



UNIVERSITI
MALAYA

A SIMPLE GUIDE FOR UM GRADUATING STUDENTS

HOW TO DECLARE YOUR PERSONAL PROFILE IN YOUR MAYA PORTAL

LET'S DO THE SIMPLE STEPS

Profile in **maya.um.edu.my**

Best Wishes

Team EGC

Examination and Graduation Centre
Marketing and Academic Services Department

25 November 2024



masd.um.edu.my



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WE REQUIRE YOUR IMMEDIATE ATTENTION

in preparing your
graduation
documentation.

Best Wishes

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Examination and Graduation Centre
Marketing and Academic Services Department

Email: verify_um@um.edu.my

25 November 2024



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IMPORTANT REMINDER

- A simple guide on how to declare your personal profile is available on the **Marketing and Academic Services Department Official Website (masd.um.edu.my)** via **Our Services >> Graduation >> Profile Verification**.
- Please be informed that it is compulsory for you to complete the final verification and declaration of your profile in the MAYA Portal within **ONE (1) week** from the date of the Senate Letter.
- Please ensure that your **FULL NAME** matches the details on your legal documents (e.g., Identification Card or passport). This includes the proper usage of terms such as BIN, BINTI, A/L, A/P, surname, commas (,), spacing and middle name arrangements.
- The information that you declared in your profile will be used for all graduation-related documents, including your scroll, academic transcripts and convocation records.
- A penalty of **USD300 (for international graduates) / RM300 (for local graduates)** and **RM50** will be imposed for any changes made to the information on your scroll and academic transcripts, respectively.
- Stay connected with **umconvo.um.edu.my** for regular updates on your upcoming Convocation Ceremony.

Best Wishes

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[aasd_um](https://www.youtube.com/channel/UCaasDum)



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FOLLOW THESE SIMPLE STEPS!

Please login to MAYA Portal
maya.um.edu.my
for final verification and declaration
of your personal profile
(including your siswamail and
personal email)
for further arrangements
of the upcoming Convocation Ceremony.

Best Wishes

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These steps are only applicable if you
HAVE NOT REGISTERED
in any UM academic programme after your graduation.
(Senate's approval)

Let's do it in 4 simple steps!

Step 1: View 'My Profile'

Step 2: Go to 'Edit Details'

Step 3: Check your full name (Please complete the check box)

Step 4: Declaration & Submit (Please complete the check box)

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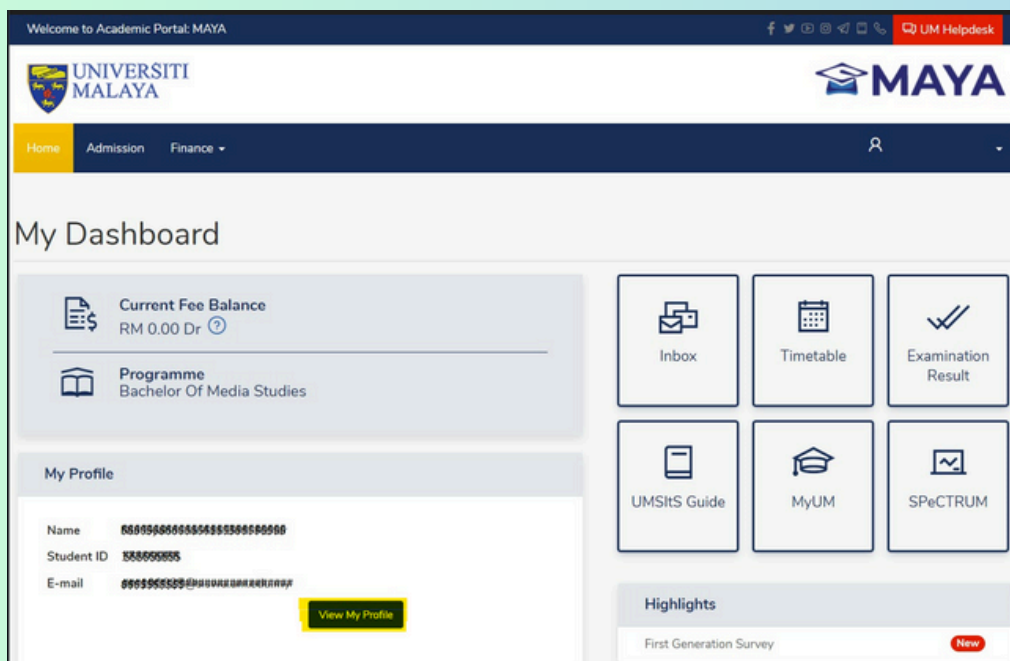


