

DISABILITY SERVICES UNIT (DSU)
OFFICE OF THE DEPUTY RECTOR (STUDENT DEVELOPMENT AND COMMUNITY ENGAGEMENT)

SERVICES PROVIDED FOR REGISTERED DISABLED STUDENTS / STAFF OF IIUM

No	Services	Procedures	Action(s)
1	Access card to Rectory	<ul style="list-style-type: none"> - Submit matric card to the DSU, in the 1st week of new semester. - Need to fill up consent form 	DSU, OSeM
2	Accessible room at Mahallah	<ul style="list-style-type: none"> - Submit a request letter to the DSU, attached with medical supporting letter (if any). 	DSU, RSD
3	Assistive Devices / Equipment -Purchase -Maintenance	<ul style="list-style-type: none"> - Submit a request letter to the DSU - Attached with quotation / requirements 	DSU
4	Allowance from MOHE (for Malaysian students only)	<ul style="list-style-type: none"> - Fill up hardcopy forms and submit to the DSU. The forms will be emailed in the 1st week of new semester. All attached documents must be Certified True Copy (CTC) before submit to the DSU. - Fill up softcopy form (for pocket money only) and email to the DSU in Microsoft Word format - All completed forms MUST be submitted to the DSU latest by 3rd week of new semester begin 	DSU
5	Accessible room at Library - Level 2 (open room) - Carrel room (for PG students only)	<ul style="list-style-type: none"> - Request the room key at Library main counter - Need to fill up the logbook 	Library
6	Transport request	<ul style="list-style-type: none"> - Fill up Transport Request Form (TRF) - Submit to the DSU for recommendation 7 working days before the requested date. 	DSU, VMU
7	Transport request (For shuttle services to classes / exams in campus)	<ul style="list-style-type: none"> - Submit class schedule in given format in the first week of new semester upon confirmation of classes / exams 	DSU, VMU

8	Request for financial assistance	<ul style="list-style-type: none"> - Submit a request letter to the DSU, attached with medical supporting letter - The financial assistance is only applicable for the medical reason which is related to your disability 	DSU
9	Accessible rest room at KIRKHS (for KIRKHS students only)	<ul style="list-style-type: none"> - Request the room key at the General Office of KIRKHS, level 3. 	KIRKHS
10	Special arrangements for examination	<ul style="list-style-type: none"> - Submit request letter to the Deputy Dean (Academic Affairs) of respective Kulliyah and a copy to the DSU. - Attached with medical support letter - If need the cover letter from the DSU, please let the DSU know - The completed documents need to be submitted once the pre-elementary exam timetable issued (around 8th week of semester) 	DSU, DDAA Kulliyah
11	Improve the accessibility around campus	<ul style="list-style-type: none"> - If the disabled students encounter any difficulties on accessibility in terms of physical accessibility, please do inform the DSU as soon as possible. - For instance, designated parking lot for disabled driver at mahallah / Kulliyah, pathways to the classes for wheelchair users and designated reserved seat in class for vision / hearing impaired students. 	DSU, DD, Kulliyah
12	Access card to KENMS lift	<ul style="list-style-type: none"> - Submit a request to the DSU, attached with medical supporting letter (if any). 	DSU, KENMS

For more details, please contact:

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Legends:

Office of Security and Management (OSeM)

Development Division (DD)

Deputy Dean Academic Affairs (DDAA)

Residential and Services Department (RSD)

Vehicle Management Unit (VMU)

Kulliyah of Islamic Revealed Knowledge and Human Sciences (KIRKHS)

Kulliyah of Economics and Management Sciences (KENMS)