

YOU ARE REQUIRED TO ATTEND THE CONVOCATION BRIEFING AND REHEARSAL AT THE VENUE AND TIME AS STATED BELOW:

Date: 7th November 2025, Friday

Time: 3:00 PM to 4:00 PM

Venue: World Trade Centre Kuala Lumpur (WTCKL)

Full Rehearsal: 4:00 PM at MERDEKA HALL

Name: HOSSEN MD ALAMIN

Student ID: 202303010031

Course Name: Diploma in Information Technology

Robe Size: XL

Number of guests: 2

Robe Collection: ☐

Invitation Card: ☐

Convocation Dress Code for Graduands

1. National/Traditional costume
2. Dark-coloured lounge suit, long sleeved shirt and tie
3. Dark-coloured shoes (full-covered shoes)

RETURN OF THE CONVOCATION ROBE, HOOD AND MORTAR BOARD FORM

The convocation robe, mortar board and hood **MUST** be returned on the **same day of the convocation ceremony**.

Date: 8th November 2025. Time: After ceremony until 8pm.

The locations to return the robe: Kuala Lumpur Room (Level 5), WTCKL

The university also reserves the right to claim compensation at purchase price if the robe set is not returned after one week of the deadline or found damaged or lost. The charge as shows below:

No	Robe	Late Charges						
		9 th Nov	10 th Nov	11 th Nov	12 th Nov	13 th Nov	14 th Nov	15 th Nov onward
1.	Diploma, Bachelor & Master Level	RM50	RM100	RM150	RM200	RM250	RM300	RM350
2.	Doctorate Level	RM50	RM100	RM150	RM200	RM250	RM300	RM350

By signing this form, you acknowledge your responsibility to return the graduation robe promptly after the ceremony. Please review the following terms and conditions:



1. I, HOSEN MD ALAMIN hereby acknowledge that I have received the graduation robe on loan for the purpose of participating in the graduation ceremony.
2. I understand that the graduation robe must be returned in the same condition as received, without any damages or alterations.
3. I understand that failure to return the graduation robe by the specified date and time may result in charges or penalties as determined by City University.
4. I assume full responsibility for the safekeeping of the graduation robe until it is returned, including protecting it from theft, loss, or damage.
5. I hereby acknowledge that I have read and understood the terms and conditions outlined above, and I promise to return the graduation robe promptly after the ceremony.
6. **In the event that the robe is not returned, I ACKNOWLEDGE THAT I WILL BE CHARGED UP TO RM3600 AND I SHALL NOT BE ABLE to receive my Certificate.**

Signature: _____ Date: _____ Contact Number: _____

Note: Kindly present this form upon collecting, returning the robe set and when you come to collect your graduation certificate.
Person in charge: **Dr. Nurul Azlen** (013-266 6902)

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