

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.

The screenshot shows the UTM Academic Information Management System (AIMS) interface. The header includes the UTM logo and the text 'Academic Information Management System (AIMS) UTM Transcript Application System'. Below the header is a navigation bar with 'Home', 'User's Guide', and 'Contact' links. The main content area is titled 'RULES AND CONDITIONS FOR APPLICATION OF ACADEMIC TRANSCRIPT' and contains three sections: 'Application', 'Processing', and 'Collections of Academic Transcript'. Each section contains a list of rules. At the bottom of the content area, there are two buttons: 'Accept' and 'Decline'. The 'Accept' button is circled in red.

3. Enter I.C. number (local students) or ISID number (international students).
Click the 'Submit' button.

The screenshot shows the UTM Academic Information Management System (AIMS) interface. The header includes the UTM logo and the text 'Academic Information Management System (AIMS) UTM Transcript Application System'. Below the header is a navigation bar with 'Home', 'User's Guide', and 'Contact' links. The main content area contains a form with the label 'Please Enter IC No./ISID No.:' and an input field. Below the input field, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red.

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.

UTM Academic Information Management System (AIMS)
UTM Transcript Application System

innovative • entrepreneurial • global

[New Application](#) [Application History](#) [User's Guide](#) [Contact](#) [Logout](#)

eForms Application Transcripts
(PP/BPA/EXM/17.03) UTM. E/6.1 - Edition : 1 / Amendments : 0

PERSONAL INFORMATION

IC No. / ISID No. : [REDACTED] Name : [REDACTED]
Phone No.* : [REDACTED] Email : [REDACTED]

Please update your phone no. and email address.

ACADEMIC & TRANSCRIPT INFORMATION

* Programme	Faculty/Campus	Date of Graduation
<input type="radio"/> DIPLOMA IN MANAGEMENT TECHNOLOGY (DDG)	COLLEGE OF SCIENCE AND TECHNOLOGY, KUALA LUMPUR	2 - 4 September 2006
<input checked="" type="radio"/> BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVING SKILLS) (GPII)	EDUCATION, JOHOR BAHRU	7 - 8 Mei 2012

Transcript* : Sets of Bachelor Transcript
Recruitment Type* : Self Collecting Representative By Post
Please print and present this slip when collecting the transcript

CHARGE & PAYMENT INFORMATION

Charge	RM	Payment	RM
Transcript (1 Sets x RM 20.00)	20.00		
Postal	0.00		
Total	20.00		

[Submit Transcript Application](#)

Click the 'Submit Transcript Application' button.

5. 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.

ACADEMIC & TRANSCRIPT INFORMATION

* Programme	Faculty/Campus	Date of Graduation
<input type="radio"/> DIPLOMA IN MANAGEMENT TECHNOLOGY (DDG)	COLLEGE OF SCIENCE AND TECHNOLOGY, KUALA LUMPUR	2 - 4 September 2006
<input checked="" type="radio"/> BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVING SKILLS) (SPH)	EDUCATION, JOHOR BAHRU	7 - 8 Mei 2012

Transcript* : Sets of Bachelor Transcript

Recruitment Type* : Self Collecting Representative By Post
Please print and present this slip when collecting the transcript

Representative IC No.* :

Representative Name* :

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.

ACADEMIC & TRANSCRIPT INFORMATION

* Programme	Faculty/Campus	Date of Graduation
<input type="radio"/> DIPLOMA IN MANAGEMENT TECHNOLOGY (DDG)	COLLEGE OF SCIENCE AND TECHNOLOGY, KUALA LUMPUR	2 - 4 September 2006
<input checked="" type="radio"/> BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVING SKILLS) (SPH)	EDUCATION, JOHOR BAHRU	7 - 8 Mei 2012

