



UNIVERSITI TUNKU ABDUL RAHMAN DEPARTMENT OF STUDENT AFFAIRS

PROCESS OF OBTAINING VEHICLE STICKER (NEW)

IF YOUR BALLOT FOR VEHICLE STICKER IS SUCCESSFUL (Successful ballots will be put up on notice boards on 25 October 2024 at 10.00 am), THE PROCESS OF OBTAINING VEHICLE STICKER IS AS FOLLOWS:

- 1) Students makes payment **ONLY** at Public Bank Branches OR through Public Bank Internet Banking from **26 OCT 2024 to 31 OCT 2024**. The Pro-forma student bill for vehicle sticker is available at student portal (**my billing**) from 25 October 2024, 11.00 a.m. onwards (**IMPORTANT: PAYMENT FOR VEHICLE STICKER IS NON-REFUNDABLE IF THE STUDENT CHOOSE WRONG VEHICLE TYPE DURING REGISTRATION OR THE STUDENT DOES NOT OBTAIN A VALID DRIVING LICENSE**)
- 2) Student has to prepare relevant documents* and complete 1 copy of Application for Vehicle Sticker form [Downloadable at <http://dsa.kpr.utar.edu.my/Vehicle-Stickers.php> (Kampar Campus) / <http://dsa.sl.utar.edu.my/Vehicle Sticker.php> (Sungai Long Campus) as the form is no longer provided by the Department of Student Affairs (DSA) and the form is only valid for OCTOBER 2024 trimester] before submission to **The open area outside ITISC A170 (Kampar Campus) / Department of Student Affairs KB006 (Sungai Long Campus)** for approval on the **next working day** after making payment at Public Bank branches or through Public Bank Internet Banking.
 - For example, student who makes payment on 26 October 2024 (Saturday) has to submit vehicle sticker application to **The open area outside ITISC A170 (Kampar Campus) / Department of Student Affairs KB006 (Sungai Long Campus)** earliest on 28 Oct 2024 (Monday). Another example, student can only submit vehicle sticker application to **The open area outside ITISC A170 (Kampar Campus)/ Department of Student Affairs KB006 (Sungai Long Campus)** earliest on 29 Oct 2024 (Tuesday) if he/she pays on 28 Oct 2024 (Monday).

(Making prior appointment and submission of documents via email are not necessary)
- 3) DSA will issue a vehicle sticker to the student concerned. The obtaining of vehicle sticker is from **28 Oct 2024 to 5 Nov 2024 (9am – 5pm)**. After the expiry date, successful applications are assumed to have rejected the issuance of vehicle stickers. Inspection of vehicle will commence on **6 November 2024** onwards.

**Relevant Documents:*

- a) A photocopy of Student ID (both sides)
- b) A photocopy of Driving License (both sides)
- c) A photocopy of student bill (for new student only)
- d) A payment receipt of vehicle sticker fee