

PROCESS OF EMPTYING THE ROOM AND PICKING-UP-GOODS IN THE STORE



APPLICATION



- ✓ Students apply through the UTMSmart application starting 5th October 2021



APPLICATION GUIDE

- ✓ Students who are unable to return to campus but failed to vacate the room and hold the room keys are required to vacate their room and return the keys **before 15th November 2021**.
- ✓ Students may appoint their close friends or family members to vacate the room and return by filling out the representation form available at <https://www.utm.my/hospitality> and email the form to the residential college.
- ✓ Students and parents who have received a complete dose injection of the vaccine and have passed the period of effectiveness and low risk recorded in the MySejahtera application are only allowed to enter the campus.



APPROVAL

- ✓ Students get approval through UTMSMART and Letter of Approval at ACAD MyUTM@Student.
- ✓ Approval of the application will be given within one to three working days.



EMPTYING THE ROOM AND PICKING-UP-GOODS

- ✓ Students will be given the date and time to attend the college and need to confirm the date and time with the respective residential colleges.
- ✓ Students must comply with the time and date given by the college management.
- ✓ Students are prohibited from going to other locations, meeting, visiting or going to other students' rooms.
- ✓ Once the collection of items in the room is done, students need to fill in the "Room Check Out and Vacant Form" and return the keys to the residential college office.
- ✓ Students must immediately leave the campus immediately after they have picked up all their items.



IMPORTANT

- ✓ If a student fails to vacate their room after 15th November 2021, the accommodation charge is imposed on their account according to the room type and will be charged starting from 16th November 2021.