

**NOTICE FOR FOUNDATION AND DIPLOMA STUDENTS COMPLETING FINAL
SPECIAL SEMESTER/ TRIMESTER 3, 2025/2026**

Students completing their Foundation and Diploma Programmes and preparing to progress to the Degree Programme in **Semester 1, Academic Year 2026/2027** are advised to check their examination results online via the Student Info Portal (**INFO365**) at <https://info365.uniten.edu.my/info365> from **21 August 2026 (Friday), 3:00 PM onwards, until 04 December 2026**.

Students who are eligible to progress to the Degree Programme may proceed to **activate** their Student ID via the Student Info Portal (**INFO365**) from **21 August 2026 (Friday), 3:00 PM onwards, until 18 September 2026**.

Even though the activation period remains open until 18 September 2026, students are strongly encouraged to complete the activation as soon as possible to ensure a smooth start to the new semester and avoid missing classes, as lectures will commence **on 24 August 2026 (Monday)**.

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**:

STEPS PROGRESSING FROM **FOUNDATION** TO **DEGREE** (LOCAL STUDENT)

Your journey from foundation to degree.
Follow these important steps.

01



Login
Login to
info365.uniten.edu.my/info365

02



Check final semester's result
Check your final semester's foundation result.

03



View degree offer letter
View your degree offer letter.

04



Accept offer and Activate Degree ID

05



Receive Time Table
Receive your class timetable.

06



Attend Class
Attend your classes as per
the timetable.



For further assistance,
please contact us at
Enrol@uniten.edu.my



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The Energy University

STATUS SUCCESSFUL

CONGRATULATIONS!

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

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.	• 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 2025/2026. You may download or print E-transcript via https://info365.uniten.edu.my/info365 > Profile > e-documents> e-transcript starting from 21 August 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**

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The Energy University

(LOCAL STUDENT)

Your journey from diploma to degree.
Follow these important steps.

01



Login to

<https://info365.uniten.edu.my/info365>

02



Check final semester's result

03



View Degree offer letter

04



Make registration payment
RM518.00 via FPX

05



Accept offer and self activate
degree ID

06



Apply for Credit Transfer

07



Request online ticket for subject registration

08



Register Subject

09



Attend Class



For further assistance,
please contact us at
Enrol@uniten.edu.my

DIPLOMA TO DEGREE

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

Students are required to 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 5056
UNITEN Business School (Putrajaya Campus)	Miss Nurul Nadiah Binti Ahmad (Head)	Nadiahn@uniten.edu.my Department of Accounting and Economics 1.Puan Ida Irdawaty Ibrahim	09-4552020 ext 3173

			Irdawaty@uniten.edu.my 2. En. Hisyam Bin Ghazali@Mohd Zain Mhisyam@uniten.edu.my Department of Management 1.Mohd Zulkeflee B. Abd Razak Zulkeflee@uniten.edu.my Department of Accounting and Finance 1.Pn. Normaisarah Abdul Manaf Sarah@uniten.edu.my 2.En. Mohd Amran Bin Jaafar Amran@uniten.edu.my Department of Business and Management 1.Pn. Fadhilah Abdul Ghani Afadhilah@uniten.edu.my 2. En. Adnan Ab. Hamid Aadnan@uniten.edu.my	03-89212020 ext 7542 03-89212020 ext 3160 03-89212020 ext 2059 09-455 2020 Ext 3131 09- 455 2020 ext 3160 09-4552020 Ext 3149 09-455 2020 ext 3124
	UNITEN Business School (Pahang Campus)			
5.	You are required to complete the credit transfer process before subject registration. Please follow the following steps: 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 . Any inquiries on subject registration kindly contact via e-mail your Head of Department in respective College.			
6.	Further notification regarding on campus accommodation will be announced from time to time.			
7.	Congratulations to the student who graduated in the Special Semester, Academic Year 2025/2026. 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 .			

