



KOLEJ LAILA TAIB

323, Persiaran Brooke, 96000 Sibu, Sarawak, Malaysia.
Tel : +6 084 311888 Fax : +6 084 319888
Website : www.KLT.edu.my

30th June 2026

Dear Graduand 2025,

Kolej Laila Taib Graduation Ceremony

The College is pleased to inform you that your diploma will be conferred at the graduation ceremony which will be held at **09:00 a.m. on Friday, 07th August 2026 at Hornbill 2, University of Technology Sarawak (UTS), Sibu** for fellow **graduand 2024 and 2025**.

Please take note of the following:

1. **Confirmation of Attendance**
For all graduand 2024 & 2025, you are required to **confirm your attendance by returning the Graduation Attendance Form via e-mail or WhatsApp latest by 10th July 2026**. Failure to do so will result in the graduand's name being cancelled from the attendance list.
2. **Academic Dress**
 - (a) Hiring – You will need to hire an academic gown in order to attend your graduation ceremony.
 - (b) Collection – Your academic gown can be collected from the College on **06th August 2026 (Thursday) (8:30 a.m. to 2:00 p.m.)** at Campus Central Office.
 - (c) Dress Code – Formal
3. **Graduation Fee**
The graduation fee will be charged as follows:

Hiring Academic Gown	: RM 250
	<i>*RM 200 deposit will be refunded one month upon returning of the gown.</i>

Please made your payment **via ONLINE TRANSFER** upon taking the gown on **06th August 2026**. Failure to do so will result in the graduand's name being cancelled from the attendance list.

ONLY two tickets will be given to you upon collection of your gown for your entourage.
4. **Ceremony Proper**
Please make sure that you arrive at the venue at least one hour before the ceremony commences. After registration, proceed straight to hall. Make sure that you are seated at the place allocated **no later than 8:30 a.m.**

5. **Photographer**

A photographer will be appointed by KLT to take photographs of the graduands during the ceremony as **no personal photo-taking** will be allowed during the ceremony. You will be given a free photograph.

A photo booth will be set up at the venue. You are welcome to use their service. All fees and charges are according to the service provided by the appointed studio.

6. **Refreshment**

Light refreshment will be prepared after the ceremony at **Mezzanine Level, UTS**

7. **Attendees**

Only 2 members of the graduand's family with tickets are allowed into the hall.

A gentle reminder to all, **kids below 12 years old are not allowed** in the ceremony.

8. **Alumni Information**

As a continuous effort to improve our higher education system, the graduands are required to fill in the online survey form at <https://graduan.mohe.gov.my/update/LogMasuk.aspx> by the Ministry of Education **starting from 27th July 2026**. This is **COMPULSORY** should you choose to attend or not attend the graduation ceremony.

Please kindly complete the attached forms and return them to the College via **WhatsApp to 0163809818** or email them to **kltalumni@klt.edu.my**. If you have any further enquiries concerning the ceremony, please contact Andrea / Emalia / Huey Mei at 084-311888.

Yours sincerely,



Eric Wong Kwong Lee
Chief Executive Officer
Kolej Laila Taib

KOLEJ LAILA TAIB
Graduation Ceremony 2026
University of Technology Sarawak, Sibul. 08:00 a.m. – 12:00 p.m., Friday 07th August 2026

Graduation Attendance Form

*Please kindly complete all the attached form and return them to the College via **WhatsApp to 0163809818** or email them to **kltalumni@klt.edu.my**.*

Name : _____

Reg. No : _____ Programme : _____

Phone No. (H): _____ Phone No.(Work, H/P): _____

Address : _____

Yes, I will attend the graduation ceremony. Charge: **RM 250.00** (RM 200 deposit)

No, I will not attend the graduation ceremony.

Date: _____ Graduand's signature: _____

.....

RULES AND REGULATIONS FOR HIRING GRADUATION GOWN

- Students are to keep the graduation gown in a manner which will not cause it any damage whatsoever. The student will have to pay for any damage to the graduation gown.
- All graduation gowns are to be returned to the College **no later than Monday, 10th August 2026**.
- You are required to choose and tick one of the time slots below to return the graduation gown.

07th August 2026 2:00 p.m.- 4:00 p.m. (At KLT Campus)

10th August 2026 8:30 a.m.- 4:30 p.m. (At KLT Campus)

Date: _____ Graduand's signature: _____

REFUND OF DEPOSIT

APPLICANT'S DETAILS

1. Graduand's Name : _____
2. Programme : _____
3. Registration No. : _____ 4. I/C No. : _____
5. Tel No. : _____ 6. Email : _____
7. Correspondence Address : _____

I hereby request the refund of the above deposit. My deposit will be refundable subject to deduction of all-outstanding expenses incurred by me.

My / My parent's Bank Account details are as follows: -

Name (in Block Letters as per bank account): _____

I/C No.: _____

Bank Name: _____

Bank Account No.: _____

- Note:
- a) All the refund will be deposited directly into your / your parent's bank account.
 - b) If online transaction is to be issued to the name other than the parent, an authorization letter from the parent must be attached.
 - c) Any queries pertaining to the refund of deposit will not be entertained after six (6) months of the graduation date.

Date: _____

Graduand's signature: _____