

NOTICE FOR FOUNDATION AND DIPLOMA STUDENTS COMPLETING FINAL SEMESTER/ TRIMESTER 3, 2024/2025

Students completing their Foundation and Diploma Programmes and preparing to join the Degree Programme in **Semester 1, Academic Year 2025/2026** are advised to check their examination results online via <https://info365.uniten.edu.my/info365> from **12 September 2025 (Friday, 3:00 PM) until 26 December 2025 (Friday)**.

Students are advised to register (**activate student ID**) via Student Info between **12 September 2025 (starting from 3:00 PM) till 3 October 2025** to avoid missing classes. Classes will commence on **17 September 2025**.

You are eligible to complete your foundation or Diploma programmes, once you have fulfilled the following requirements: -

Foundation	CGPA of 2.00 *, pass all required subjects, minimum credit requirements 50 credit hours and SCORUN of 10 Run.
Diploma	CGPA of 2.00 *, pass all required subjects, minimum credit requirements 90 (CCI)/ 91 credits (COE & COBA) and SCORUN of 20 Run.

Your student **status** will appear as **SUCCESSFUL** or **NOT SUCCESSFUL**.

Please take the following steps, according to your student **status**:

STATUS SUCCESSFUL

CONGRATULATIONS!

You have been offered a place for the degree program and your new student ID is obtainable from the Student Info.

FOUNDATION TO DEGREE	
1.	Please Ensure NO OUTSTANDING financial debt to proceed to the next step.
2.	View and print the offer letter for degree programme Click ACCEPT to 'Activate New Student ID' from 12 September 2025 (3.00pm onwards) .
3.	<ul style="list-style-type: none">• Student will receive a new NT account and password via e-mail.• Student will be assigned a timetable after activation of NT account• Student can view timetable in student Info.
4.	Further notification regarding on campus accommodation will be announced from time to time.
5.	Congratulation to the Student who has Completed Studies in Trimester 3, Academic Year 2024/2025. You may download or print E-transcript via https://info365.uniten.edu.my/info365 > Profile > e-documents> e-transcript starting from 12 September 2025 (after 4pm) . If you required a hardcopy transcript, please email us at academicreg@uniten.edu.my .
6.	Digital Handbook will be e-mailed to you by the College's representative.

DIPLOMA TO DEGREE

1. Please ensure **NO OUTSTANDING** debt to proceed accepting your offer to degree program. If student have a surplus of **RM518.00 and above** in the previous ledger, student can proceed with registration. Student will be able to view button to activate the degree programme ID.

If student don't have a surplus amount as stated above in the previous ledger, kindly pay the stated amount via FPX ipay payment. FPX ipay payment button will be displayed to proceed to the next step.

2. **View and print the offer letter for degree programme.**

3. Student will receive a new NT account and password via e-mail.

4. **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.

Kindly e-mail to the following transfer credit representative for further inquiries.

College	Lecturer's Name	Email	Phone Number
College of Engineering	Mechanical Dept: Mrs. Norhazwani Binti Abd Malek	norhazwani@uniten.edu.my	03-8921-2020 ext. 6213
	Civil Dept: Nur'atiah Binti Zaini, Dr.	Nur_Atiah@uniten.edu.my	03-8921-2020 ext. 6719
	Electrical and Electronic Dept: Mrs. Ayuniza Bte Ahmad	Ayuniza@uniten.edu.my	03-8921-2020 ext. 2278
	Electrical Power Dept: Mr. Sarveswaren A/L Karunanithi	Sarveswaren@uniten.edu.my	03-8921-2020 ext. 1107
College of Computing and Information	Ts. Rina Bt Md. Anwar	MRina@uniten.edu.my	03-8921-2020 ext. 2306
UNITEN Business School (Putrajaya Campus)	Mrs. Masdiah Bt. Abdul Hamid (Head)	Masdiah@uniten.edu.my	019-9105330 09-4552020 ext 3123
		Department of Accounting and Economics 1.Puan Ida Irdawaty Ibrahim Irdawaty@uniten.edu.my 2. En. Hisyam Bin Ghazali@Mohd Zain Mhisyam@uniten.edu.my	03-89212020 ext 7542 03-89212020 ext 3160

