GUIDELINE FOR ACCESSING THE UTM TRANSCRIPT APPLICATION SYSTEM (UTMTrAS) USER MANUAL

Introduction to the System

This guideline describes the steps that should be taken by applicants in requesting for transcripts online.

This system is best viewed with the following settings:

- Browser Mozilla Firefox or Internet Explorer 8 or higher
- Screen resolution 1024 x 768 or higher

Pop-up windows must be enabled to use the system.

The system can be accessed via:

- 1. The UTMOnline homepage via the 'Application System' link
- 2. The Official UTM homepage via the Registrar's Office link
- 3. The AIMSWEB 2000 homepage
- 4. https://aimsweb.utm.my/UTMTrAS



Accessing the System

- 1. Click on the 'User Login' button.
- 2. Read the information displayed under 'Rules and Conditions'. Click the 'Accept' button.

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Home	User's Guide	Cuntad
	RULES AND CONDIT	TIONS FOR APPLICATION OF ACADEMIC TRANSCRIPT
pplication		4
 Applica transcr Transcr Please 	tions will be charged a f ipt Bachelor. ripts released in English. make sure you were enr	fee of RM15.00 for each transcript Diploma while RM20.00 for each rolled on year 2000 onwards and fulltime undergraduate student.
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1. Applica starting	tions will be processed ' g from one working day '	First In First Out' basis in a period of 5 working days (the first day is after the payment was received).
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3. Enter I.C. number (local students) or ISID number (international students). Click the 'Submit' button.

	UTTM INIVERSITI TEKNOLOGI MALAYSIA	Academic Inform UTM Transcript Appl	ication Management System (AIMS) ication System
Home	User's Guide	Contact	
	Please	Enter IC No./ISID No.	:

- 3.1 If no identification number is entered, an error message 'Please enter your IC No./ISID No.' will pop-up.
- 3.2 If the identification number entered cannot be located, the following error messages will pop-up:

'Please make sure your identification card number (MyKad/ISID/Passport) is correct'

'Please make sure you were enrolled in the year 2000 or onwards and were a fulltime undergraduate student'

'Please contact the Academic Management Division at 07-5530351 / 30324 / 30459 if necessary'

- 4. The 'New Application' menu will be displayed for new applications of transcripts.
 - 4.1 Check mail and telephone information.
 - 4.2 Select type of transcript.
 - 4.3 Select required number of transcripts (limited to a maximum of 10 copies per order, at RM15 per copy for a Diploma transcript and RM20 per copy for a Bachelor's degree transcript).
 - 4.4 Select mode of transcript delivery: in person, picked up by a representative, postal delivery.

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	Please upda	ate your phone n	o. and email address.		
	ACADEMI	C & TRANSCRI	PT INFORMATION		
* Programme		Faculty/Ca	impus		Date of Graduation
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Transcript (1 Sets x RM	20.00)	20.00			
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		bmit Transcript	Application	•	

Click the 'Submit Transcript Application' button.

 If the transcript is to be picked up by a representative, please enter the representative's name and I.C. number. Click the 'Submit Transcript Application' button.

Programme		Faculty/Campus	Date of Graduation
 DIPLOMA IN MANAGEMENT TECHNOLOGY (DDG) 		COLLEGE OF SCIENCE AND TECHNOLOGY, KUALA LUMPUR	2 - 4 September 2006
 BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVING SKILLS) (SPH) 		EDUCATION, 10HOR BAHRU	7 - 8 Mei 2012
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6. If the transcript is to be delivered by postal service, select the name of the country from the drop-down box and provide the mailing address. Click the 'Submit Transcript Application' button.

 Programme 		Faculty/Campus	Date of Graduation
 DIPLOMA IN MANA TECHNOLOGY (DD 	GEMENT G)	COLLEGE OF SCIENCE AND TECHNOLOGY, KUALA LUMPUR	2 - 4 September 2006
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Recruitment Type*	O Self Collecting Please Print this Sl	Representative I by Post ip for Your Reference	
Country*	· Please choose	¥	
Address*	<u> </u>		

7. Click the 'Cancel' button if you intend to print at a later stage. Click the 'OK' button and the Application Slip will be printed.

		REGISTRAR'S OFFICE	UTM.C/6.2	~
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	Application ID IC No. / ISID No. Name Programme	: J3120130148 : : SPH - BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVI	Nő SKILLS)	
	Faculty Date of Application Total of Payment	: EDUCATION, JOHOR BAHRU : 05-03-2013 (DD-MM-YYYY) : RM 20.00		
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8. Select mode of payment (Payment by Credit Card).



9. Confirm the payment amount and click the 'Proceed' button.

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	PAYMENT OPTIONS	
\$	e-Commerce Credit Card Acceptance (Mastercard & Visa Only)	
	Transcript Application ID : J3120130148 IC No. / ISID No. : Name : Total of Payment : MYR 20.00	
	<< Back Proceed >>	

10. Select mode of payment, either Master Card or VISA.

Lttps://migs.mastercard.com.au/vpcpay?o=pt8DOID=371DDB626713A	33A3F4957E3810F8370E&paymentId=965970202618389511
BANK	
Merchant name:	UNIVERSITI TEKNOLOGI MALAYSIA
Selec	ct your preferred payment method
Pay securely using SSL+ by clicking on the card logo below	
VISA	A MasterCard
Copyright @2007 TNS Payment	t Technologies Pty Ltd. All Rights Reserved.
	SECURE PAYMENTS

11. Enter the required information and click the 'pay' button.

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BANK	AM	
Merchant name:	UNIVERSITI TEKNOLOGI MALAYSIA	
	Enter your card details	
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Expiry Date ::: Security Code :::	/ month/year The 3 digits after the card number on the signature namel of your card.	
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12. Payment is being processed.

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	payment.	cure ePay Code to authenticate this	
	Morehant Name	: UNIVERSITI TEKNOLOCI MALA	
	Amount	: MYR 15.00	
	Transaction Date	: Thu Jan 3 2013 12:04:23 GMT+0800	
	CIMB Bank MasterCard No.	:	
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	Submit	Cancel	
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	for a new secur Resend Secur	e ePay Code. e ePay Code	
	This information is not shared with the	Merchant.	
	Please contact our Customer your card for assistance.	Service Hotline at the back of	

13. Click the 'Application History' menu to view the payment status. If the payment attempt was unsuccessful, click at record to continue in making payment.

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2. K3220130041	22/01/2013	DIPLOMA	P	New	Not Paid	
	#Indic	ators: S = Self	f Collecting , R	= Representative	, P = By Post	

14. Confirm the payment amount and click the 'Pay' button.

Click the 'Cancel Application' button to revoke any application with outstanding payment.

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15. Click the 'Print Application Slip' button to print.

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16. If the applicant has made the necessary payment, but has not received any response within five (5) working days (effective one day from the date of payment), the following message will be displayed:

No.	Application ID	Application Date	Transcript	Recruitment Type	Status	Payment Status	Remarks
1.	K3220130001	09/01/2013	DIPLOMA	S	New	Paid	Please contact 075530324 for detail information.

17. Click 'Logout' to exit the system.

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