

Collection of Graduation Certificate and Academic Transcript

Greetings to all TAR UMT Kuala Lumpur Campus graduates who are attending the upcoming February 2025 Convocation!

Graduates may collect your graduation 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**:

DECA counter operating hours during Convocation days:

15 February 2025 (Saturday)	➡	10.00 am to 6.00 pm
16 February 2025 (Sunday)	➡	10.00 am to 6.00 pm
22 February 2025 (Saturday)	➡	10.00 am to 6.00 pm
23 February 2025 (Sunday)	➡	10.00 am to 6.00 pm

Graduates who are not able to collect on the above dates may collect your graduation 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

Important Note:

1. Graduates are required to present
 - a) NRIC or Passport
 - b) MOHE tracer study confirmation slipupon collection of the certificate and academic transcript.
2. Graduates who are unable to collect your certificate and academic 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/>]