	<p>UNITEN Business School (Pahang Campus)</p>		<p>Department of Management 1.Mohd Zulkeflee B. Abd Razak Zulkeflee@uniten.edu.my</p> <p>Department of Accounting and Finance 1.Pn. Normaisarah Abdul Manaf Sarah@uniten.edu.my</p> <p>2.En. Mohd Amran Bin Jaafar Amran@uniten.edu.my</p> <p>Department of Business and Management 1.Pn. Fadhilah Abdul Ghani Afadhilah@uniten.edu.my</p> <p>2. En. Adnan Ab. Hamid Aadnan@uniten.edu.my</p>	<p>03-89212020 ext 2059</p> <p>09-455 2020 Ext 3131</p> <p>09- 455 2020 ext 3160</p> <p>09-4552020 Ext 3149</p> <p>09-455 2020 ext 3124</p>
5.	<p>You are required to complete the credit transfer process before subject registration. Please follow the following steps:</p> <ol style="list-style-type: none"> 1) Check your online subject registration ticket via https://info.uniten.edu.my/info. If no online ticket is assigned, please email to academicreg@uniten.edu.my 2) After getting the online ticket, please proceed with subject registration at http://online.uniten.edu.my/online. <p>Any inquiries on subject registration kindly contact via e-mail your Head of Department in respective College.</p>			
6.	<p>Further notification regarding on campus accommodation will be announced from time to time.</p>			
7.	<p>Congratulations to the student who graduated in the Special Semester, Academic Year 2024/2025. You may download or print E-transcript via https://info365.uniten.edu.my/info365> Profile> e-documents> e-Transcript. If you required a hardcopy transcript, please email us at academicreg@uniten.edu.my.</p>			

INFORMATION FOR INTERNATIONAL STUDENTS

1.	<p>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.</p> <p>1.1 Visa Application Procedure & Registration to Degree Programme</p> <table border="1" data-bbox="280 1821 1385 2029"> <tr> <td data-bbox="280 1821 486 1895">Step 1</td> <td data-bbox="486 1821 1385 1895"> <ul style="list-style-type: none"> • Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme </td> </tr> <tr> <td data-bbox="280 1895 486 2029">Step 2</td> <td data-bbox="486 1895 1385 2029"> <ul style="list-style-type: none"> • 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 • For Students in Malaysia → Please proceed to step 3 </td> </tr> </table>		Step 1	<ul style="list-style-type: none"> • Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme 	Step 2	<ul style="list-style-type: none"> • 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 • For Students in Malaysia → Please proceed to step 3
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Step 3	<ul style="list-style-type: none"> Complete Medical Check Up in any EMGS Panel clinic.
Step 4	<ul style="list-style-type: none"> In case of a Passed Medical Check-Up: → IO will register the student for the main program. In case of a Failed Medical Check-Up: → Students are not allowed to register for the degree program and must leave the country.
2. Information on Visa Application Procedure	
Fees	Fees for visa application have to be paid separately from tuition fee and registration fee.
Staff Email (enquiries on Visa Application)	i.Mr. Azrul Hafiz Bin Abdul Aziz (Azrul@uniten.edu.my) ii.Madam Sarah Safiyyah (Ssarah@uniten.edu.my) iii.Madam Dhiya (Dhiya@uniten.edu.my) iv.Madam Norain (Norains@uniten.edu.my) v. ioteams@uniten.edu.my
Uploading VAL documents	NEW Visa Application: https://forms.office.com/r/juJ4Cke8Hu (Please use your official UNITEN email address)

STATUS NOT SUCCESSFUL

Students who are not successful in completing their studies this semester are still allowed to repeat the required subjects, provided do not exceed the maximum study period of two years.

PLEASE CONSULT YOUR ACADEMIC ADVISOR IMMEDIATELY.

