

## Instruction to students under IIUM Academy,

Please note that based on the university's regulations, there are processing fees for certain processes/applications/appeals.

For Malaysian students under IIUM Academy, payment should be made via online banking or cash deposit to the following bank account:

Account name : IIUM ACADEMY

Bank : BANK MUAMALAT MALAYSIA BHD

Account no : 1407-0000010-71-0

For international students, payment should be made through Flywire at:

https://landing-pages.flywire.com/landing/iium

At the webpage, please select "Student fees - IIUM Academy student".

Please fill up the attached form but payment is to be deposited to the account stated above.



Head of Department/PG Coordinator

IIUM-CPS-ADM07 Ver/Rev: 01/04 Eff. Date: 1 March 2019 (UCPS Meeting No. 5/2018)

Within Centre of Studies	Between Centres of Studies
STRUCTIONS	FOR OFFICE USE (CoS/CPS) ONLY
	CHECKLIST
Please <b>complete Section A</b> and get recommendations from Head of	
Department (HOD) or Postgraduate Coordinator (PGC) of the Releasing Department and the Deputy Dean, Postgraduate (DDPG) (if necessary)	Date Received:
then get recommendations from HOD / PGC of the Accepting Department	
/ Centre of Studies (CoS), then submit the form to the DDPG of the	Approval KPGC Meeting No.:
Accepting CoS.	Date of Meeting:
This application is valid for applicant who registered within the first regular semester of his/her studies.	
Application received after week four (4) of a regular semester will	Approval of AC Meeting No.:
take effect in the following semester	Date of Meeting:
Student must fulfill the entry requirement of the accepting CoS (e.g. English and Arabic). Please enclose the EPT / APT result.	Endorsement of SAC No.:
Please attach Official Academic Transcript and for PhD	Endorsement of SAC No.:  Date of Meeting:
candidate please attach Research Proposal.	Bate of Meeting.
Student will be informed accordingly after the approval.	Programme changed in EAS
Please fill in the form <b>CPS/REG06/V2/R1</b> for application of Transfer of Credit and Exemption of Courses and attched with your Application for	
CoP.	Major changed in EAS
International student needs to apply for Change of Student Pass	
with the IIUM Visa Unit after getting approval for CoP	Mode changed in EAS
A fee of RM100.00 will be charged as an administrative fee. (Please pay	
to Bank Muamalat – IIUM Operating Account (1407-000000-4716)  Delease attach copy of VAL. Application with 24 or 36 months validity	Semester Archived in PG System
will not be entertained due to Immigration Malaysia restriction.	Pre-requisites included in Permanent Biodata
	rie-requisites included in remainent biodata
TION A: TO BE COMPLETED BY THE APPLICANT  1. Name:	2. Matric No:
3. Email Address	4. Telephone:
5. Current programme:	
6. Intended programme:	
7. Reason(s) of application: <i>Please use additional paper (if necessary)</i>	
Applicant's Signature:	Date:
THOM D. TO DE COMDITTED BY THE HEAD OF DEDARTMENT / DC COOL	DINATOR OF THE RELEASING REPARTMENT
CTION B: TO BE COMPLETED BY THE HEAD OF DEPARTMENT / PG COOI	CDINATOR OF THE RELEASING DEPARTMENT
Recommended	Not Recommended
emarks :	
	······
Signature & Stamn	 Date

## **BETWEEN CoS)** Recommended Not Recommended Remarks: \_ Signature & Stamp Date Deputy Dean (Postgraduate) SECTION D: TO BE COMPLETED BY THE HEAD OF DEPARTMENT / PG COORDINATOR OF THE ACCEPTING DEPARTMENT Recommended Not Recommended Date of Interview (if any): \_\_\_\_\_\_ (If recommended, please complete the followings: ) Recommended for Semester 20 /20 Recommended Mode of Programme Coursework Only Research Only Coursework and Research Pre-requisites subjects (if any): Course Code 1: Course Code 2: Course Code 3: Course Code 4: Course Code 5: Remarks/Comments: Signature & Stamp Date Head of Department/PG Coordinator SECTION E: TO BE COMPLETED BY THE DEPUTY DEAN (POSTGRADUATE) OF THE ACCEPTING CENTRE OF STUDIES Not Approved Approved Date of KPGC/IPGC: Approved for Semester \_\_\_\_\_\_ 20\_\_\_\_\_/20\_\_\_\_\_\_ Approved Mode of Programme Coursework Only Research Only Coursework and Research Signature & Stamp Date Deputy Dean (Postgraduate)

SECTION C: TO BE COMPLETED BY THE DEPUTY DEAN (POSTGRADUATE) OF THE RELEASING CENTRE OF STUDIES( IF