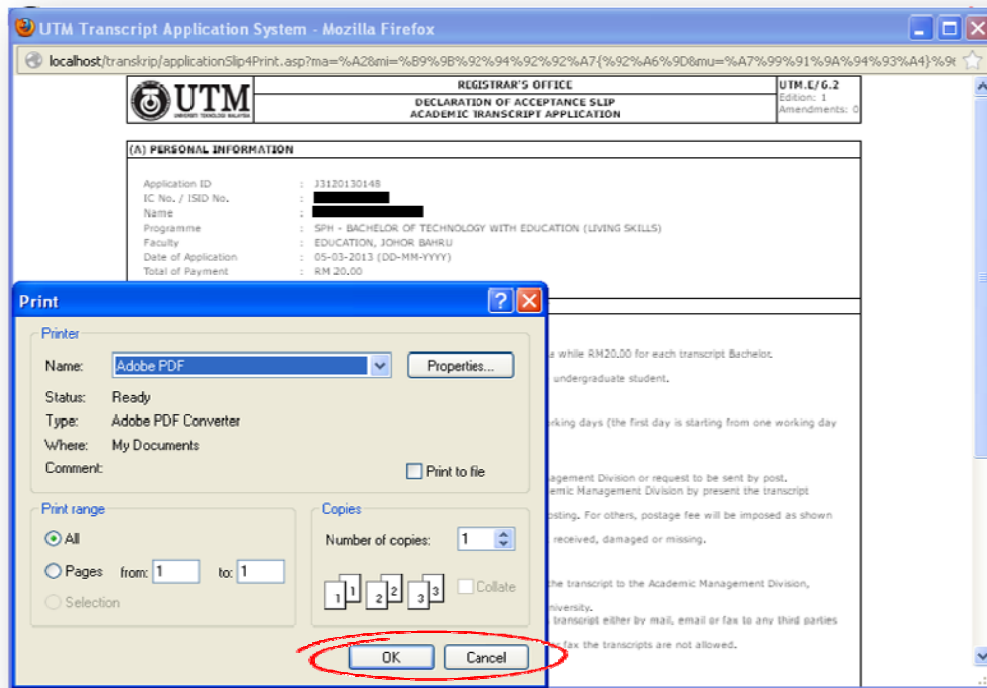
Transcript* : Sets of Bachelor Transcript

Recruitment Type* : Self Collecting Representative By Post
Please Print this Slip for Your Reference

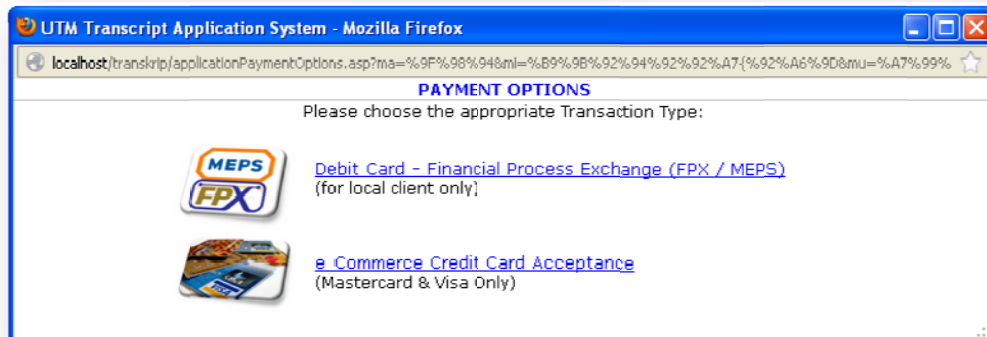
Country* :

Address* :

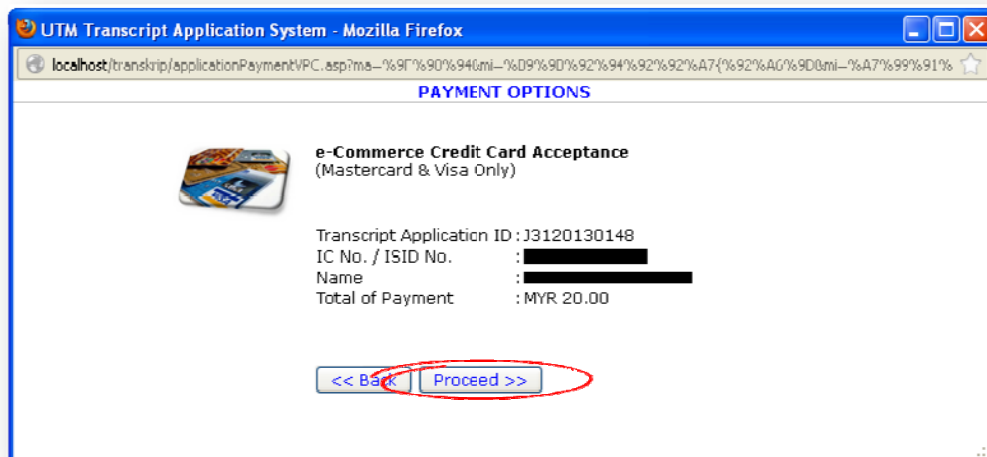
- Click the 'Cancel' button if you intend to print at a later stage.
Click the 'OK' button and the Application Slip will be printed.



