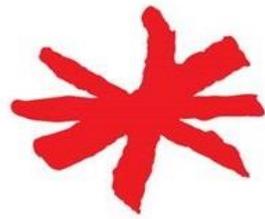


INTI INTERNATIONAL UNIVERSITY CONVOCAATION CEREMONY

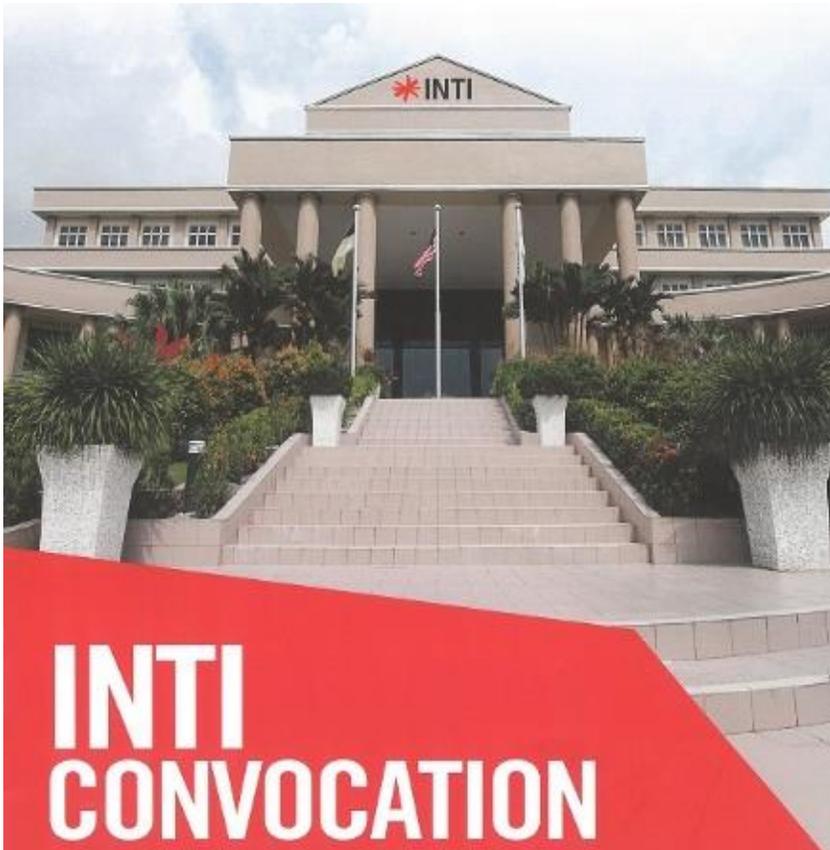
Quick Guide

INTI. EDUCATION THAT EMPOWERS



INTI
International University

INTI INTERNATIONAL UNIVERSITY JULY 2019 CONVOCATION CEREMONY



Important Notes

Convocation Date	: 5 th July 2019
Convocation Venue	: Tan Yew Sing Multi-Purpose Hall
Registration	: 7am-8am
Registration Venue	: Sports Hall
Photography Session	: 8am
Photography Venue	: Sports Hall

Please confirm your attendance before **30th APRIL 2019**

Confirmation of Attendance



Complete the CONFIRMATION OF ATTENDANCE FORM

Submit it to the respective Head of Programmes **BEFORE 30th APRIL 2019.**

Graduands will NOT BE ALLOWED to attend the ceremony if this form is not submitted by this dateline.

Registration Details

Programmes	Scheduled time for Registration	Photography Session	Date and Time
<u>INTI – PHD, Master & Degree Programmes</u> Doctor of Philosophy (Applied Physics) Master of Business Administration Bachelor of Accountancy (Hons) Bachelor of Business (Hons) Bachelor of Financial Planning (Hons) Bachelor of Mass Communication (Hons) Bachelor of Engineering (Hons) In Civil Engineering Bachelor of Engineering (Hons) In Mechanical Engineering Bachelor of Science (Hons) Quantity Surveying Bachelor of Computer Science (Hons) Bachelor of Information Technology (Hons) Bachelor of Biotechnology (Hons) Bachelor of Science (Hons) Physiotherapy Bachelor of Traditional Chinese Medicine (Hons)	7:00am – 8:00am (SPORTS HALL)	8:00am	5 th JULY 2019 (FRIDAY) 9.30am
<u>INTI Diploma Programmes</u> Diploma in Accounting Diploma in Business Diploma in Civil Engineering Diploma in Mass Communication Diploma in Mechanical Engineering Diploma in Quantity Surveying Diploma in Information and Communication Technology			