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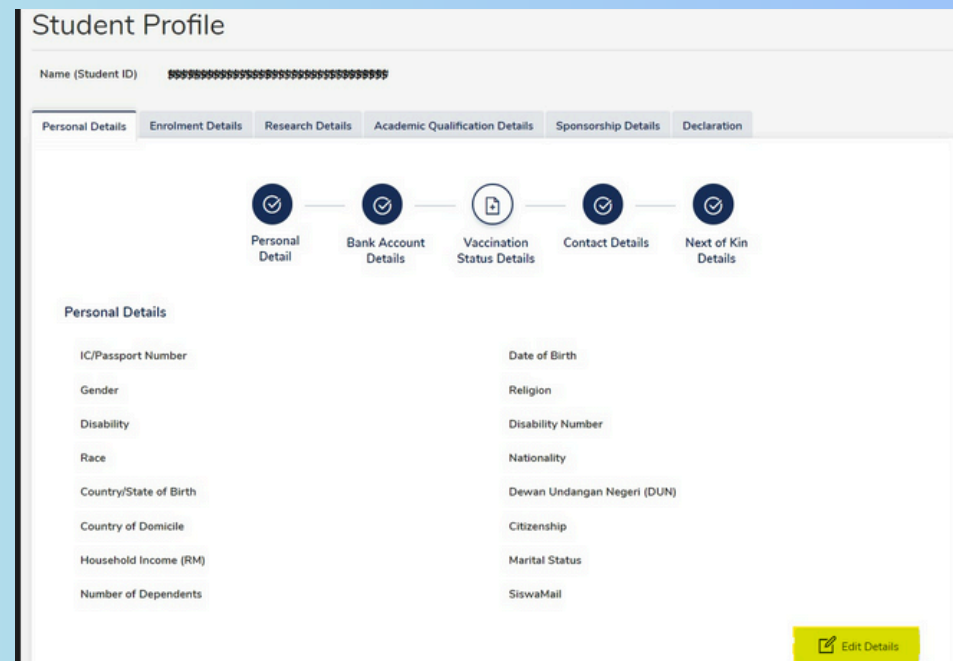
If you **HAVE REGISTERED** in any UM academic programme (Master or Doctoral Level) in any of the semester(s), please complete in 3 SIMPLE STEPS ONLY.

Let's do it in 3 simple steps!

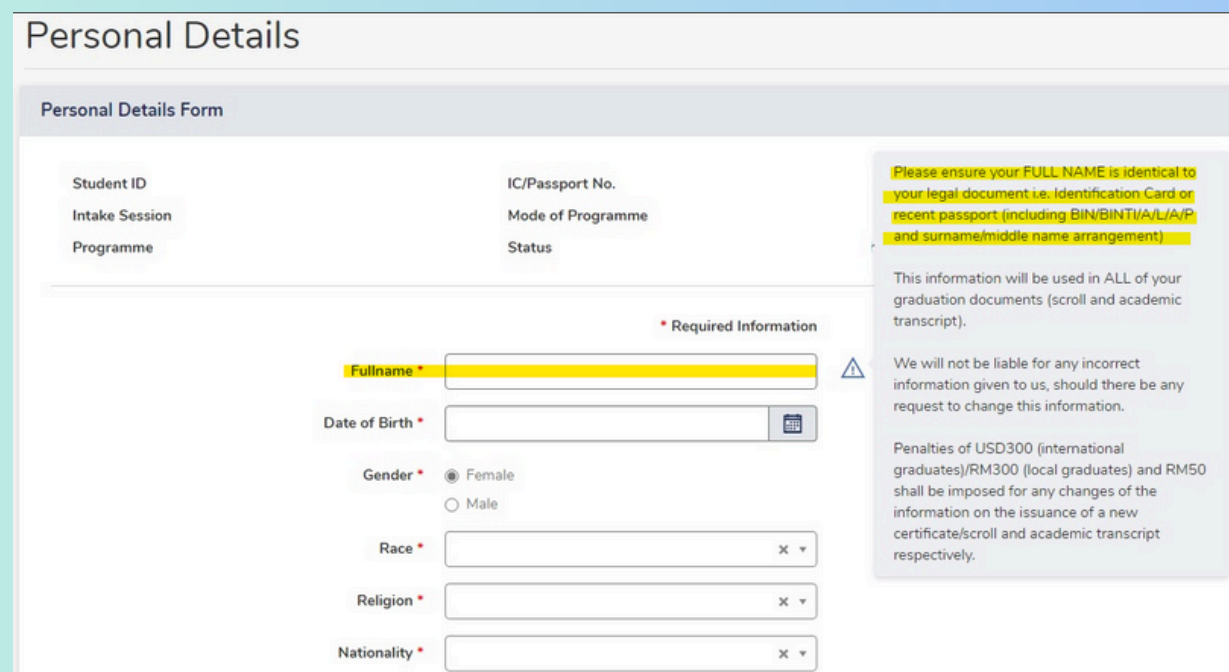
Step 1: View 'My Profile'



Step 2: Go to 'Edit Details'



Step 3: Check your full name (Please complete the check box)



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**Stay connected with
umconvo.um.edu.my
and
social media platforms
for the upcoming
Convocation Ceremony
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