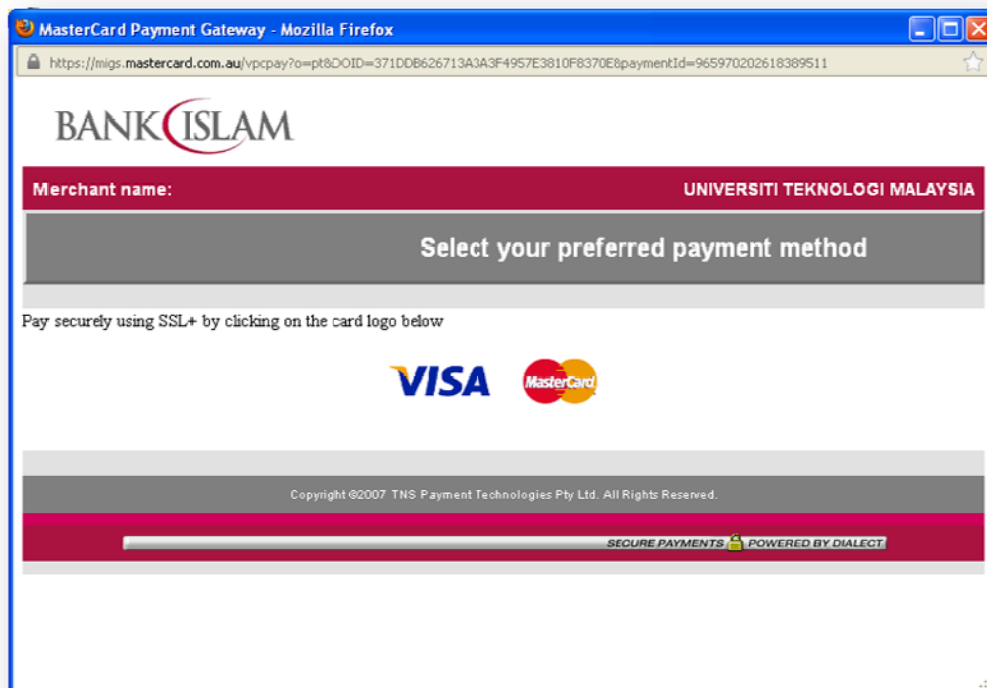
- Select mode of payment (Payment by Credit Card).



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



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



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

MasterCard Payment Gateway - Mozilla Firefox

https://img.mastercard.com/.../PAYOFF1987379AAA435C388110C8AFD7D28Aq.../11e8214909376905456380

BANK ISLAM

Merchant name: UNIVERSITI TEKNOLOGI MALAYSIA

Enter your card details

MasterCard: You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number:

Expiry Date: / month/year

Security Code: The 3 digits after the card number on the signature panel of your card.

Purchase Amount: MYR RM30.00

pay

12. Payment is being processed.

CIMB Bank Secure e-pay - Mozilla Firefox

https://cimb-securee-pay.cimb.com/ImControl.do

CIMB BANK **MasterCard. SecureCode.**

Secure ePay Code has been sent to your registered mobile phone number [redacted]. Please enter the Secure ePay Code to authenticate this payment.

