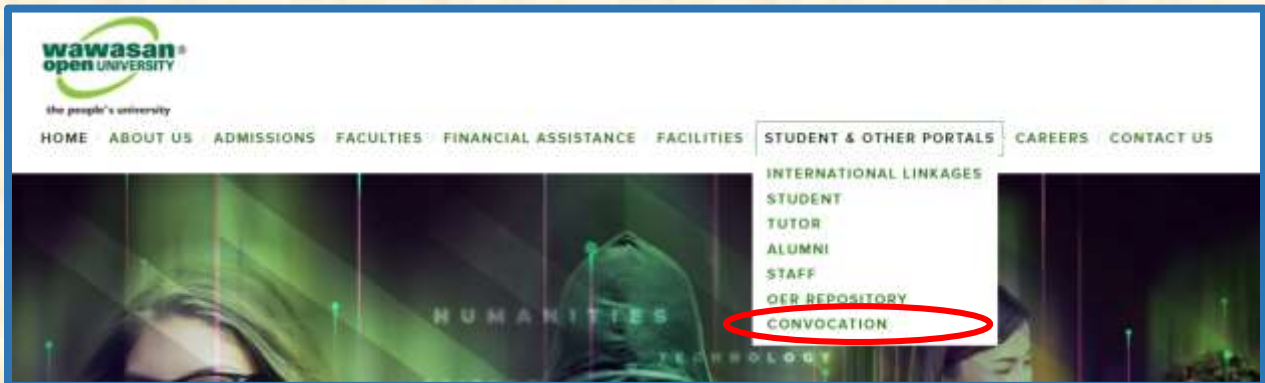
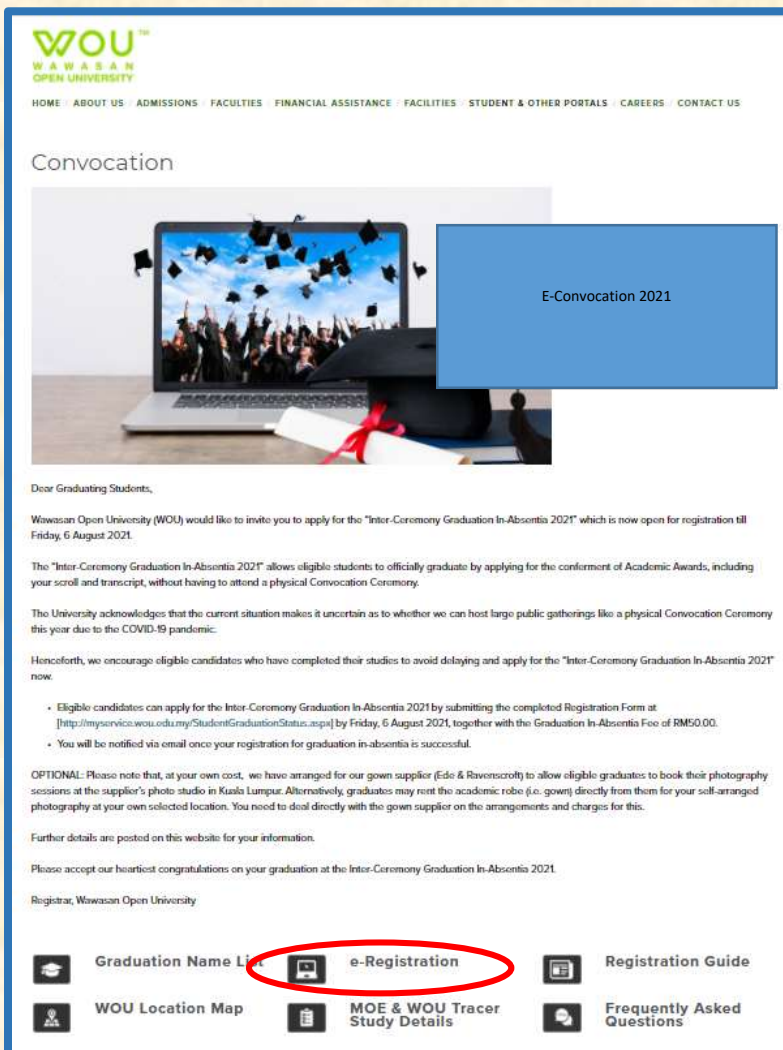


REGISTRATION GUIDE

Screen 1: WOU Corporate Website



Screen 2: WOU Convocation Website. Graduands are advised to read the information on this page before proceeding with the registration.



