



**16 February 2026**

**Dear Graduates,**

**INVITATION TO ATTEND THE 10TH VISION UNIVERSITY COLLEGE  
CONVOCATION CEREMONY**

Heartiest congratulations on the successful completion of your studies. With great pride and profound pleasure, Vision University College warmly invites you to attend the 10th Vision University College Convocation Ceremony, which will be held on 16 May 2026.

This Convocation Ceremony holds special significance as it is proudly celebrated under Vision University College status, marking a historic milestone in the institution's academic journey. It represents not only the culmination of your hard work and perseverance, but also the collective achievement of Vision University College in advancing excellence in higher education.

The ceremony stands as a moment of honour, recognition, and celebration—celebrating your accomplishments, resilience, and readiness to embark on the next chapter of your professional and personal journey.

This guideline has been prepared to assist graduates in making the necessary arrangements to attend the ceremony. Your cooperation in strictly adhering to the guidelines is greatly appreciated to ensure a smooth, dignified, and memorable convocation experience.

All information related to the Convocation Ceremony, including the invitation, Standard Operating Procedures (SOP), seating arrangements, and robe collection, can be accessed at:  
<https://vision.edu.my>

We look forward to celebrating this proud milestone with you and welcoming you to this momentous and prestigious occasion.

***Organizing Committee***

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## 1. Convocation Ceremony Detail

**Date :** 16 May 2026 (Saturday)  
**Time :** 8.30 am (Registration),  
9.30 am – 1.00 pm (Ceremony session)  
**Venue :** To be confirmed (Klang Valley are)

## 2. Registration for Convocation

To confirm your attendance, kindly make the required payment by **26 April 2026** and WhatsApp the proof of payment to the Finance Department at **016-202 2800**. You will also need to fill in Pre-Registration Form in Google Drive after payment has been done (<https://forms.gle/b91rqDcDEbVnkqHd9>)



## 3. Clearance of Fees

Graduands are advised to pay outstanding fees in full to the College to avoid any problems arising in the future including during the collection of certificates and transcripts. Any fees owed to the College need to be paid before attending the ceremony. All outstanding fees must be fully settled by **26 April 2026**.

Kindly email/WhatsApp to 016-202 2800 (Finance Department) your payment slips to the below contact persons as proof of payment.

On the recipient's reference, please write:

Ref 1: *Student ID or IC number*,

Ref 2: *outstanding balance (tuition fees or accommodation)*

#### 4. Convocation Fees

Type of Package	Amount (RM)	Total Guest
A	400	Graduate
B	650	Graduate with 2 guests
Additional	150	Per guest (first come first serve basis)

**\* All packages inclusive lunch.**

**\* The price shown is inclusive of robe rental and on stage photography.**

**\* Bring along RM 200 (cash) as deposit for the robe rental.**

Graduands have two (2) payment options for the chosen Package above;

i) Full payment, or

ii) Payment with two (2) installments

	(i) Full payment (paid by 26 April 2026)	(ii) Payment with 2 installments	
		First installment (paid by 6 March 2026)	Second installment (paid by 26 April 2026)
<b>Payment</b>	Full price according to the chosen package	RM 400	The remaining balance based on the chosen package
<b>Confirmation of seat for the ceremony</b>	Confirmation seat for the pax paid	Confirmation seat for <b>graduand ONLY</b>	Confirmation seat for the pax paid

**Payment with 2 installments is only available until 26 April 2026.** After 26 April 2026, only full payment options are available.

All Payments must be made via **Online Transfer ONLY**.

**Payable to: Vision Diagnostic Sdn. Bhd.  
Bank Name: CIMB Bank  
Account No: 8007318817**

#### 5. Graduate Tracer Study

All graduates are required to participate in TWO (2) tracer study:

- a. One is conducted by the Ministry of Education Malaysia. The questionnaires are available online at <https://graduand.mohe.gov.my/skpg25/> starting on **1st April 2026**.

**The slip must be presented during the collection of Certificates.**

- b. One is by the HireVision Department of Vision University College. The questionnaires are available online at <https://forms.gle/hyhXzq1Sox92B4HQ6>.

## 6. Dress Code

Convocation ceremony is a formal function thus compulsory adherence to the dress code is expected. Failure to do so may lead you to be barred from participating in the function. Graduates and guests are required to adhere to the dress code protocols as follows:

### Male Graduates:

- Attire: Baju Melayu with *sampin*, OR Lounge Suit with tie
- Shoes: Leather/half-leather, black/dark color
- Hair: Short and neat
- No earrings are allowed

### Female Graduates:

- Attire: Decent attire such as Baju Kurung, Kebaya, long skirts. Short skirts are not allowed
- Shoes: Court shoes (stilettos not encouraged)
- Hair: Neat
- Headscarf (*Tudung*): Encourage to wear light coloured scarf

### Guests:

Guests are required to wear formal or national dressing such as lounge suits, formal shirts, long trousers, batik or Baju Melayu/ Baju Kurung etc. National dress for foreigners is allowed on condition that it is ankle length and decent.

