



SERI STAMFORD COLLEGE

20th October 2016

Dear Graduand,

66th SERI STAMFORD COLLEGE ANNUAL GRADUATION CEREMONY 2016

Congratulations on the successful completion of your studies! You are now eligible to attend the Convocation and receive your scroll at the 2016 Graduation Ceremony, details of which are as follows:

- Date:** 03 December 2016, Saturday
- Time:** 7.30 am – 9.00 am (Registration)
10.00 am (Ceremony Commences)
- Venue:** SERI STAMFORD COLLEGE
(Level 2 Auditorium)
Plaza Menjalara,
No. 1, Jalan Menjalara Idaman,
Bandar Sri Menjalara,
52200 Kepong
Kuala Lumpur, Malaysia

The Graduation Committee has negotiated a special graduation package costing **RM450.00** per person inclusive of the following:

<ol style="list-style-type: none">1. Photograph – 1 copy of group and 1 copy of 11R & 8R2. Loan of graduation of robe, hood and mortar-board3. Tickets to the Graduation Ceremony – graduand & 2 guests	<p><i>RM100.00 is refundable upon return of the graduation robe, hood and mortar-board</i></p>
---	--

Additional Graduation Ceremony tickets are available at the rate of RM50.00 per ticket per guest. Kindly note that children below the age of 12 are strictly not permitted to enter the convocation hall.

International Students

International students, who are currently not in Malaysia, will be allowed to send their payments via Telegraphic Transfer (TT) to SERI STAMFORD COLLEGE SDN BHD account. Students must scan and email to us at exam@stamford.edu.my a copy of the Telegraphic Transfer form together with the Seri Stamford Registration Form & Tracer Study Form.

The Examination Department will only process the registration upon confirmation from the Finance Department that the money has been successfully credited into our account. International students need to remit USD110 to us. It is not advisable to use currency other than RM and USD.

Below are the details of Seri Stamford College bank account:

Beneficiary's name : SERI STAMFORD COLLEGE SDN BHD
Beneficiary's Account No. : 28100012794
Bank : Hong Leong Bank
Bank Address : No.9 & 11, Jalan 52/2 PJ,
New Town Centre,
46200 Petaling Jaya
Swift code: : HLBBMYKL
Remark: : Seri Stamford Graduation Ceremony 2016

(International students must ensure that they possess a valid VISA if they are attending the Graduation).

The Graduation Ceremony will commence at 10.00 am sharp. Registration for the ceremony and the collection of robes will be from 7.30 am to 9.00 am at Level 2 Seri Stamford College. All graduands are to be seated at their pre-assigned seats by 9.00 am. All guests are to be seated for the Graduation Ceremony by 9.30 am. **A booth is set up for the sale of flowers/ bouquets.**

Dress Code:

Graduands will observe the following dress code:

GENTLEMEN: Formal attire to be worn (long sleeved shirts and tie, preferably with a blazer) with appropriate graduation robe. (Jeans, shorts, t-shirts, sandals, slippers, sports shoes and long unkempt hair will not be permitted at the graduation ceremony).

LADIES: Formal attire to be worn with graduation robe. (Jeans, shorts, t-shirts, sandals, slippers, short skirts will not be permitted at the graduation ceremony).

Photography

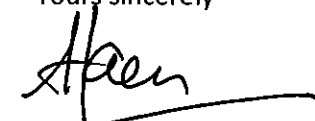
An official photographer has been appointed to take pictures of the ceremony and of individual graduands receiving their scrolls. To avoid disruption to the smooth running of the ceremony, photography/video recording by guests, students or others will not be permitted. Graduands will have ample opportunities to take photographs with their family and friends after the ceremony.

We enclose a REGISTRATION FORM and would appreciate your prompt response together with the necessary payment on or before Tuesday, 15th November 2016. Please make all payments by cheque, money order, bankdraft or credit card payable to Seri Stamford College Sdn. Bhd.

Once again, we take this opportunity to congratulate you on your success and hope that you will be able to attend the Graduation Ceremony.

Thank you

Yours sincerely



Haema Sukumaran

Member – Graduation Committee



R. Raja Niyagan

Chairman-Graduation Committee

IMPORTANT NOTICE

The Ministry of Education (MOE) Malaysia requires all graduates of IPTS to go online to fill up the Graduate Tracer Study Form which is posted on the official website of MOHE at <http://graduat.mohe.gov.my> from November 2016. Please complete the form online and send it to MOE. You are requested to submit a printout of the Acknowledgement Form and the Stamford College Tracer Study Form, which is enclosed, on or before 28th November 2016 to the Examination Department.