Convocation Fees

Programmes	Convocation Fee (CASH ONLY)	Deposit (CASH ONLY)
Diploma	RM240.00	RM200.00
Degree & Master	RM280.00	RM400.00
Doctorate	RM370.00	RM1000.00

All payments are to be remitted to Fotorex

Fotorex Bank Details:

FOTOREX HOLDINGS SDN BHD

Bank: Public Bank Berhad

Account No: 3117956629

Swift Code: PBBEMYKL

Last day for BANK TRANSFER is **17th JUNE 2019**. All receipts should be forwarded to graduation@fotorex.com (attention to Ms. Woon SF). Any other payment after this date should be done by CASH payment on the day of gown collection

Convocation Package

Attire Rental

- Gown, Hood, Mortarboard

Photography

- 1pc 8R (group photo)
- 2 pcs 8R (full /half body – photo on the stage)
- 2 pcs 4R (full /half body – photo on the stage)
- INTI Fablab Photoframe and tassel

Ceremony Essentials

- Program booklet (3 pax per graduands)
- Invitation Cards (2 pax per graduands)
- Certificate Folder (1 pc per graduands)

Manpower

- Photographers
- robing assistance
- gown distribution and registration

Refreshment

- 3 pax per graduands

Gown Collection

Programme	Date	Venue	Time
INTI Diploma, Degree, Master and Doctorate Programme	26 th and 27 th June 2019	B2-L02 INTI IU	10am-4pm

Note:

Graduands (or your representative) will only be allowed to collect your convocation gown upon completion of an online government survey.

You may complete the survey at <http://graduan.mohe.gov.my/v/> The survey will be opened one month before convocation.

Gown Returning

Programme	Date	Venue	Time
INTI Diploma, Degree, Master, and Doctorate Programme	10 th and 11 th July 2019	B2-L02 Lecture Hall, INTI IU	10am-4pm

Note:

The gown may also be returned right after the convocation on the convocation day itself.

GRADUANDS WHO DO NOT RETURN THE GOWN, MORTARBOARD AND HOOD BY 11th JULY 2019 WILL BE CHARGED A PENALTY OF RM 100.00 PER DAY.

Dress Code



Dress Code



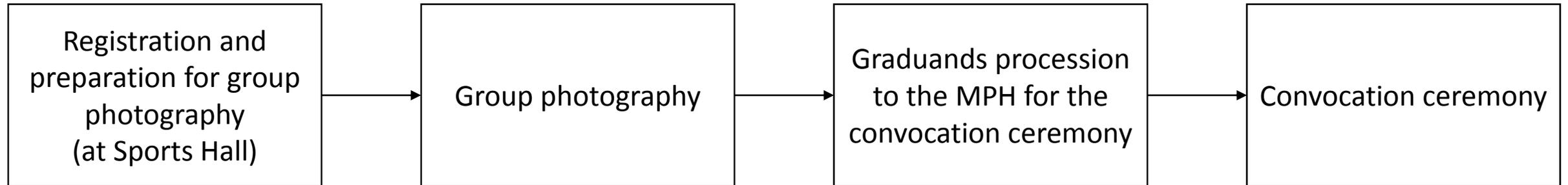
Dress Code



Dress Code



Flow of Events on Convocation Day



Graduands Procession Protocol

Before conferment: tassel falls on the right side of the mortarboard.

After Conferment: flip the tassel to the left side of the mortarboard.



Photography Sessions

Photography session before convocation:

Date	Venue	Time
26 th and 27 th June 2019	B2-L02 INTI IU	10am-4pm

On graduation day itself, a booth will be opened at the following time:

Date	Venue	Time
5 th July 2019	Service Building, INTI IU	8am. to 5pm.

Collection of Stage Photographs

Date	Venue	Time
10 th and 11 th July 2019	B2-L02 Lecture Hall, INTI IU	10am-4pm
12 th July 2019 onwards	FOTOREX Holdings Sdn Bhd No. A3-P1, Grond Floor, Block A, (Next to CIMB Bank) Jaya One, Jalan Universiti 46200 Petaling Jaya.	10am-6pm Closed on Monday and Public Holiday

Invitation Card and Admission into Hall



Each graduand will be allocated a maximum of two invitation cards for Parent/Guests

Admission into the hall is strictly **BY INVITATION ONLY**

Children **below ten years** of age will **NOT** be allowed into the hall



THANK YOU

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