**The committee reserved the right to exclude any graduates/ guests in violation of the rules from joining the convocation ceremony.**

## 7. Convocation Kit

Upon registration, you will receive a kit containing:

- Wristband (for graduands and paid guests)
- Call card

## 8. Collection and Returning of Graduation Robe

<b>A) ROBE COLLECTION</b>		
<b>Venue</b>	<b>Date</b>	<b>Time</b>
Vision University College	15 May 2026, Friday	10.00am - 2.00pm
Convocation Location	16 May 2026, Saturday	8.00am - 9.00am

- Fill up the robe rental collection form here: <https://forms.gle/qK9LaB85ciNSwBpK9>
- Upon collection of the robe, RM200 is needed for the robe rental deposit per robe. The deposit of RM200 will be refunded once the robe has been returned. A representative can collect the robe in your stead with a deposit for each robe collected.
- The representative has to be responsible for the robe. In the case that the graduate didn't get the robe that is collected by the representative on time for convocation due to any reasons, and requires to rent a new robe, a **separate deposit and rental fee will be charged**.

<b>B) RETURN OF ROBE</b>		
<b>Venue</b>	<b>Date</b>	<b>Time</b>
Convocation Location	16 May 2026, Saturday	1.00pm - 2.00pm

- A late charge of RM100 per day will be imposed if the robe fails to return on the stipulated time frame.
- In the event of any damage/loss of the academic robe, hood or mortar board, the charges will apply as below:
  - Penalty for damaged/lost robe - RM 400.00/each**
  - Penalty for damaged/lost hood or mortar board - RM 150.00/each**
  - Penalty for damaged/lost full set - RM 700**

<b>C) ROBE SIZING</b>		
<b>No.</b>	<b>Heights (cm)</b>	<b>Size</b>
1	145 - 155 cm	XS
2	156 - 162 cm	S
3	163 - 169 cm	M
4	170 - 176 cm	L
5	177 - 183 cm	XL
6	184 cm and above	XXL - XXXL

- No change of robe is allowed if the wrong size collected

## 9. Convocation Rehearsal

No rehearsal will be conducted. Graduates are advised to read the protocol of receiving the scroll as stated in the Convocation Guideline.

## 10. Protocol, Rules and Etiquette

To ensure the ceremony is conducted with dignity, honor and solemnity, we would appreciate it if you could give your full cooperation to observe the rules and etiquette listed below. Please also remind your guests and parents to strictly observe the same rules and etiquette.

- a. No representative is allowed to represent or replace the graduates during the Conferral of the Diploma.
- b. Each guest must show the wristband to the Officer on duty, at the entrance of the hall. **WITHOUT THE WRISTBAND YOU WILL BE DENIED ENTRY.**
- c. Whilst Graduates will be entering the hall as per guided by marshals, guests will be ushered to their seats by an Officer on duty, on a first-come-first-served basis.
- d. Please set your mobile phones in silent mode throughout the ceremony.
- e. Graduates and guests are not allowed to leave the hall or move around the ceremony so as not to disrupt the ceremony.
- f. Please observe that taking pictures with a flash is **not allowed** in the hall. **Do not move from your place to take pictures.**
- g. Only officially appointed photographers are allowed to take photographs or any form of audio-visual recording. Graduates, parents/guests are not allowed to take photographs during the convocation ceremony.
- h. Graduates who disturb the ceremony in any way will be removed from the ceremony immediately.
- i. As the ceremony is held in a closed area, everyone is encouraged to wear a face mask. The masks must cover the nose and mouth and can be either fabric or disposable surgical masks.

### Do's

- a. Please come one hour early before convocation starts to ease the process.
- b. Please have your breakfast/meal before the convocation session. The convocation ceremony will take about five hours. Graduates and guests are not allowed to leave the Hall before the ceremony ends.
- c. Please ensure that you are in the proper academic attire before joining the procession to the Hall.
- d. The robe and mortar boards should be worn properly in the hall.

### Don'ts:


- a. Graduates are not allowed to move around in the convocation hall during the ceremony.
- b. Graduates are advised to use the restroom before the ceremony to minimize disruptions during the ceremony.

