



KOLEJ LAILA TAIB

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Tel : +6 084 311888 Fax : +6 084 319888
Website : www.KLT.edu.my

30th June 2026

Dear Graduand,

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), Sibul**. Please be reminded that **you will only be graduated with the condition that you pass all the subjects for your Diploma programme with CGPA 2.0**.

Please take note of the following:

1. Confirmation of Attendance

All graduands must confirm their attendance by returning the attached forms 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. Make sure that you submit all required forms (attached) to avoid any delay. Payment for hiring your academic gown will be in the form of a deduction from your security deposit.

(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. 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.**

4. 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.

5. **Refreshment**

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

6. **Attendees**

Only TWO (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.

7. **Graduand Tracer Study**

As a continuous effort to improve our higher education system, the graduands are required to fill in the online survey form at <https://graduand.mohe.gov.my/SKPG26/LogMasuk.aspx> by the Ministry of Education **starting from 27th July 2026.**

Please present the printed online survey slip when you collect your academic gown. This is COMPULSORY.

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, Sibu. 08:00 a.m. – 12:00 p.m., Friday 07th August 2026

Form for Hiring Graduation Gown

*Please kindly complete the attached forms 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 : _____

- | | |
|--|--|
| <input type="checkbox"/> Yes, I will attend the graduation ceremony. | Total Charge: RM 250.00 |
| <input type="checkbox"/> No, I will not attend the graduation ceremony | Certification Charge: RM 200.00 |

Date: _____ Graduand's signature: _____

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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.
- The diploma certificate will only be issued to the student upon the return of his/her graduation gown to the College.
- 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: _____

**APPLICATION FOR WITHDRAWAL OF SECURITY DEPOSIT
(BY GRADUAND ONLY)**

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 withdrawal of the above deposit. My security deposit will be refundable (*one month upon submission of this form*) 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: _____



Information for Graduand

Collection of Graduation Certificates

1. For graduands who are able to collect graduation certificates in person
Graduands are required to show **NRIC or student ID card** for verification purposes before collection of the graduation certificates. Your certificates will be available for collection from KLT Campus Central on **07th August 2026 (Friday)** between the hours of 2:00 p.m. to 4:00 p.m. or **10th August 2026 (Monday)** between the hours of 8:30 a.m. to 4:30 p.m.

2. For graduands who are unable to collect graduation certificates in person
Graduands may:
EITHER
 - (i) authorize a representative to collect on your behalf. The representative must bring along the following documents:
 - a. representative's photocopy of NRIC (picture and text must be clearly shown)
 - b. graduand's photocopy of NRIC (picture and text must be clearly shown)
 - c. a completed "Authorization Form for the Collection of Graduation Certificates" bearing the graduand's signature. (see attached form)

 - OR***
 - (ii) request at the Campus Central to have your certificates sent to you via courier (RM20 will be charged for this service):
Please attach your photocopy of NRIC with the completed "Authorization Form for the Posting of Graduation Certificates" (see attached form). Please note that request for this mailing service should be made no later than **one week** after the graduation ceremony.

In either case, the college accepts no responsibility for any loss or damage of graduation certificates during collection or delivery. **YOU ARE STRONGLY ADVISED TO COLLECT YOUR GRADUATION CERTIFICATES YOURSELF.**

3. During collection, you or your representative will be asked to sign for acknowledgement of receipt of the following certificates:
 - a. Academic Transcript
 - b. Diploma Certificate

4. Uncollected graduation certificates will be kept for a period of 2 years after the graduation date. Thereafter all uncollected certificates will be disposed without further notice.

**AUTHORIZATION FORM
FOR THE COLLECTION OF GRADUATION CERTIFICATES**

I, the undersigned, would like to authorize my representative, whose particulars are as below, to collect graduation certificates on my behalf.

Personal particulars of my representative:

Full Name (BLOCK LETTERS) : _____

NRIC No. : _____

I will bear full responsibility for any loss or damage of graduation certificates after collection.

My personal particulars are given below:

Full Name (BLOCK LETTERS) : _____

Student Registration No. : _____

Diploma Programme : _____

Contact No. : _____

Email Address : _____

Signature of Graduand

Date

**AUTHORISATION FORM
FOR THE POSTING OF GRADUATION CERTIFICATES**

I, the undersigned, cannot collect my graduation certificates in person and hereby request my graduation certificates to be sent to me by courier to the mailing address stated below:

(To avoid postal error, please write clearly in the space below the address where you would like your certificates to be sent to)

My personal particulars are given below:

Full Name (BLOCK LETTERS) : _____

Student Registration No. : _____

Diploma Programme : _____

Contact No. : _____

Email Address : _____

I have also enclosed a photocopy of my NRIC with this form and I understand that the college bears no responsibility for any loss or damage of the graduation certificates during postal delivery.

Signature of Graduand

Date