

GUIDELINE FOR GRADUAND YEAR 2020

STEP ONE: CHECK YOUR GRADUATION AND OUTSTANDING STATUS

Log on to the University of Cyberjaya's [Class of 2020 Website](#) and check and check your Graduation and Outstanding Status.

If your name is not listed, you may check your graduation status with your respective Faculty Admin.

If your status shows “**outstanding**”, kindly contact the respective departments below:

- Finance via our [Helpdesk](#)
- Student Experience Global Engagement via email at stad@cyberjaya.edu.my
- Library Department via email at cucmslibrary@cyberjaya.edu.my

STEP TWO: FILL IN THE GRADUATION FORM

Upon clearing your outstanding status, you are required to fill in the Graduation Form. Click “[HERE](#)” to access the guideline and steps to complete the form. Kindly ensure you fill in the correct email address.

Once submitted, please download the form, and keep it for the next process. You may not need to wait until the form to be fully verified by faculty and departments. Enough with just complete the Student Personal Details section to proceed with the next step.

If you have filled in the Graduation Form before, kindly proceed to PART B at page 2 of the guideline to obtain a copy of the form.

STEP THREE: COMPLETE THE TRACER STUDY FORM

Fill in the online MoHE's Graduate Tracer Study form at <http://graduan.moe.gov.my/SKPG15/Default.aspx>.

Please keep the confirmation slip of the completed MoHE Graduate Tracer Study after submitting the form.

STEP FOUR: FILL IN THE CONFERMENT FORM

Open the Class of 2020 Website and fill in the [Conferment Form](#). You are required to upload a copy your online Graduation Form (done in Step Two) and MoHE Graduate Tracer Study slip (done in Step Three).

Then, please choose your preferred arrangement of scroll and transcript collection and complete the rest of the questionnaires in the **Conferment Form**.

After submitting the **Conferment Form**, you will receive a slip. Please retain the slip as proof of completing the process. You may be asked to show it to the staff in charge upon collecting your scroll and full transcript from the Examination Unit.

Note:

1. *Scroll and transcript will be on hold if there any fee outstanding with the University.*
2. *For **International Graduands**, please make sure you have completed all verifications required in the Graduation from before collecting/requesting scroll and full transcript from Exam Unit.*

CONTACT DETAILS

For further Enquiries, please contact the relevant department as follows:

Reference	Contact Details
Admission and Record	Mr Ainuddin Satari (03-8313 7073) Nur Hidayah Kamarudin(03-8313 7000 Ext:7242) Email : admission@cyberjaya.edu.my
Examination Unit	Norazean Ali (03-8313 7185) Ms. Ili Wadhihah (03-8313 7000 Ext:7320) Email : examunit@cyberjaya.edu.my
Student Experience Global Engagement	Siti Rahayu Azizan(03-8313 7118) Email: stad@cybermed.edu.my
Finance Department	Komathi (03-8313 7000 Ext:7111) Email: finance_ar@cyberjaya.edu.my
Library Department	Ahmad Azim Pikeri (03-8313 7000 Ext:7280) Email: library@cyberjaya.edu.my
Faculty of Medicine	Ms. Yuliana Mohd Taha (03-8313 7162)
Faculty of Pharmacy	Nur Aainaa Amalina Binti Razak (03-8313 7077)
Faculty of Allied Health Science	Ms. Munira Ishak (03-8313 7000 Ext:7307) Syazwani Saharuddin(03-8313 7122)
Faculty of Safety and Health	Ms. Nor Syafawati (03-8313 7000 Ext: 7300)
Faculty of Traditional and Complementary Medicine	Ms. Siti Zaleha Hamid (03-8313 7059)
Postgraduate Programmes	Hafizah Binti Mohamad Anuar (03-8313 7000 Ext :7360)