

**NOTICE FOR FOUNDATION AND DIPLOMA COMPLETING**

**SPECIAL SEMESTER, 2020/2021**

<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>27 Aug 2021</b> .
3.	<ul style="list-style-type: none"><li>• Student will receive a new NT account and password via e-mail.</li><li>• <b>Student will be assigned a timetable after activation of NT account</b></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 Complete Studies in Special Semester, Academic Year 2020/2021.</b> You may download or print E-transcript via <a href="https://info365.uniten.edu.my/info365">https://info365.uniten.edu.my/info365</a> > Home> E-documents> E-transcript. 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. 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><a href="mailto:MRashdan@uniten.edu.my">MRashdan@uniten.edu.my</a> (COE)  <a href="mailto:fclim@uniten.edu.my">fclim@uniten.edu.my</a> (CCI)  <a href="mailto:Pychong@uniten.edu.my">Pychong@uniten.edu.my</a> (CES - Social Science and Humanities)  <a href="mailto:norraida@uniten.edu.my">norraida@uniten.edu.my</a> (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 <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.	<p>Congratulation to the Student who has Graduated in Special Semester, Academic Year 2020/2021. You may download or print E-transcript via <a href="https://info365.uniten.edu.my/info365">https://info365.uniten.edu.my/info365</a>&gt; Home&gt; E-documents&gt; E-transcript. If you required a hardcopy transcript, please email us at <a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>.</p>

**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	Zeti Akma Bte. Rhazali, Dr. <a href="mailto:Zetiakma@uniten.edu.my">Zetiakma@uniten.edu.my</a> 03-8921 2020 ex. t 6904
Foundation in Computer Science Foundation in Information Technology	Ts. Dr. Mohd Hazli Bin Mohamed Zabil <a href="mailto:Hazli@uniten.edu.my">Hazli@uniten.edu.my</a> 03-8921 2020 ext 2324
<b><u>COBA FDS Sultan Haji Ahmad Shah Campus</u></b> All foundation programme	Cik Nur Hidayah Bte Sampol <a href="mailto:hidayahs@uniten.edu.my">hidayahs@uniten.edu.my</a> 09-455 2020 ext 3182

**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. Norazwani /Cik Nor Farhana <a href="tel:03-89287425">Tel:03-8928</a> 7425/8928 7426/89287430 WhatsApp: +60 16-255 7425, +60 14-330 0314  <b>Sultan Haji Ahmad Shah Campus</b> Pn. Rahayu Bte Bakar <a href="tel:09-4552020">09-455</a> 2020 ext 2130

Student Registration	<p><b>Putrajaya Campus</b>  <a href="mailto:Enrol@uniten.edu.my">Enrol@uniten.edu.my</a> <b>(Putrajaya)</b>  <u>Pn. Azliza/ Pn. Zuliza/Pn. Junainah</u>  03-8921 2020 ext 1133/1109/1103/2151/1352/7130  WhatsApp:011-6985 6290</p> <p><b>Sultan Haji Ahmad Shah Campus</b>  Pn Siti Marzam Ismail  <a href="mailto:SMarzam@uniten.edu.my">SMarzam@uniten.edu.my</a>  09-455 2020 ext 2154  Whatsapp: 013-7375878</p> <p>En Suhaimi Ab Aziz  <a href="mailto:Suhaimiaz@uniten.edu.my">Suhaimiaz@uniten.edu.my</a>  09-455 2020 ext 2158</p>
Time table	<p><a href="mailto:academicreg@uniten.edu.my">academicreg@uniten.edu.my</a>  <u>03-8921 2020 ext 1126/1127</u></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 1111</p> <p><b>Sultan Haji Ahmad Shah Campus</b>  <a href="mailto:NMazura@uniten.edu.my">NMazura@uniten.edu.my</a>  <u>09-455 2020 ext 2104</u></p>

Financial Assistance Information	<p><b>Putrajaya Campus</b>  <a href="mailto:NorAzira@uniten.edu.my">NorAzira@uniten.edu.my</a>  03-89287407</p> <p><a href="mailto:Uzair@uniten.edu.my">Uzair@uniten.edu.my</a>  03-89287543</p> <p><b>Campus Sultan Haji Ahmad Shah</b>  <a href="mailto:RashidKa@uniten.edu.my">RashidKa@uniten.edu.my</a>  09-4552020 ext 2121</p>
Digital Handbook by College	<ul style="list-style-type: none"> <li>• <b>College of Engineering:</b>  <a href="mailto:Engineering@uniten.edu.my">Engineering@uniten.edu.my</a>   Encik Muhammad Hassan Anas Bin Anas  Muhammad Dzan  <a href="mailto:MHAnas@uniten.edu.my">MHAnas@uniten.edu.my</a>  03-8928 6201   Puan Norma Bt Hassan  <a href="mailto:Normah@uniten.edu.my">Normah@uniten.edu.my</a>  03-8928 7200</li> <li>• <b>College of Computing &amp; Informatics:</b>  <a href="mailto:CCIHelpdesk@uniten.edu.my">CCIHelpdesk@uniten.edu.my</a>   Pn. Sarinah Bte. Abdul Samat  <a href="mailto:Sarinah@uniten.edu.my">Sarinah@uniten.edu.my</a>  03-89212020 ext 3203</li> <li>• <b>College of Energy Economics &amp; Social Sciences:</b> <a href="mailto:Helpdeskces@uniten.edu.my">Helpdeskces@uniten.edu.my</a>   Pn. Fajrul Mona Bte. Jamal Ariffin  <a href="mailto:FMona@uniten.edu.my">FMona@uniten.edu.my</a>  03-8921 2020 ext 7524</li> <li>• <b>College of Business Management &amp; Accountancy:</b> <a href="mailto:coba.helpdesk@uniten.edu.my">coba.helpdesk@uniten.edu.my</a>   Puan Wan Nurul Huda  <a href="mailto:WNurul@uniten.edu.my">WNurul@uniten.edu.my</a>  09-455 2020 ext 2127</li> </ul>
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:

<b>Application Period</b>	<b>List of Programmes</b>
1 – 30 September 2021	Open to all Programmes (Foundation, Diploma & Degree)
1 – 31 October 2021	

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

Thank you.

Registrar Office  
27 Aug 2021