Programme	Coordinators
<u>Putrajaya Campus</u> Foundation in Civil Engineering Foundation in Electrical and Electronic Engineering Foundation in Electrical Power Engineering Foundation in Mechanical Engineering	Farhaniza Binti Ghazali Farhaniza@uniten.edu.my 03-8921 2020 Ext. 5034
Foundation in Computer Science Foundation in Information Technology	Ts. Azimah Bte Abdul Ghapar Azimah@uniten.edu.my 03-8921 2020 Ext. 2328
Foundation in Economics and Management Diploma in Corporate Management Tahfiz	Mohd Nashraf Mohd Nasruddin nashraf@uniten.edu.my 03-8921 2020 Ext 3191 Shahnaz Shafiza Sabri shafiza@uniten.edu.my 03-8921 2020 Ext 6226
<u>UBS Sultan Haji Ahmad Shah Campus</u> 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 Sampil hidayahs@uniten.edu.my 09-455 2020 Ext 3182 Nor Hafiza Ahmad Agin NorHafiza@uniten.edu.my 09-455 2020 Ext 3168 Azmer Ezwan Abdullah Azmer@uniten.edu.my 09-455 2020 Ext 3150

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

Enquiry on	Contact Info
Payment Method and Finance inquiries	Putrajaya Campus Pn. Nur Atiqah Bt Othman / Pn. Nor Farhana Binti Selahudin Tel:03-8928 7425/8928 7426/89287430 E-mail: Financehelpdesk@uniten.edu.my Sultan Haji Ahmad Shah Campus Pn. Rahayu Bte Bakar 09-455 2020 ext 2130
Student Registration	Putrajaya Campus Enrol@uniten.edu.my (Putrajaya) Pn. Zuliza/Pn. Junainah 03-8921 2020 ext 1109/1103/1109/2151/7142/1352/7130

	<p>WhatsApp:011-5585 6290</p> <p>Sultan Haji Ahmad Shah Campus Pn. Noor Mazura NMazura@uniten.edu.my 09-455 2020 ext 2154 WhatsApp: 011-1919 2495</p> <p>En Suhaimi Ab Aziz Suhaimiaz@uniten.edu.my 09-455 2020 ext 2158</p>
Timetable inquiries	<p>academicreg@uniten.edu.my 03-8921 2020 ext 1126/1127/1125/2141/7110</p>
Accommodation	<p>Putrajaya Campus Razif@uniten.edu.my ; unitenapartment@uniten.edu.my 03-8921 2020 ext 7465</p> <p>Sultan Haji Ahmad Shah Campus En.Amiruddin Bin Mohd Jamil AmiruddinM@uniten.edu.my 09-4552020 ext 2103/2104</p>
Financial Assistance Information	<p>Putrajaya Campus Ezzham@uniten.edu.my 03-89287544</p> <p>Uzair@uniten.edu.my 03-89212156</p> <p>Campus Sultan Haji Ahmad Shah smarzam@uniten.edu.my 09-4552020 ext 2154</p>
Digital Handbook by College	<p>1.College of Engineering: Engineering@uniten.edu.my</p> <p>Puan Nur Arniesa Binti Shari Arniesa@uniten.edu.my 03-8928 7168</p> <p>Puan Norma Bt Hassan Normah@uniten.edu.my 03-8928 7200</p> <p>2.College of Computing & Informatics: CCIHelpdesk@uniten.edu.my</p> <p>Pn. Zariny Binti Zalaluddin Zariny@uniten.edu.my 03-89212020 ext 2310</p>

	<p>Pn. Sarinah Bte. Abdul Samat Sarinah@uniten.edu.my 03-89212020 ext 3203</p> <p>3. College of Continuous Learning and Education (CCEd): Helpdeskces@uniten.edu.my</p> <p>Pn. Fajrul Mona Bte. Jamal Ariffin FMona@uniten.edu.my 03-8921 2020 ext 7524</p> <p>4. UNITEN Business School (UBS) - Putrajaya ubs@uniten.edu.my 03-8921 2020 ext 7362</p> <p>UNITEN Business School (UBS)- KSHAS coba.helpdesk@uniten.edu.my</p> <p>Puan Wan Nurul Huda WNurul@uniten.edu.my 09-455 2020 ext 2127</p>
Technical/ System Problem	https://www.uniten.edu.my/i-recommend/

INFORMATION ON FINANCIAL ASSISTANCE

The application for PTPTN Education loan as below:

	List of Programmes
1 - 30 Sept 2025	Open to all Programmes (Foundation, Diploma & Degree)
1 - 31 Okt 2025	<p>Mr. Khairil Ezzham bin Azeme ezzham@uniten.edu.my 03-89287544</p> <p>Mr. Muhammad Uzair Bin Mohd Yunos uzair@uniten.edu.my 03-89282156</p>

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

Thank you.

Academic Registrar Office
11 September 2025