



**PENGURUSAN DOKUMEN PENGIJAZAHAN DAN VISA PELAJAR
OLEH PUSAT PENTADBIRAN DAN PERKHIDMATAN AKADEMIK (AASC)
DALAM TEMPOH PERINTAH KAWALAN PERGERAKAN BERSYARAT
(14 - 27 OKTOBER 2020)**

Mengambil kira situasi kesihatan semasa dan pengumuman Perintah Kawalan Pergerakan Bersyarat (**PKPB**) oleh kerajaan yang turut dikuatkuasakan oleh Universiti Malaya mulai 14 - 27 Oktober 2020, di bawah adalah tatacara bagi pengurusan perkara berikut oleh Pusat Pentadbiran & Perkhidmatan Akademik (AASC):

(1) Urusan Dokumen Pengijazahan (Transkrip Akademik & Skrol)

- (a) Dokumen akan dihantar melalui **PERKHIDMATAN KURIER**.
- (b) Dokumen hanya akan dihantar setelah semua **bayaran tertunggak** (termasuk bayaran perpustakaan, kolej & bayaran yang berkaitan) **DIJELASKAN SEPENUHNYA**.
- (c) Dokumen akan dihantar ke **ALAMAT SEMASA** graduan yang terdapat di dalam portal MAYA. (sila pastikan **ALAMAT SEMASA** telah dikemaskini di <https://maya.um.edu.my/> - Home >> Student Profile >> Address >> current address) **sebelum 19 Oktober 2020**.
- (d) Sebarang maklumat lanjut, sila e-mel kepada spp_aasc@um.edu.my.

(2) Urusan berkaitan Visa dan Pas Pelajar

- (a) Kaunter perkhidmatan visa **DIBUKA** dari jam 9.00 pagi hingga 1.00 petang pada hari Isnin hingga Khamis, dan 9.00 pagi hingga 12.00 tengahari pada hari Jumaat.
- (b) Pelajar digalakkan untuk membuat **JANJI TEMU** sekiranya ingin berurusan di kaunter selepas jam 1.00 petang dan permohonan janji temu hendaklah dibuat melalui e-mel iss_aasc@um.edu.my.
- (c) Sebarang maklumat lanjut, sila e-mel kepada iss_aasc@um.edu.my.

Demi keselamatan dan kesejahteraan semua pihak, tuan/puan dinasihatkan supaya sentiasa mematuhi Prosedur Operasi Standard (SOP) kesihatan dan keselamatan yang ditetapkan. Sebarang pengumuman dan perkembangan terkini akan dikeluarkan dari semasa ke semasa melalui saluran rasmi Universiti.

Terima kasih atas kerjasama yang diberikan.
#staysafe #stayhealthy

PUSAT PENTADBIRAN AKADEMIK DAN PERKHIDMATAN (AASC)

Dikeluarkan pada 15 Oktober 2020.



**THE MANAGEMENT OF GRADUATION DOCUMENT & STUDENT VISA
AT THE ACADEMIC ADMINISTRATION & SERVICES CENTRE (AASC)
DURING THE CONDITIONAL MOVEMENT CONTROL ORDER
(14 - 27 OCTOBER 2020)**

Due to current health situation and the announcement of the Conditional Movement Control Order (**CMCO**) and the implementation of the CMCO by the Universiti Malaya, below are the steps that will be taken by the Academic Administration & Services Centre (AASC) in handling the following matters:

(1) Matters related to Graduation Documents (Academic Transcript & Scroll)

- (a) All documents will be sent via **COURIER SERVICE**.
- (b) The documents will only be sent once **all outstanding fees** (including library, residential college & related fees) have been **FULLY SETTLED**.
- (c) The documents will be sent to the graduand's **CURRENT ADDRESS** stated in the MAYA portal (Please ensure the current address is updated at <https://maya.um.edu.my/> - Home >> Student Profile >> Address >> current address) **before 19th October 2020**.
- (d) Please e-mail spp_aasc@um.edu.my for further assistance.

(2) Matters related to Students' Visa

- (a) Counter service will be **OPERATING** from 9.00 am until 1.00 pm every Monday-Thursday and 9.00 am – 12.00 pm on Fridays.
- (b) Students are advised to make **AN APPOINTMENT** after 1.00 pm via email iss_aasc@um.edu.my.
- (c) Please e-mail to iss_aasc@um.edu.my for further assistance.

In the interest of your safety and wellbeing, please continue to comply with the relevant health and safety Standard Operating Procedures (SOP). Announcements and further updates shall be made from time to time through the University official platforms.

Thank you for your cooperation.

#staysafe #stayhealthy

ACADEMIC ADMINISTRATION AND SERVICES CENTRE (AASC)

Issued on 15th October 2020.
