



UNIVERSITI  
MALAYA

# A SIMPLE GUIDE FOR UM GRADUATING STUDENTS

HOW TO  
DECLARE YOUR PERSONAL PROFILE  
IN YOUR MAYA PORTAL

LET'S DO THE SIMPLE STEPS

*Profile in* [maya.um.edu.my](https://maya.um.edu.my)

Best Wishes  
Team EGC

Examination and Graduation Centre  
Academic Services Department  
Reissued: 29 December 2025



[aasd.um.edu.my](https://aasd.um.edu.my)



[aasd\\_um](https://www.youtube.com/channel/UCaasd_um)





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**A SIMPLE GUIDE FOR  
UM GRADUATING STUDENTS**

**WE REQUIRE YOUR  
IMMEDIATE ATTENTION  
in preparing your  
graduation  
documentation.**

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## IMPORTANT REMINDER

- A simple guide on how to declare your personal profile is available on the **Academic Services Department Official Website ([aasd.um.edu.my](http://aasd.um.edu.my))** via **Our Services >> Graduation >> Profile Verification**.
- Please ensure that your **FULL NAME** and **IDENTIFICATION OR PASSPORT NUMBER** match the details on your legal documents (e.g., Identification Card or passport). This includes the proper usage of terms such as BIN, BINTI, A/L, A/P, surname, commas (,), spacing and middle name arrangements.
- The information that you declared in your profile will be used for all graduation-related documents, including your scroll, academic transcripts and convocation records. Please be informed that it is compulsory for you to complete the final verification and declaration of your profile in the MAYA Portal before your name can be brought for graduation in Senate.
- A penalty of **USD300 (for international graduates) / RM300 (for local graduates)** and **RM50** will be imposed for any changes made to the information on your scroll and academic transcripts, respectively.
- Stay connected with **[umconvo.um.edu.my](http://umconvo.um.edu.my)** for regular updates on your Convocation Ceremony.



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# **A SIMPLE GUIDE FOR UM GRADUATING STUDENTS**

## **FOLLOW THESE SIMPLE STEPS!**

Please login to MAYA Portal  
**[maya.um.edu.my](http://maya.um.edu.my)**  
for final verification and declaration  
of your personal profile  
(including your siswamail and  
personal email)  
for further arrangements  
of the Convocation Ceremony.

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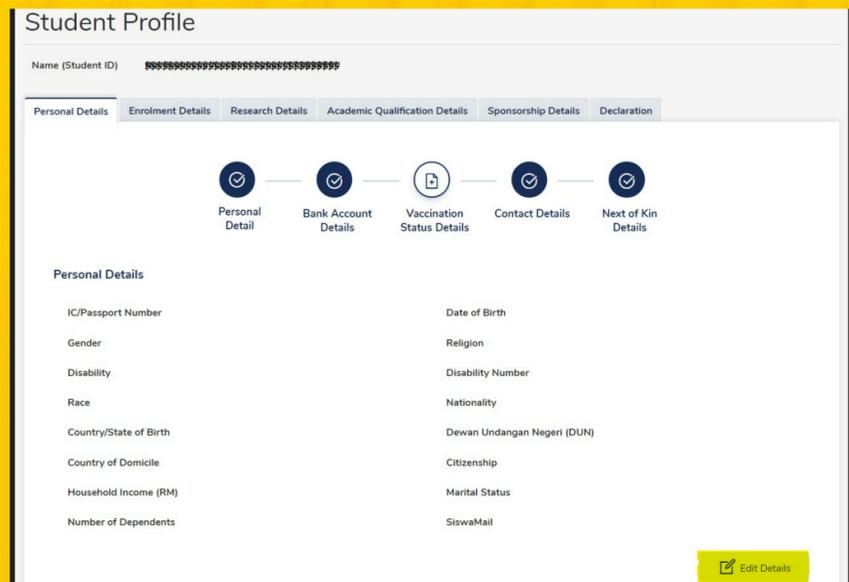
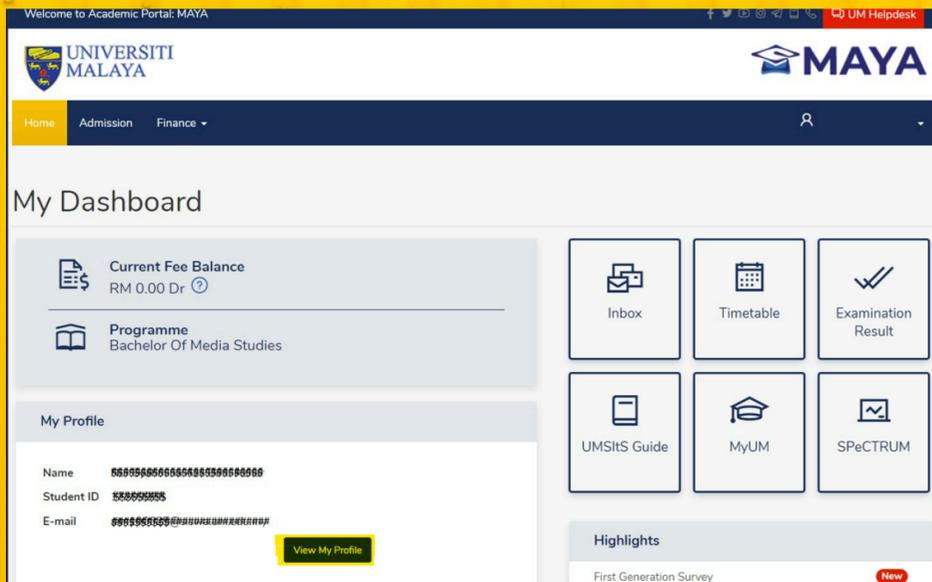
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These steps are only applicable if you **HAVE NOT REGISTERED** in any UM academic programme after your graduation.  
(Senate's approval)