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	Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme
Step 2	- 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	Complete Medical Check Up in any EMGS Panel clinic.
Step 4	- 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 Sarinah (sarinah@uniten.edu.my) iii. Madam Norain (Norains@uniten.edu.my) iv. Madam Dhiya (Dhiya@uniten.edu.my) v. ioteams@uniten.edu.my
Uploading VAL documents	New Visa Progression Form: https://forms.office.com/r/frqnUdMAXa (Please use your official UNITEN email address)

VISA APPLICATION PROCEDURE & REGISTRATION TO DEGREE PROGRAMME

(INTERNATIONAL STUDENT)

Step
01



- Apply for a new Visa Approval Letter (VAL) for Bachelor's Degree Programme

Step
02



- **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
03



- Complete Medical Check Up in any EMGS Panel clinic.

Step
04



- ✓ **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:**
→ The student may appeal for a second medical check-up.
→ If the student fails the second medical check-up, the student will not be allowed to register for the Degree Programme and must leave Malaysia.



For further assistance,
please contact us at
ioteams@uniten.edu.my



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	Dr. Nur Lyana binti Baharin nurlyana@uniten.edu.my 03-89212020 ext 7355 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 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

STATUS NOT SUCCESSFUL

Students who are unable to complete their studies this semester may still repeat the required subjects, provided do not exceed the maximum study period of **two years**.

PLEASE CONSULT YOUR ACADEMIC ADVISOR IMMEDIATELY.

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 Amalyna 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 Sultan Haji Ahmad Shah Campus 09-455 2020 ext 2154 Cik I'zaz Farhanah Binti Faiza izaz.farhanah@uniten.edu.my En Suhaimi Ab Aziz Suhaimiaz@uniten.edu.my 09-455 2020 ext 2158
Timetable inquiries	academicreg@uniten.edu.my 03-8921 2020 ext 1126/1127/1125/2141/7110
Accommodation (Residency)	Putrajaya Campus Razif@uniten.edu.my ; unitenapartment@uniten.edu.my 03-8921 2020 ext 7465 Sultan Haji Ahmad Shah Campus En.Amiruddin Bin Mohd Jamil AmiruddinM@uniten.edu.my 09-4552020 ext 2103/2104
Financial Assistance Information	Putrajaya Campus Ezzham@uniten.edu.my 03-89287544 Uzair@uniten.edu.my 03-89212156 Campus Sultan Haji Ahmad Shah smarzam@uniten.edu.my 09-4552020 ext 2154
Digital Handbook by College	1.College of Engineering: Engineering@uniten.edu.my Puan Nur Arniesa Binti Shari Arniesa@uniten.edu.my 03-8928 7168 Puan Norma Bt Hassan Normah@uniten.edu.my 03-8928 7200

	2.College of Computing & Informatics: CCIHelpdesk@uniten.edu.my Pn. Zariny Binti Zalaluddin Zariny@uniten.edu.my 03-89212020 ext 2310 3.College of Continuous Learning and Education (CCEd): Helpdeskces@uniten.edu.my Pn. Fajrul Mona Bte. Jamal Ariffin FMona@uniten.edu.my 03-8921 2020 ext 7524 4. UNITEN Business School (UBS) - Putrajaya ubs@uniten.edu.my 03-8921 2020 ext 7362 UNITEN Business School (UBS)- KSHAS coba.helpdesk@uniten.edu.my Puan Wan Nurul Huda WNurul@uniten.edu.my 09-455 2020 ext 2127
Technical/ System Problem ICT	https://info365.uniten.edu.my/info365 > i-Recommend

INFORMATION ON FINANCIAL ASSISTANCE

The application for PTPTN Education loan as below:

Application Period	List of Programmes
1-30 September 2026	Open to all Programmes (Foundation, Diploma & Degree)
1-31 October 2026	Mr. Muhammad Uzair Bin Mohd Yunos uzair@uniten.edu.my 03-89282156 Mr. Khairil Ezzham bin Azeme ezzham@uniten.edu.my 03-89287544

For more information on available loans and scholarships, please visit the UNITEN website → Admission → Scholarship & Financial Assistance.

Thank you.

Academic Registrar Office
21 August 2026

