

Collection of Certificate and Academic Transcript

Greetings to all TAR UMT Kuala Lumpur Campus graduates who are attending the upcoming September 2023 Convocation!

Graduates may collect your certificate and academic transcript in person at the Department of Examinations & Credit Accumulation (DECA), First Floor of Bangunan Tan Sri Khaw Kai Boh, Kuala Lumpur Campus **after convocation ceremony**:

<u>DECA counter operating hours during Convocation day:</u>	
9 September 2023 (Saturday)	➡ 10.00 am to 6.00 pm
10 September 2023 (Sunday)	➡ 10.00 am to 6.00 pm

Graduates who are not able to collect on the above dates may collect your certificate and academic transcript in person during the **office hours** after convocation ceremony:

Monday to Friday	➡ 8.30 am to 5.30 pm
Saturday, Sunday and Public Holiday	➡ closed



Note:

1. Graduates are required to present
 - a) NRIC or Passport
 - b) MOHE tracer study confirmation slipupon collection of the academic transcript and certificate.
2. Graduates who are unable to collect your certificate and transcript personally may authorise someone to collect the documents on your behalf. The documents required are as follows:
 - a) A copy of the Authorisation Letter (with graduate's handwritten signature) containing personal particulars e.g. Name & NRIC Number of the graduate and the authorised person.
 - b) A photocopy of the graduate's and authorised person's NRIC or passport.

Please click [HERE](#) for sample of authorisation letter

3. Alternatively, graduates may request for delivery of your certificate and academic transcript through courier service / registered mail. You can refer to the details via TAR UMT website. [<https://www.tarc.edu.my/deca/examination-services/>]

Department of Examinations and Credit Accumulation
Kuala Lumpur Campus