Let's do it in 4 simple steps!

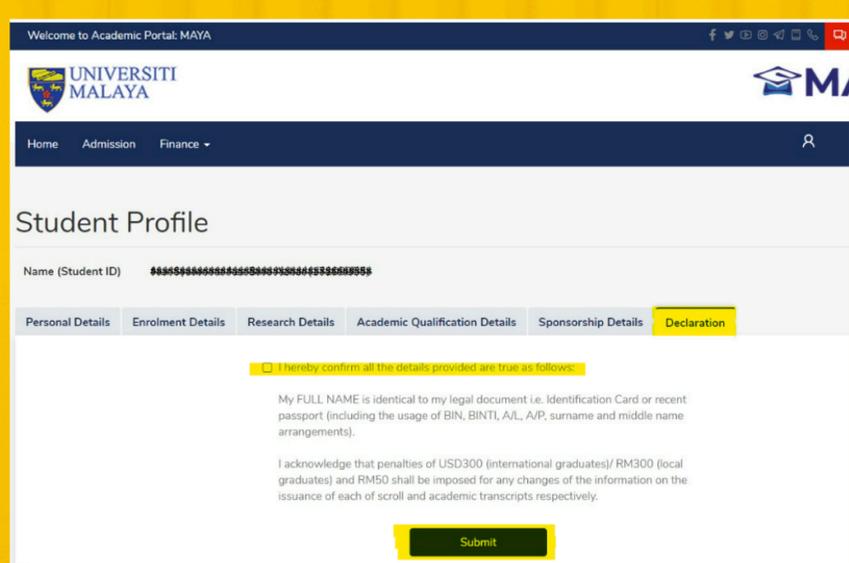
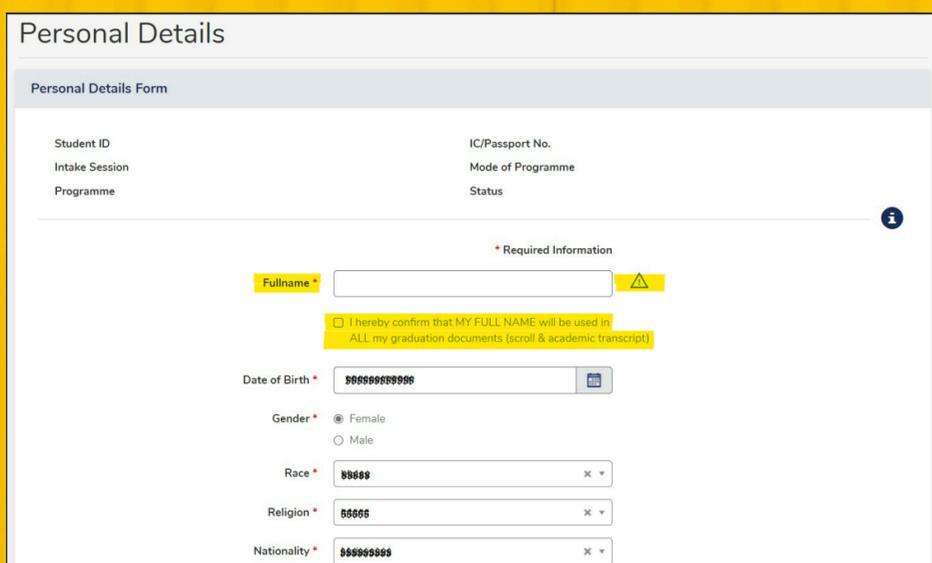
Step 1: View 'My Profile'