**The committee may prohibit guests/graduates from joining the ceremony in case of failure to follow our guidelines.**

## 11. Photography


- a. A professional photographer will take the stage graduation photo.
- b. The convocation fee has covered the official stage photograph package.
- c. However, the photography company also offers additional photography packages. Please refer to the flier attached for further details.
- d. **Photographs have to be self-collected at the Lakarantuah Sdn Bhd.**
- e. ***Robe rental and photography is handled by an external party; Lakarantuah Sdn Bhd. All payment/penalty/charge/collection & return will be handled by Lakarantuah Sdn Bhd.***

## STAGE PHOTOGRAPH PACKAGE




8" x 10" (8R) - 1 Copy  
( Full Body )

**THIS PACKAGE ALREADY  
INCLUDED IN CONVOCATION FEE**



5" x 7" (5R) - 1 Copy  
( Full View )



## 12. Collection of Certificate and Transcript

- a) Certificate and transcript can be collected at the certificate counter after you have returned your Academic Robe, after the graduation ceremony.
- b) You will not be able to collect your certificate and transcript if you have NOT:
  - i) Returned the Academic Robe
  - ii) Paid the tuition fees, hostel fees or any fine or summon.
- c) Uncollected certificates/transcripts will be kept by the college. However, the college will not be held responsible for any loss or damage to the certificate/transcript.
- d) Graduates who **do not** attend the convocation ceremony can collect the certificates/transcripts starting from **1st June 2026 onwards**.

## 13. Enquiries

Should you have any queries, please do not hesitate to contact us through the following personnel:

No.	Name	Department	Phone Number
1.	Ms. Mawar/ Ms. Nur Akmal	Finance Department	+6016-202 2800
2.	Ms. Zuraini	Registry Department	+6012-516 5300
3.	Ms. Syahirah/Ms. Irmanisha	Registry Department	+6013-535 9737

#### 14. Important Dates/Deadline

No	Title	Date
1.	Confirmation of Attendance	Until 26 April 2026
2.	Settlement of Convocation Payment	Until 26 April 2026
3.	Settle Outstanding of Program fees, Summons or Hostels fees (in order to be eligible to collect certificates/transcripts)	Until 15 April 2026
4.	Robe Collection	a) <b>15 May 2026, Friday</b> (Vision University College), OR
		b) <b>16 May 2026, Saturday</b> (at the Convocation Venue)
5.	Convocation Day	16 May 2026, Saturday
6.	Returning Robe	16 May 2026, Saturday Time: 1.00pm - 2.00pm  *penalty will be charged for late return
7.	Collection of Certificates and Transcripts	a) <b>16 May 2026</b> Day: Saturday Time: 12 pm till 2pm Location: Convocation Venue, OR
		b) <b>1 June 2026 onwards</b> Day: Monday- Thursday Time: 9.00 am-4.00 pm Location: Vision University College Level 1

## 15. Appendices

### a) Important Forms

No.	Type of forms	Link
1.	Registration for Convocation Form	<a href="https://forms.gle/b91rqDcDEbVnkqHd9">https://forms.gle/b91rqDcDEbVnkqHd9</a>
2.	Robe Collection Form	<a href="https://forms.gle/qK9LaB85ciNSwBpK9">https://forms.gle/qK9LaB85ciNSwBpK9</a>
3.	Correction of Details Form	<a href="https://forms.gle/PjGzy9ZxHGWBSaeL7">https://forms.gle/PjGzy9ZxHGWBSaeL7</a>
4.	Tracer Study Form-Vision University College	<a href="https://forms.gle/BU4bLt9SWX1waoUX6">https://forms.gle/BU4bLt9SWX1waoUX6</a>
5.	KPT tracer study - System can access starting from 1 May 2026	<a href="https://graduan.mohe.gov.my/SKPG25/">https://graduan.mohe.gov.my/SKPG25/</a>

## b) Itinerary of The Event

8.30 - 9.15 am	: Registration of Graduates
9.30 am	: Seating of Guests
10.00 am	: Procession of Graduates
10.15 am	<p>: Procession of VIPs and Academicians</p> <p>: National Anthem &amp; Doa Recitation</p> <p>: Welcome Speech by Prof. Dr. Hamzah A Rahman (Chief Executive of Vision University College)</p> <p>: Speech by VVIP</p> <ul style="list-style-type: none"><li>▪ VVIP Token Appreciation</li></ul> <p>: Best Student Award and Speech Class of 2024</p> <ul style="list-style-type: none"><li>▪ School of Health Sciences</li><li>▪ School of Business &amp; IT</li><li>▪ Dean list recipient</li></ul> <p>Best Student Award and Speech Class of 2025</p> <ul style="list-style-type: none"><li>▪ School of Health Sciences</li><li>▪ School of Business &amp; IT</li><li>▪ Dean list recipient</li></ul> <p>: Graduation Ceremony</p> <ul style="list-style-type: none"><li>▪ School of Health Sciences<ul style="list-style-type: none"><li>➢ Performance</li></ul></li><li>▪ School of Business &amp; IT<ul style="list-style-type: none"><li>➢ Performance</li></ul></li></ul>
12.00 pm	<p>: Group Photography Session</p> <p>: Procession of VIPs and Academicians exit the Hall</p> <p>: Main Procession Exit the Hall</p> <p>: End of Ceremony</p> <p>: Lunch Pack Collection</p>

c) Dress Code Example



WOMEN'S ATTIRE



MEN'S ATTIRE

