visa / Visa on Arrival (VOA) to enter Malaysia
<b>Step 1</b>	Apply Visa Approval Letter (New VAL) for Degree Programme				
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		If Student in Malaysia → Student can proceed to step 3
<b>Step 3</b>		Complete Medical Check Up in any EMGS Panel clinic.
<b>Step 4</b>		If Medical Check Up Pass → IO will register student to main programme If Medical Check Up Failed → Student are not allowed to be register to degree programme. Student have to leave the county.
2. Information on Visa Application Procedure		
<b>Fees</b>		Fees for visa application have to be paid separately from tuition fee and registration fee
<b>Staff Email ( enquiries on Visa Application)</b>		i. Mr Irsyad (irsyad.azhar@uniten.edu.my) ii. Madam Sarah (Ssarah@uniten.edu.my) iii. Madam Dhiya (Dhiya@uniten.edu.my)
<b>Uploading documents</b>	<b>VAL</b>	ioteams@uniten.edu.my

**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.**

<b>Programme</b>	<b>Coordinators</b>
<b><u>Putrajaya Campus</u></b> Foundation in Civil Engineering Foundation in Electrical and Electronic Engineering Foundation in Electrical Power Engineering Foundation in Mechanical Engineering	Zeti Akma Bte. Rhazali, Dr. <a href="mailto:Zetiakma@uniten.edu.my">Zetiakma@uniten.edu.my</a> 03-8921 2020 Ext 6904
Foundation in Computer Science Foundation in Information Technology	Ts. Dr. Mohd Hazli Bin Mohamed Zabil <a href="mailto:Hazli@uniten.edu.my">Hazli@uniten.edu.my</a> 03-8921 2020 Ext 2324
<b><u>COBA FDS Sultan Haji Ahmad Shah Campus</u></b> All foundation programme	Cik Nur Hidayah Bte Sampol <a href="mailto:hidayahs@uniten.edu.my">hidayahs@uniten.edu.my</a> 09-455 2020 Ext 3182

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

Enquiry on	Contact Info
Payment Method and Finance inquiries	<p><b>Putrajaya Campus</b>            Pn. Norazwani /Cik Nor Farhana            Tel:03-8928 7425/8928 7426/89287430            WhatsApp: +60 16-255 7425, +60 14-330 0314</p> <p><b>Sultan Haji Ahmad Shah Campus</b>            Pn. Rahayu Bte Bakar            09-455 2020 ext 2130</p>
Student Registration	<p><b>Putrajaya Campus</b>  <a href="mailto:Enrol@uniten.edu.my">Enrol@uniten.edu.my</a> (Putrajaya)            Pn. Zuliza/Pn. Junainah            03-8921 2020 ext 1109/1103/1109/2151/7142/1352/7130            WhatsApp:011-5585 6290</p> <p><b>Sultan Haji Ahmad Shah Campus</b>            Pn Siti Marzam Ismail  <a href="mailto:SMarzam@uniten.edu.my">SMarzam@uniten.edu.my</a>            09-455 2020 ext 2154            Whatsapp: 013-7375878</p> <p>En Suhaimi Ab Aziz  <a href="mailto:Suhaimiaz@uniten.edu.my">Suhaimiaz@uniten.edu.my</a>            09-455 2020 ext 2158</p>
Time table	<p><a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>            03-8921 2020 ext 1126/1127/1125</p>
Accommodation	<p><b>Putrajaya Campus</b>  <a href="mailto:Razif@uniten.edu.my">Razif@uniten.edu.my</a> <a href="mailto:unitenapartment@uniten.edu.my">unitenapartment@uniten.edu.my</a>            03-8921 2020 ext 1111</p> <p><b>Sultan Haji Ahmad Shah Campus</b>  <a href="mailto:NMazura@uniten.edu.my">NMazura@uniten.edu.my</a>            09-455 2020 ext 2104</p>

Financial Assistance Information	<p><b>Putrajaya Campus</b> Ezzham@uniten.edu.my 03-89287544</p> <p><a href="mailto:Uzair@uniten.edu.my">Uzair@uniten.edu.my</a> 03-89212156</p> <p><b>Campus Sultan Haji Ahmad Shah</b> <a href="mailto:hidayattie@uniten.edu.my">hidayattie@uniten.edu.my</a> 09-4552020 ext 3217</p>
Digital Handbook by College	<p><b>1. College of Engineering:</b> <a href="mailto:Engineering@uniten.edu.my">Engineering@uniten.edu.my</a></p> <p>Encik Muhammad Hassan Anas Bin Anas Muhammad Dzan <a href="mailto:MHAnas@uniten.edu.my">MHAnas@uniten.edu.my</a> 03-8928 6201</p> <p>Puan Norma Bt Hassan <a href="mailto:Normah@uniten.edu.my">Normah@uniten.edu.my</a> 03-8928 7200</p> <p><b>2. College of Computing &amp; Informatics:</b> <a href="mailto:CCIHelpdesk@uniten.edu.my">CCIHelpdesk@uniten.edu.my</a></p> <p>Pn. Sarinah Bte. Abdul Samat <a href="mailto:Sarinah@uniten.edu.my">Sarinah@uniten.edu.my</a> 03-89212020 ext 3203</p> <p><b>3. College of Energy Economics &amp; Social Sciences:</b> <a href="mailto:Helpdeskces@uniten.edu.my">Helpdeskces@uniten.edu.my</a></p> <p>Pn. Fajrul Mona Bte. Jamal Ariffin <a href="mailto:FMona@uniten.edu.my">FMona@uniten.edu.my</a> 03-8921 2020 ext 7524</p> <p><b>4. College of Business Management &amp; Accountancy:</b> <a href="mailto:coba.helpdesk@uniten.edu.my">coba.helpdesk@uniten.edu.my</a></p> <p>Puan Wan Nurul Huda <a href="mailto:WNurul@uniten.edu.my">WNurul@uniten.edu.my</a> 09-455 2020 ext 2127</p>
Technical/ System Problem	<a href="https://www.uniten.edu.my/i-recommend/">https://www.uniten.edu.my/i-recommend/</a>

**INFORMATION ON FINANCIAL ASSISTANCE**

The application for PTPTN Education loan as below:

<b>Application Period</b>	<b>List of Programmes</b>
1 – 30 Sept 2023	Open to all Programmes (Foundation, Diploma & Degree)
1 – 31 Okt 2023	

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

Thank you.

Registrar Office  
25 Sept 2023.