Step 2: Go to 'Edit Details'



Step 3: Check your full name  
(Please complete the check box)

Step 4: Declaration & Submit  
(Please complete the check box)



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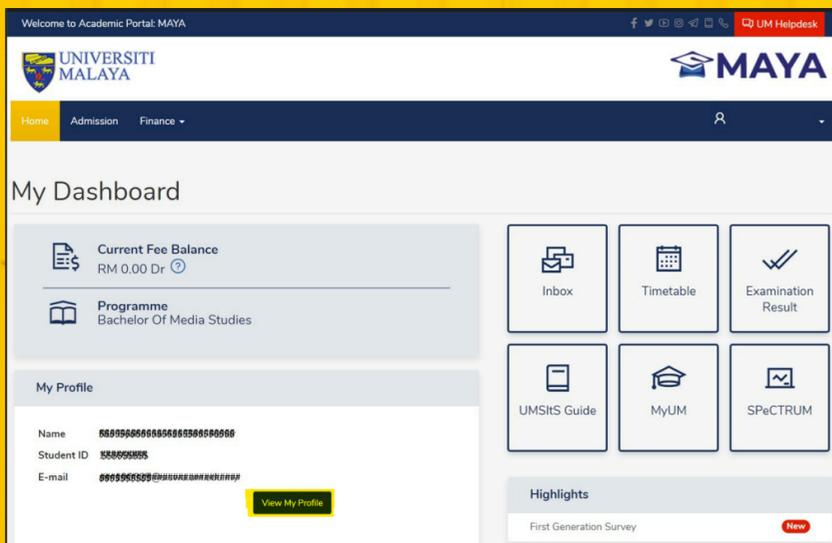


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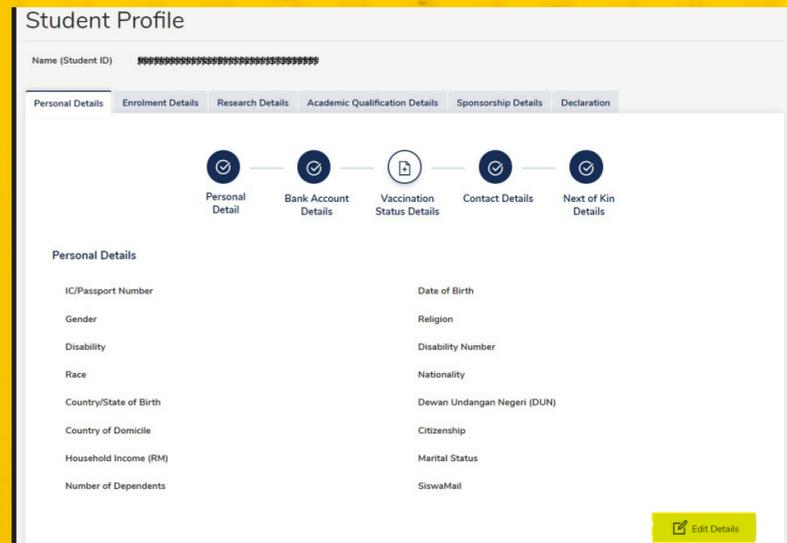
If you **HAVE REGISTERED** in any UM academic programme (Master or Doctoral Level) in any of the semester(s), please complete in **3 SIMPLE STEPS ONLY.**

**Let's do it in 3 simple steps!**

**Step 1: View 'My Profile'**



**Step 2: Go to 'Edit Details'**



**Step 3: Check your full name  
(Please complete the check box)**

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[umconvo.um.edu.my](http://umconvo.um.edu.my)  
and  
social media platforms  
for the  
Convocation Ceremony  
updates!**

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