

**NOTICE FOR FOUNDATION AND DIPLOMA STUDENTS COMPLETING FINAL SEMESTER/ TRIMESTER 2, 2023/2024**

Students completing their Foundation and Diploma Program and due to join the Degree Program in **Special Semester, Academic Year 2023/2024** are advised to check your examination results online starting **11 July 2024, (3.00 PM, Thursday) until 1 September 2024 (Sunday)**.

Students are advised to register (activate your student ID) via **student info between 11 July 2024 to 19 July 2024** to avoid missing classes. Class commencement is on **15 July 2024**.

You are eligible to complete your foundation or Diploma programmes, once you have fulfilled 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 ‘ <b>Activate New Student ID</b> ’ from <b>11 July 2024</b> .
3.	<ul style="list-style-type: none"><li>• Student will receive a new NT account and password via e-mail.</li><li>• Student will be assigned a timetable after activation of NT account</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 Completed Studies in Semester 2, Academic Year 2023/2024.</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><b>College of Engineering (COE)</b>  <b>ME - Dr Mohd Firdaus Jaafar</b>  <a href="mailto:Mohd.Firdaus@uniten.edu.my">Mohd.Firdaus@uniten.edu.my</a></p> <p><b>CE - Dr Nur'atiah Zaini</b>  <a href="mailto:Nur_Atiah@uniten.edu.my">Nur_Atiah@uniten.edu.my</a></p> <p><b>EE – Madam Ayuniza</b>  <a href="mailto:Ayuniza@uniten.edu.my">Ayuniza@uniten.edu.my</a></p> <p><b>EP - Dr Lee Hui Jing</b>  <a href="mailto:LHJing@uniten.edu.my">LHJing@uniten.edu.my</a></p> <p><b>College of Computing and Informatics (CCI)</b>  <a href="mailto:MRina@uniten.edu.my">MRina@uniten.edu.my</a></p> <p><b>UNITEN Business School (UBS)</b>  <a href="mailto:Irdawaty@uniten.edu.my">Irdawaty@uniten.edu.my</a></p> <p><b>College of Business Management and Accounting (COBA)</b>  <a href="mailto:masdiah@uniten.edu.my">masdiah@uniten.edu.my</a></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.	<b>Congratulation to the Student who has Graduated in Semester 2, Academic Year 2023/2024.</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> .

### INFORMATION FOR INTERNATIONAL STUDENTS

1.	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.	
	1.1 Visa Application Procedure & Registration to Degree Programme	
	<b>Step 1</b>	<ul style="list-style-type: none"> <li>Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme</li> </ul>
	<b>Step 2</b>	<ul style="list-style-type: none"> <li>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</li> <li>For Students in Malaysia → Please proceed to step 3</li> </ul>
	<b>Step 3</b>	<ul style="list-style-type: none"> <li>Complete Medical Check Up in any EMGS Panel clinic.</li> </ul>
	<b>Step 4</b>	<ul style="list-style-type: none"> <li>In case of a Passed Medical Check-Up: → IO will register the student for the main program.</li> <li>In case of a Failed Medical Check-Up: → Students are not allowed to register for the degree program and must leave the country.</li> </ul>
	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. Azrul Hafiz Bin Abdul Aziz (Azrul@uniten.edu.my) ii. Madam Sarah Safiyah (Ssarah@uniten.edu.my) iii. Madam Dhiya (Dhiya@uniten.edu.my)
	<b>Uploading VAL documents</b>	NEW Visa Application: <a href="https://forms.office.com/r/juJ4Cke8Hu">https://forms.office.com/r/juJ4Cke8Hu</a> (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.**

