

**NOTICE FOR FOUNDATION AND DIPLOMA STUDENTS COMPLETING SEMESTER/
TRIMESTER 1, 2023/2024**

Students completing their Foundation and Diploma Program and due to join the Degree Program in **Semester 2, Academic Year 2023/2024** are advised to check your examination results online starting **21 February 2024, (3.00 PM, Wednesday) until 9 June 2024 (Sunday)**.

Students are advised to register (activate your student ID) via **student info between 21 February 2024 to 23 February 2024** to avoid missing classes. Class commencement is on **26 February 2024**. However, students will still be given chance to **accept the offer to degree programme until 8 March 2024**.

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.

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 21 February 2024 .
3.	<ul style="list-style-type: none">• 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 Complete Studies in Semester 1, 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 .
6.	Digital Handbook will be e-mailed to you by the College’s representative.

DIPLOMA TO DEGREE	
1.	<p>Please Ensure NO OUTSTANDING financial debt to proceed to the next step.</p> <p>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 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.	View and print the offer letter for degree programme.
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>MRashdan@uniten.edu.my College of Engineering (COE)</p> <p>MRina@uniten.edu.my College of Computing and Informatics- (CCI)</p> <p>Irdawaty@uniten.edu.my UNITEN Business School (UBS)</p> <p>masdiah@uniten.edu.my College of Business Management and Accounting (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 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.</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>Congratulation to the Student who has Graduated in Semester 1, Academic Year 2023/2024.</p> <p>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.</p>

INFORMATION FOR INTERNATIONAL STUDENTS			
1.	<p>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.</p> <p>1.1 Visa Application Procedure & Registration to Degree Programme</p> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Step 1</td> <td> <ul style="list-style-type: none"> Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme </td> </tr> </table>	Step 1	<ul style="list-style-type: none"> Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme
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Step 2	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Complete Medical Check Up in any EMGS Panel clinic.
Step 4	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> i. Madam Sarah (Ssarah@uniten.edu.my) ii. 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
<u>Putrajaya Campus</u> 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
COBA FDS 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	<p>Putrajaya Campus Pn. Nur Atiqah Bt Othman / Pn. Nur Amalyana Tel:03-8928 7425/8928 7426/89287430 WhatsApp: +60 16-255 7425, +60 14-330 0314</p> <p>Sultan Haji Ahmad Shah Campus Pn. Rahayu Bte Bakar 09-455 2020 ext 2130</p>
Student Registration	<p>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</p> <p>Sultan Haji Ahmad Shah Campus Pn. Noor Mazura NMazura@uniten.edu.my 09-455 2020 ext 2154</p>

	<p>Whatsapp: 011-1919 2495</p> <p>En Suhaimi Ab Aziz Suhaimiaz@uniten.edu.my 09-455 2020 ext 2158</p>
Time table	<p>academicreg@uniten.edu.my 03-8921 2020 ext 1126/1127/1125/2141</p>
Accommodation	<p>Putrajaya Campus Razif@uniten.edu.my ; unitenapartment@uniten.edu.my 03-8921 2020 ext 7465</p> <p>Sultan Haji Ahmad Shah Campus En.Amiruddin Bin Mohd Jamil AmiruddinM@uniten.edu.my 09-4552020 ext 2103/2104</p>
Financial Assistance Information	<p>Putrajaya Campus Ezzham@uniten.edu.my 03-89287544</p> <p>Uzair@uniten.edu.my 03-89212156</p> <p>Campus Sultan Haji Ahmad Shah hidayattie@uniten.edu.my 09-4552020 ext 3217</p>
Digital Handbook by College	<p>1.College of Engineering: Engineering@uniten.edu.my</p> <p>Encik Muhammad Hassan Anas Bin Anas Muhammad Dzan MHAnas@uniten.edu.my 03-8928 6201</p> <p>Puan Norma Bt Hassan Normah@uniten.edu.my 03-8928 7200</p> <p>2.College of Computing & Informatics: CCIHelpdesk@uniten.edu.my</p> <p>Pn. Norashikin Bte. Mohamed Aznan MNorashikin@uniten.edu.my 03-89212020 ext 2310</p>

	<p>Pn. Sarinah Bte. Abdul Samat Sarinah@uniten.edu.my 03-89212020 ext 3203</p> <p>3. College of Energy Economics & Social Sciences: Helpdeskces@uniten.edu.my</p> <p>Pn. Fajrul Mona Bte. Jamal Ariffin FMona@uniten.edu.my 03-8921 2020 ext 7524</p> <p>4. UNITEN Business School (UBS) irsyad.azhar@uniten.edu.my En. Irsyad Humaidi Bin Azhar 03-8921 2020 ext 7362</p> <p>5. College of Business Management & Accountancy: coba.helpdesk@uniten.edu.my</p> <p>Puan Wan Nurul Huda WNurul@uniten.edu.my 09-455 2020 ext 2127</p>
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 – 31 Jan. 2024	Open to all Programmes (Foundation, Diploma & Degree)
1 – 29 Feb. 2024	

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

Thank you.

Registrar Office
20 February 2024