



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 15 Oct 2021 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 **16 Oct 2021 to 21 Oct 2021**. The Pro-forma student bill for vehicle sticker is available at student portal (my billing) from 15 Oct 2021, 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 Oct 2021 trimester] before submission to DSA 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 16 Oct 2021 (Saturday) has to submit vehicle sticker application to DSA earliest on 18 Oct 2021 (Monday). Another example, student can only submit vehicle sticker application to DSA earliest on 20 Oct 2021 (Wednesday) if he/she pays on 19 Oct 2021 (Tuesday).
- 3) DSA will issue a vehicle sticker to the student concerned. The obtaining of vehicle sticker is from **18 Oct 2021 to 22 Oct 2021**. After the expiry date, successful applications are assumed to have rejected the issuance of vehicle stickers. Inspection of vehicle will commence on **25 Oct 2021** 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)**