Screen 3: Graduands to key in student ID to proceed with registration

WOU™
WAWASAN
OPEN UNIVERSITY

ELIGIBILITY FOR GRADUATION

Please enter your student ID/IC or Passport No. to check if you are eligible to graduate.

Student: Student ID

Reminder: Eligible to graduate students who failed to apply by the specified registration deadline of 21 October 2021, shall risk NOT having their names published in the e-Convocation 2021 Name List.

Screen 4: Click at 'Register Now'

WOU™
WAWASAN
OPEN UNIVERSITY

ELIGIBILITY FOR GRADUATION

Please enter your student ID/IC or Passport No. to check if you are eligible to graduate.

Student: Student ID

| Program | Student ID | Name | Status |
|---------|------------|------|----------|
| | | | Eligible |

Reminder: Eligible to graduate students who failed to apply by the specified registration deadline of 21 October 2021, shall risk NOT having their names published in the e-Convocation 2021 Name List.

Screen 5: Log into the student portal

Sign in

https://my.wou.edu.my

Username

Password

Screen 6: Application for Conferment of Award. Graduands details will auto appear and graduands can only edit the contact details to the latest.

Application for Conferment of Award

Application for e-Convocation Ceremony 2021

STUDENT PERSONAL PARTICULARS

Name

ID Number No

Student ID No

Address

Full Name

City

Country

Sex

Other

Contact Home Phone No

Email

VCU Email

Program Code

Program Name

Please select whether you wish to graduate:

I wish to apply to graduate. I enclosed herewith the non-refundable **Graduation Fees** amounting to RM50.

I wish to inform the University that I am eligible to graduate but I am NOT applying to graduate and DO NOT want to be included in the **e-Convocation Ceremony** name list. I wish to defer my graduation to year 2022.

Outstanding Fees

I declare I have no outstanding dues owing to the University including fees, penalties, fines, charges, books, CDs, etc. and acknowledge that the University reserves the right to obtain full settlement of these dues from me in consideration of the approval of this application. (Please verify with your Regional Center for confirmation).

Reminder: Eligible to graduate students who failed to apply by the specified registration deadline of **21 October 2021** shall not NOT having their names published in the **e-Convocation 2021** Name List.

Screen 7: Graduands must select one from the options given:

Option 1: To graduate during the e-Convocation 2021

Option 2: To defer graduation to next year, 2022

I wish to apply to graduate. I enclosed herewith the non-refundable **Graduation Fees** amounting to RM50.

I wish to inform the University that I am eligible to graduate but I am NOT applying to graduate and DO NOT want to be included in the **e-Convocation Ceremony** name list. I wish to defer my graduation to year 2022.

Screen 8: If graduands selects to graduate, graduands must advise if they want to select any one of the sub-options and then the Regional Centre to collect the scroll and transcript from or can also appoint proxy for the collection. Upon checking the declaration, graduands can submit the application.

Please select (student can select only one ->)

I wish to apply to graduate. I enclosed herewith the non-refundable **Graduation Fees** amounting to RM50.

I wish to inform the University that I am eligible to graduate but I am NOT applying to graduate and DO NOT want to be included in the **e-Convocation Ceremony** name list. I wish to defer my graduation to year 2022.

Student can select any one of these options if interested or proceed filling the next section:

I wish to register for graduation photography at **Ede & Ravenscroft in Kuala Lumpur**. I am aware that the payment for photography is to be paid directly to Ede & Ravenscroft.

I wish to rent the academic dress for my own photography. I am aware that the charges for rental includes the rental, deposit and courier charges and I have to contact Ede & Ravenscroft myself.

