

NOTICE FOR FOUNDATION AND DIPLOMA STUDENTS COMPLETING FINAL SEMESTER/ TRIMESTER 2, 2025/2026

Students completing their Foundation and Diploma Programmes and preparing to join the Degree Programme in **Special semester, Academic Year 2025/2026** are advised to check their examination results online via <https://info365.uniten.edu.my/info365> from **5 June 2026 (Friday, 4:00 PM) until 24 July 2026 (Friday)**.

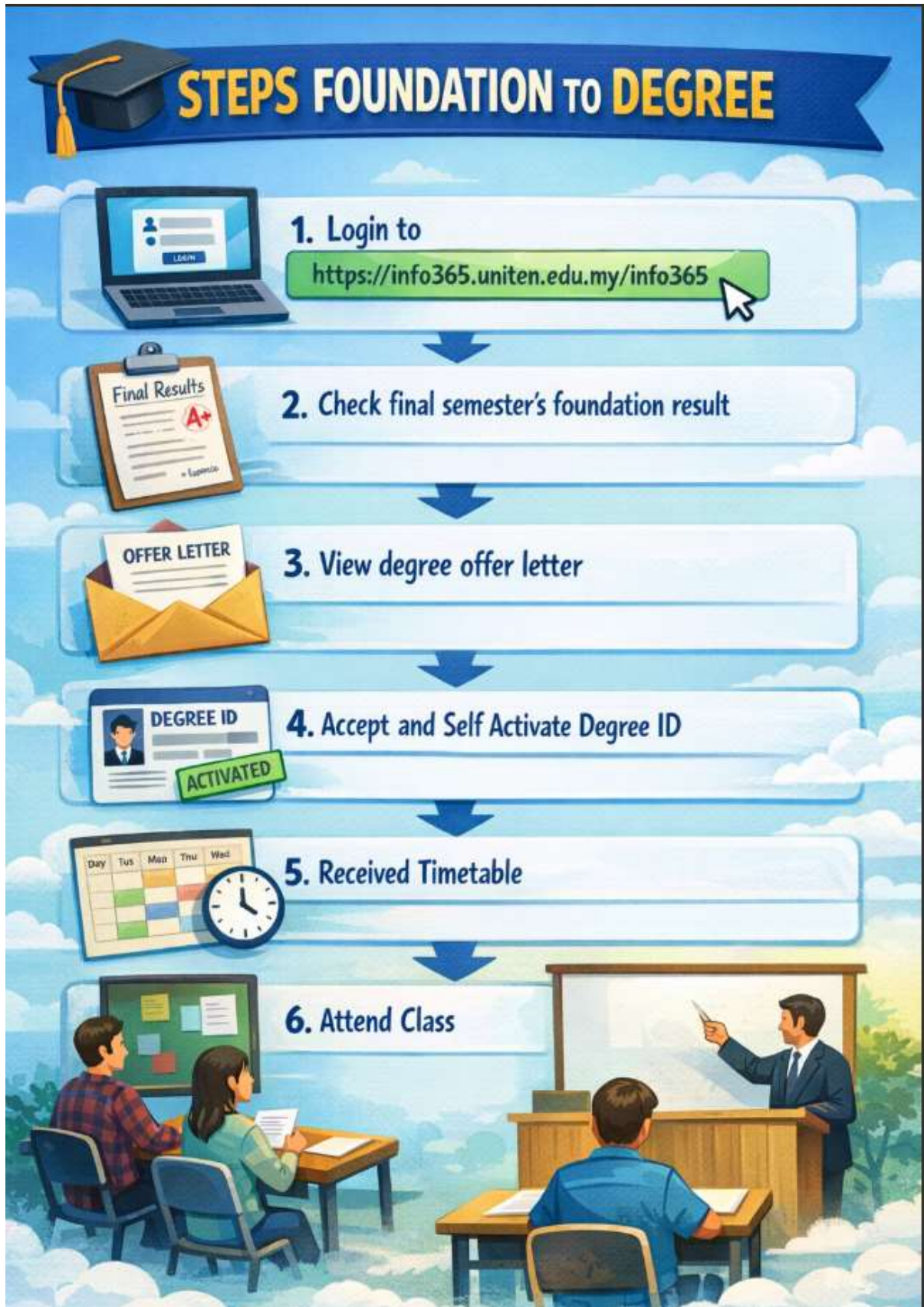
Students are advised to activate their Student ID via Student Info **from 5 June 2026, 3:00 PM** onwards until **8 June 2026**. While the activation period will remain open until **12 June 2026**, students are strongly encouraged to complete the activation by 8 June 2026 to avoid missing any classes, as lectures will commence on 8 June 2026.

You will be eligible to proceed with your Foundation or Diploma programme upon fulfilling the following requirements:

Foundation	Students will be awarded the foundation certificate once the following criteria are fulfilled: a) Pass all subjects required for their respective programmes within the maximum period of study b) Complete the required 50 credit hours which is compulsory for the programme c) Obtain CGPA of not less than 2.00 and d) Complete the SCORUN requirement.
Diploma	Students are only eligible for the conferment of the diploma upon fulfilling the following requirements: a) Completed the minimum total credit requirement needed for the programme; b) Obtained a CGPA of not less than 2.00 calculated on all subjects taken throughout the period of study c) Settled all financial obligations or debts to the University d) Applied to graduate and received the approval from the College e) Free from any outstanding disciplinary actions f) Completed the SCORUN requirement.

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 5 June 2026 (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 2, Academic Year 2025/2026. You may download or print E-transcript via https://info365.uniten.edu.my/info365 > Profile > e-documents> e-transcript starting from 5 June 2026 (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.

STEPS PROGRESSING FROM DIPLOMA TO DEGREE



DIPLOMA TO DEGREE

1. Please ensure **NO OUTSTANDING** debt to proceed accepting your offer to degree program.

Students must pay RM518.00 to proceed with registration (self-activation of Student ID).

If a student has a **surplus balance of RM518.00 or above** in the previous ledger, they may proceed directly with registration. The **button to activate the Degree Programme ID** will be displayed.

If the student **does not have the required surplus balance**, please make the payment via **FPX iPay**. The **FPX iPay payment button** will appear to allow you 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. Students are required to settle credit transfer application (via email) before 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
College of Continuing Education (CCED)	Dr. Azmi Ahmad	Azmia@uniten.edu.my	03-892120202 ext 6866
UNITEN Business School	Miss Nurul Nadiah Binti Ahmad	Nadiahn@uniten.edu.my	09-4552020 ext 3173

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

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
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
Putrajaya Campus 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
UBS Sultan Haji Ahmad Shah Campus 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 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. Nur Amalya Binti Azman 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) zuliza@uniten.edu.my ; Junainah@uniten.edu.my Pn. Zuliza/Pn. Junainah 03-8921 2020 ext 1109/1103/1109/2151/7142/1352/7130

	<p>Sultan Haji Ahmad Shah Campus 09-455 2020 ext 2154 Cik Izaz Farhanah Binti Faiza izaz.farhanah@uniten.edu.my</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 (Residency)	<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</p>

	<p>Sarinah@uniten.edu.my 03-89212020 ext 3203</p> <p>3. College of Continuous Learning and Education (CCEd): Helpdeskcces@uniten.edu.my 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 ICT	https://info365.uniten.edu.my/info365 > i-Recommend

INFORMATION ON FINANCIAL ASSISTANCE

The application for PTPTN Education loan as below:

	List of Programmes
1-30 Jun 2026	Open to all Programmes (Foundation, Diploma & Degree)
1-31 July 2026	<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
4 June 2026