<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	Farhaniza Binti Ghazali <a href="mailto:Farhaniza@uniten.edu.my">Farhaniza@uniten.edu.my</a> 03-8921 2020 Ext. 5034
Foundation in Computer Science Foundation in Information Technology	Ts. Dr. Faridah Hani Bte Mohamed Salleh <a href="mailto:Faridahh@uniten.edu.my">Faridahh@uniten.edu.my</a> 03-8921 2020 Ext. 3422
Foundation in Economics and Management  Diploma in Corporate Management Tahfiz	Mohd Nashraf Mohd Nasruddin <a href="mailto:nashraf@uniten.edu.my">nashraf@uniten.edu.my</a> 03-8921 2020 Ext 3191  Shahnaz Shafiza Sabri <a href="mailto:shafiza@uniten.edu.my">shafiza@uniten.edu.my</a> 03-8921 2020 Ext 6226
<b><u>COBA FDS Sultan Haji Ahmad Shah Campus</u></b>  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 <a href="mailto:hidayahs@uniten.edu.my">hidayahs@uniten.edu.my</a> 09-455 2020 Ext 3182  Nor Hafiza Ahmad Agin <a href="mailto:NorHafiza@uniten.edu.my">NorHafiza@uniten.edu.my</a> 09-455 2020 Ext 3168  Azmer Ezwan Abdullah <a href="mailto:Azmer@uniten.edu.my">Azmer@uniten.edu.my</a> 09-455 2020 Ext 3150

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

<b>Enquiry on</b>	<b>Contact Info</b>
Payment Method and Finance inquiries	<b>Putrajaya Campus</b> Pn. Nur Atiqah Bt Othman / Pn. Nur Amalynda Tel:03-8928 7425/8928 7426/89287430 E-mail: <a href="mailto:Financehelpdesk@uniten.edu.my">Financehelpdesk@uniten.edu.my</a>  <b>Sultan Haji Ahmad Shah Campus</b> Pn. Rahayu Bte Bakar 09-455 2020 ext 2130

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. Noor Mazura  NMazura@uniten.edu.my  09-455 2020 ext 2154  Whatsapp: 011-1919 2495</p> <p>En Suhaimi Ab Aziz  <a href="mailto:Suhaimiaz@uniten.edu.my">Suhaimiaz@uniten.edu.my</a>  09-455 2020 ext 2158</p>
Timetable	<p><a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>  03-8921 2020 ext 1126/1127/1125/7110</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 7465</p> <p><b>Sultan Haji Ahmad Shah Campus</b>  En.Amiruddin Bin Mohd Jamil  <a href="mailto:AmiruddinM@uniten.edu.my">AmiruddinM@uniten.edu.my</a>  09-4552020 ext 2103/2104</p>
Financial Assistance Information	<p><b>Putrajaya Campus</b>  <a href="mailto:Ezzham@uniten.edu.my">Ezzham@uniten.edu.my</a>  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:smarzam@uniten.edu.my">smarzam@uniten.edu.my</a>  09-4552020 ext 2154</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. Norashikin Bte. Mohamed Aznan  <a href="mailto:MNorashikin@uniten.edu.my">MNorashikin@uniten.edu.my</a>  03-89212020 ext 2310</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. UNITEN Business School (UBS)</b>  <a href="mailto:safidah@uniten.edu.my">safidah@uniten.edu.my</a>  Safidah Jun Hj Mohamad  03-8921 2020 ext 7361</p> <p><b>5. 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:

	List of Programmes
1 – 30 Jun 2024	Open to all Programmes (Foundation, Diploma & Degree)

1 – 31 July 2024

Puan Juraini Binti Mohamed Saleh  
[Juraini@uniten.edu.my](mailto:Juraini@uniten.edu.my)  
03-89217136

Mr. Muhammad Uzair Bin Mohd Yunos  
[uzair@uniten.edu.my](mailto:uzair@uniten.edu.my)  
03-89282156

Mr. Khairil Ezzham bin Azeme  
[ezzham@uniten.edu.my](mailto:ezzham@uniten.edu.my)  
03-89287544

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

Thank you.

Registrar Office  
10 July 2024