Merchant Name	: UNIVERSITI TEKNOLOGI MALA
Amount	: MYR 15.00
Transaction Date	: Thu Jan 3 2013 12:04:23 GMT+0800
CIMB Bank MasterCard No.	: [redacted]
SecureCode™ Secure ePay Code	: [redacted]

Submit **Cancel**

If you do not receive Secure ePay Code within the next few minutes, please click on "Resend Secure ePay Code" button for a new secure ePay Code.

Resend Secure ePay Code

This information is **not shared** with the Merchant.

Please contact our Customer Service Hotline at the back of your card for assistance.

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.

UTM Academic Information Management System (AIMS)
UTM Transcript Application System

innovative • entrepreneurial • global

[New Application](#) [Application History](#) [User's Guide](#) [Contact](#)

[Logout](#)

PERSONAL INFORMATION

IC No. / ISID No. : [REDACTED] Name : [REDACTED]
Phone No. : [REDACTED] Email : [REDACTED]

APPLICATION HISTORY

No.	Application ID	Application Date	Transcript	Recruitment Type	Status	Payment Status	Remarks
1.	J3120130148	05/03/2013	BACHELOR	S	New	Paid	
2.	K3220130041	22/01/2013	DIPLOMA	P	New	Not Paid	

#Indicators: S = Self 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.

UTM Academic Information Management System (AIMS)
UTM Transcript Application System

innovative • entrepreneurial • global

[New Application](#) [Application History](#) [User's Guide](#) [Contact](#)

[Logout](#)

eForms Application Transcripts
(PP/BPA/EXM/17.03) UTM. E/6.1 - Edition : 1 / Amendments : 0

Application ID: **J3120130148**
Status: New

PERSONAL INFORMATION

IC No. / ISID No. : [REDACTED] Name : [REDACTED]
Phone No. : [REDACTED] Email : [REDACTED]

ACADEMIC & TRANSCRIPT INFORMATION

Programme	Faculty/Campus	Date of Graduation
BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVING SKILLS) (SPH)	EDUCATION, JOHOR BAHRU	7 - 8 Mei 2012

Transcript : 1 Sets of Bachelor Transcript
Recruitment Type : Self Collecting

CHARGE & PAYMENT INFORMATION

Charge	RM	Payment	RM
Transcript (1 Sets x RM 20.00)	20.00		
Postal	0.00		
Total	20.00		

[Pay](#) [Cancel Application](#)

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

UTM Academic Information Management System (AIMS)
UTM Transcript Application System

innovative • entrepreneurial • global

[New Application](#) [Application History](#) [User's Guide](#) [Contact](#)

[Logout](#)

eForms Application Transcripts
(PP/BPA/EXM/17.03) UTM. E/6.1 - Edition : 1 / Amendments : 0

Application ID: **J3120130148**
Status: New

PERSONAL INFORMATION

IC No. / ISID No. : [REDACTED] Name : [REDACTED]
Phone No. : [REDACTED] Email : [REDACTED]

ACADEMIC & TRANSCRIPT INFORMATION

Programme	Faculty/Campus	Date of Graduation
BACHELOR OF TECHNOLOGY WITH EDUCATION (LIVING SKILLS) (SPH)	EDUCATION, JOHOR BAHRU	7 - 8 Mei 2012

Transcript : 1 Sets of Bachelor Transcript
Recruitment Type : Self Collecting

CHARGE & PAYMENT INFORMATION

Charge	RM	Payment	RM
Transcript (1 Sets x RM 20.00)	20.00	04/03/2013 Payment	20.00
Postal	0.00		
Total	20.00	Total	20.00

[Print Application Slip](#)

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:

APPLICATION HISTORY

No.	Application ID	Application Date	Transcript	Recruitment Type	Status	Payment Status	Remarks
1.	K3220130001	09/01/2013	DIPLOMA	S	New	Paid	Please contact 075530024 for detail information.

#Indicators: S = Self Collecting, R = Representative, P = By Post

17. Click 'Logout' to exit the system.

UTM Academic Information Management System (AIMS)
UTM Transcript Application System

innovative • entrepreneurial • global

[New Application](#) [Application History](#) [User's Guide](#) [Contact](#)

[Logout](#)

eForms Application Transcripts
(PP/BPA/EXM/17.03) UTM. E/6.1 - Edition : 1 / Amendments : 0