



MEMO

Date : 10th October 2024
From : Registrar's Office
To : All Graduating Students of Lincoln University College

ANNOUNCEMENT OF THE 2025 CONVOCATION CEREMONY **(23 YEARS OF ESTABLISHMENT)**

LINCOLN UNIVERSITY COLLEGE wishes to inform all candidates who have qualified for the conferment of various degrees, that the 2025 Convocation Ceremony will take place on **Tuesday, 25th February 2025** at **IDCC Shah Alam** (Level 7).

1. GRADUATED REGISTRATION

- ❖ Graduates, who have cleared with Finance Department and confirmed their results with their respective Deans, are the only ones who can graduate.

Step 1:

- ❖ Please read this memo carefully and make payment first before registering.
- ❖ Registration For Convocation and Alumni Form:
https://alumni.lincoln.edu.my/convocation_admit.aspx

Please fill up and submit.

- a) Fill up the online form. Once submitted, your application will be review in the Lincoln Online System. Once approved, you will received slip / ID convocation registration through your email. Please download the slip.
- b) Please bring the slip / ID of your convocation registration during Registration and Robe collection day on Monday, 24th February 2025.



2. GRADUATION ROBE COLLECTION

Date : Monday, **24th February 2025**
Time : 10:00 AM - 1:00 PM, and
2:00 PM - 5:00 PM
Venue : Dewan D'Kelana, Jalan Stadium SS 7/15,
SS 7, 47301 Petaling Jaya, Selangor
(Beside Mas Campus Lincoln University
College)

❖ Link Location of Dewan D'Kelana : <https://g.co/kgs/u4Ab1EE>



- ❖ Reminder: Kindly bring along the Convocation Registration Invitation Card.
- ❖ The deposit (**cash only**) for the robe to graduates as per details below: -

Level of Study	Price
Certificate / Diploma / Bachelor	RM300
Master / Ph.D.	RM500

Graduation robe needs to be returned on the same day after the graduation ceremony. The deposit will be refunded upon returning of gown set in good condition. A late charge of RM30.00 / day will be imposed if gown set fail to return on the same day at a stipulated time frame.



3. GENERAL ASSEMBLY OF LUC ALUMNI ASSOCIATION

Purpose the establish LUC Alumni Association Committee

Date : Monday, **24th February 2025**
Time : 11:00 AM
Venue : Dewan D'Kelana, Jalan Stadium SS 7/15, SS 7,
47301 Petaling Jaya, Selangor (Beside Mas
Campus Lincoln University College)

Link Location Dewan D'Kelana : <https://g.co/kgs/u4Ab1EE>



4. GRADUATION REHEARSAL

Date : Monday, **24th February 2025**
Time : 3.30 PM - 5:00 PM
Venue : IDCC Shah Alam, Level 7, Jalan Pahat L15/L,
Section 15, 40200 Shah Alam, Selangor.

Link Location of IDCC Shah Alam : <https://g.co/kgs/djC3MF6>



5. CONVOCAATION DATE, TIME AND VENUE

Date : Tuesday, **25th February 2025**
Time : 7:30 AM - 2:00 PM
Venue : IDCC Shah Alam, Level 7, Jalan Pahat L15/L, Section 15,
40200 Shah Alam, Selangor.

Link Location of IDCC Shah Alam : <https://g.co/kgs/djC3MF6>



- ❖ Graduates must report and register on Convocation Day by 7.00 AM.
- ❖ Registration closes at 7:30 AM.

6. GUEST FOR CONVOCAATION CEREMONY

Every Graduate is entitled to bring along **a maximum of two (2) guests** to sit in the Convocation Hall during the Ceremony. All guests must present the **Convocation Invitation Card** when entering the Convocation Hall.

Important Notes:

- Guest will **NOT be allowed** to enter the Hall **WITHOUT** the **Convocation Invitation Card**
- Children **below twelve (12) years** old **NOT allowed** to enter the Hall during the Convocation Ceremony; and
- The **Convocation Invitation Card** will be distribute during the Registration and robe collection day (24th February 2025)



7. DRESS CODE FOR CONVOCATION CEREMONY

GRADUATES		
	Male	Female
ATTIRE	Dark coloured 'Baju Melayu' with 'Samping' or Dark coloured Lounge suit with light coloured long sleeved shirt and necktie	National dress or Formal dress
SHOES	Dark coloured shoes and socks. Slippers or Sandals are NOT allowed	Dark coloured covered shoes with heels. Slippers or sandals are not allowed
GUESTS		
	Male	Female
ATTIRE	National Dress, Lounge Suit or Batik	National dress or Formal dress



Picture examples of the dress code ALLOWED for **graduates** (while attending the convocation).



Picture examples of the dress code ALLOWED for **guests** (while attending the convocation).



8. CCONVOCATION FEE

Local & International Graduates	
Level	Amount
Certificate / Diploma	RM610
Bachelor	RM770
Master	RM950
Ph.D.	RM1,150

**The above fees includes Certificate and Transcript.*

International Collaboration Program	
Level	Amount
Certificate / Diploma	USD 250
Bachelor	USD 300
Master	USD 600
Ph.D.	USD 700

**The above fees includes Certificate and Transcript.*

9. PAYMENT METHOD

LOCAL ACCOUNT NUMBER

❖ Bank Transfer / Deposit

Name : Lincoln Higher Learning Sdn Bhd

Account No. : 21234900055082

Swift Code : RHBBMYKL

INTERNATIONAL ACCOUNT NUMBER (MULTI CURRENCY)

❖ Bank Transfer / Deposit

Name : Lincoln Higher Learning Sdn Bhd

Account No. : 61234900001886

Swift Code : RHBBMYKL



10. PAYMENT DEADLINE

The deadline for the payment of Convocation fee is on **Tuesday, 7th January 2025**. Please be informed that there will be penalty charge of RM100/- for late payment.

11. ACCOMMODATION

In order to assist you in your travel arrangements to attend the LUC Convocation, we have compiled a list of nearest accommodation around the convocation venue for your consideration. All LUC graduates who are attending the convocation are advised to arrange for their own accommodation and travel arrangements at their own expense. Listed hotels are as below:

1. Avante Hotel, Petaling Jaya
2. One World Hotel, Petaling Jaya
3. Crystal Crown Hotel, Petaling Jaya
4. Armada Hotel, Petaling Jaya
5. Hilton Hotel, Petaling Jaya
6. Le Meridien Hotel, Petaling Jaya
7. Hotel Melia, Kuala Lumpur
8. Summit Hotel, Subang Jaya
9. Grans Continental Hotel, Kuala Lumpur
10. Hotel The Curve Damansara, Petaling Jaya
11. Armada Hotel, Petaling Jaya
12. Sheraton Hotel, Petaling Jaya

For further information, booking and reservation;

1. Name : Mrs. Umaira
Phone Number: 017-3075284
Email : umairashariff@lincoln.edu.my
2. Name : Mrs. Mala
Phone Number: 017-6422231
Email : skywinresources@gmail.com



For further enquiry regarding registration or convocation, please email to ariffmahmood@lincoln.edu.my

Congratulation, graduates! You have come far, worked hard, and have achieved your goal. Thank you for giving Lincoln University College the opportunity to be a part of your journey. We look forward to seeing you at the 2025 Convocation Ceremony.

Best Regards,

REGISTRAR

Lincoln University College

NB: No signature is required on the part of Lincoln University College as this is a computer-generated memo.

