



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِيسْتِي اِسْلَامُ اِنْتَارَا بَحْسَا مَلَيْسِيَا

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.



CENTRE FOR POSTGRADUATE STUDIES

APPLICATION FOR LEAVE OF ABSENCE FORM

Semester , Session /

Instructions:

To Candidate

- Please complete Section A. You are required to submit this form to the Deputy Dean (Postgraduate) of your Centre of Studies
- Sponsored students who would like to apply for leave of absence for any reason, must enclose consent / approval letter for the leave of absence from their sponsor(s).
- A student will not be granted a leave of absence unless the following conditions are fulfilled:
 - To attend class as usual and sit for any mid-term/final examinations
 - To submit the application form together with a valid air ticket/any travelling documents to the Centre before leaving the country. The following table exemplifies some of the reasons and the relevant necessary documents.

Reasons	Supporting Documents
1. Medical problem e.g.: accidents, and any other serious health problems	Medical report certified by the IIUM Health Centre and air ticket for International Students
2. Personal problems e.g.: family problems, marriage problems, stress	Counselor report certified by the IIUM Counseling & Career Guidance Department or IIUM Health Centre and air ticket for International Students
3. Work constraints	Recommendation letter from employer, air ticket and work permit for International Students

SECTION A: STUDENT'S INFORMATION (TO BE FILLED BY THE STUDENT)

Name:		Matric No.:
Tel no email :		
Tel. No.		Email:
Programme : <input type="checkbox"/> PhD <input type="checkbox"/> Master	Programme Title:	
Reason for Leave of Absence:		
FOR STUDENT ON IIUM FINANCIAL LOAN*(if applicable)		
Name of Sponsor : _____		
I understand that if my application is successful, my financial loan will be suspended during the approved leave of absence period.		

Student's signature: _____

Date: _____

Name and Matric Number:

SECTION B: RECOMMENDATION FROM THE HEAD OF DEPARTMENT / PG COORDINATOR (if relevant)

<input type="checkbox"/>	RECOMMEND	<input type="checkbox"/>	NOT RECOMMEND
Remarks: _____			
Signature & Official Stamp:		Date:	

SECTION C: APPROVAL FROM THE DEPUTY DEAN (POSTGRADUATE) OF THE CENTRE OF STUDIES

<input type="checkbox"/>	APPROVED	<input type="checkbox"/>	NOT APPROVED
Remarks: _____			
Signature & Official Stamp :		Date:	

SECTION D: CENTRE FOR POSTGRADUATE STUDIES OFFICE USE ONLY

Action/ Remarks:	Date :
UCPS No. :	