| | |
|---|--|
| <p>Venue Ede & Ravenscroft(M) Sdn Bhd A-07-10 Block A Plaza Mont Kiara No 2 Jalan Kiara, Mont Kiara 50480 Kuala Lumpur Tel: +603-6203 1964 / +603-6203 5818 Fax: +603-6203 5329 Contact person: Ms Irene Lim / Ms Daphne Email: srsrtahtah@gmail.com</p> <p>Date: 28th August 2021 @ 10am - June 2022</p> <p>Operating hours: Monday - Friday: 10:30 am - 3:30 pm Saturday: 10:30 am - 2:00 pm Closed: Sunday & Public Holidays</p> <p>Reminder: Graduands must make prior appointment with the photographer for photography session in Kuala Lumpur.</p> <p>Note: Payment for the photography to be paid to the Photographer: Ede & Ravenscroft (M) Sdn Bhd, before or during the photography session.</p> <p>Graduation Diploma/Certificate: RM168.00 Bachelor's Degree: RM180.00 Master's Degree: RM175.00</p> <p>There is option for family photo shoot as well, please refer to Family Photo Packages at the important information and Procedures, WCU website</p> <p>Payment Method accepted by the Photographer: Ede & Ravenscroft (M) Sdn Bhd:</p> <p>Online Banking: Maybank - Account Number: 5143 4701 8548 Cash - during the photography session Credit Card / Debit Card - during the photography session</p> | <p>Contact Details: A-07-10 Block A Plaza Mont Kiara No 2 Jalan Kiara, Mont Kiara 50480 Kuala Lumpur Tel: +603-6203 1964 / +603-6203 5818 Fax: +603-6203 5329 Contact person: Ms Irene Lim / Ms Daphne Email: srsrtahtah@gmail.com</p> <p>Rental of academic gown RM 150.00 Deposit (refundable) RM 200.00 Courier fee within Malaysia (one-way) RM 30.00</p> <p>Rental Duration: 2 weeks from date graduand receives the parcel.</p> <p>Note: Courier fee for returning of academic dress is borne by graduand.</p> <p>Payment Method accepted by the Photographer: Ede & Ravenscroft (M) Sdn Bhd: Online Banking: Waybank - Account Number: 5143 4701 8548</p> |
|---|--|

To be filled if you are requesting the University to send your Scroll and Transcript to your respective Regional Center.

I wish to request the University to send my Scroll and Transcript to my respective Regional Center for my collection.

Collection of Scroll and Transcript at: **BANDAR UTAMA REGIONAL SUPPORT CENTRE**

I hereby authorize the University to release my Scroll and Transcript to the proxy below:

Proxy Name:

IC Number:

I hereby acknowledge that the University shall not be held liable in the event of the lost / damage of the scroll and transcript during delivery. I am aware that the University STRICTLY does not allow the re-printing of lost / damaged scrolls.

Screen 9: If graduand selects to defer graduation, graduand can submit the application by selecting the 2nd option and checking the declaration and no payment is required.

I wish to apply to graduate. I enclosed herewith the non-refundable **Graduation Fees** amounting to RM50.

I wish to inform the University that I am eligible to graduate but I am NOT applying to graduate and DO NOT want to be included in the **e-Convocation Ceremony** name list. I wish to defer my graduation to year 2022.

Screen 10: Declaration on no outstanding fee

Outstanding Fees

declare I have no outstanding dues owing to the University including fees, penalties, fines, charges, books, CDs, etc and acknowledge that the University reserves the right to obtain full settlement of these dues from me in consideration of the approval of this application. (Please verify with your Regional Center for confirmation)

Screen 11: Proceed with payment for graduands who opted to graduate.

[Edit My Profile](#) [Proceed For Payment](#) [Cancel](#)

Application for Conferment of Award

Application for Conferment of Award - WOU Convocation on 7 & 8 December 2019

PAYMENT DETAILS

Name: [Redacted]
Student ID: [Redacted]
Amount: [Redacted]
Payment Method: Credit Card ▼

| | | |
|---|---------------------|---|
| 1 | Credit / Debit Card |  |
|---|---------------------|---|

Additional step for student who might be directed to this page:

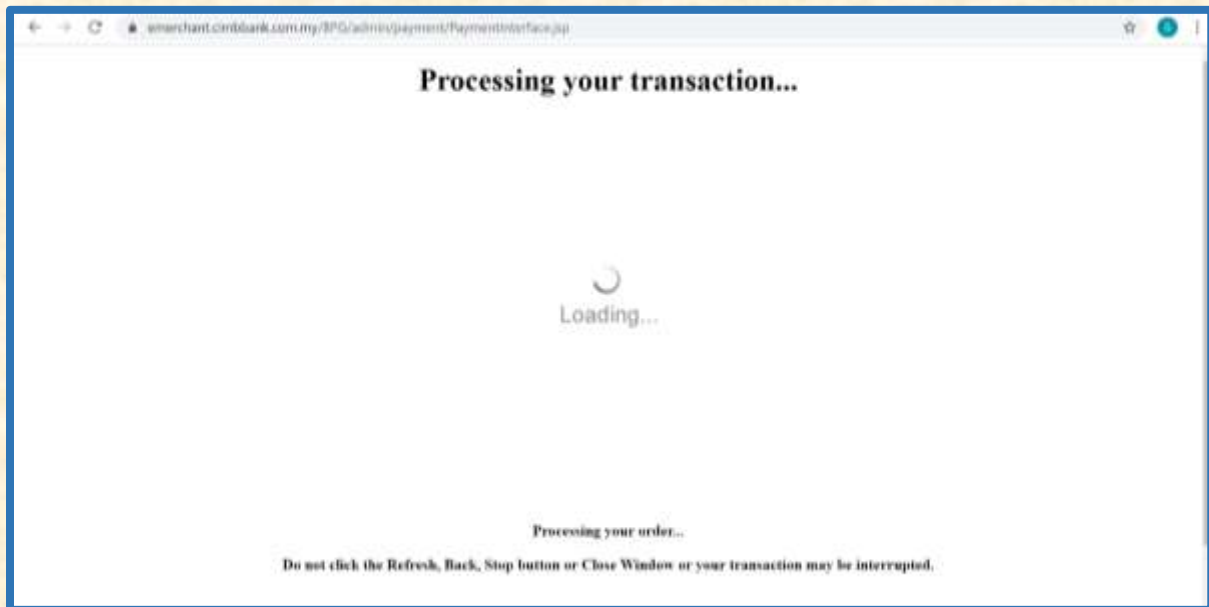
You have pending transaction for convocation payment, please check the transaction to proceed.

Student Name : [Redacted]
Student ID : [Redacted]
IC / Passport No : [Redacted]
Program : [Redacted]
Intake : [Redacted]

| Transaction Code | Date/Time | Amount(RM) | Status | Status Description | Type | SELECT |
|------------------------------|--------------------------|------------|--------|--------------------|------|-----------------------|
| TECVI21BBFI-FT (3C)000023 | 9/22/2021 11:55:17 AM | 1.00 | P | Pending | | <input type="radio"/> |

[Check Transaction](#)


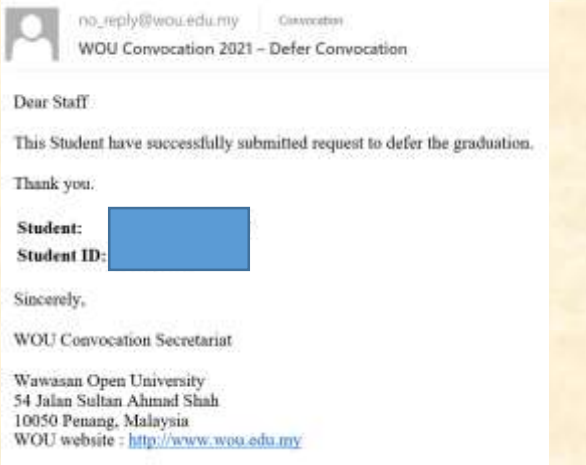
Please tick the radiobutton to select the transaction. Click 'Check Transaction' button. You will be redirected to payment checking as per the below screen.



Students can view the transaction as below:



Screen 12: Graduands will receive email notification once the form is successfully submitted.

| | |
|---|---|
| <p>Example; Option 1:</p>  <p>WOU a-Convocation 2021 - Registration Invoice and Confirmation</p> <p>no_reply@wou.edu.my To: Salhah Rini Mohamad Paust</p> <p>Dear Staff</p> <p>This Student have successfully submitted Application for Conferment of Award.</p> <p>Student: [Redacted] Student ID: [Redacted]</p> <p>Thank you.</p> <p>Sincerely</p> <p>WOU Convocation Secretariat</p> <p>Wawasan Open University 54 Jalan Sultan Ahmad Shah 10050 Penang, Malaysia WOU website : http://www.wou.edu.my</p> | <p>Example; Option 2:</p>  <p>no_reply@wou.edu.my Convocation WOU Convocation 2021 - Defer Convocation</p> <p>Dear Staff:</p> <p>This Student have successfully submitted request to defer the graduation.</p> <p>Thank you.</p> <p>Student: [Redacted] Student ID: [Redacted]</p> <p>Sincerely,</p> <p>WOU Convocation Secretariat</p> <p>Wawasan Open University 54 Jalan Sultan Ahmad Shah 10050 Penang, Malaysia WOU website : http://www.wou.edu.my</p> |
|---|---|

END