

INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
INFORMATION TECHNOLOGY DIVISION

APPLICATION FOR ATTENDING NON-FEE BASED TRAINING/SEMINAR/SHORT COURSES/CONFERENCE/WORKSHOP									
Name		Staff No.		Post	J/JA		FA/FT		F/N
Section/ Focus Area									
Title of training									
Organizer									
Venue									
Date of training									
Reason for applying	Self-Initiated <input type="checkbox"/>	Instructed by Division <input type="checkbox"/>	Remarks:						
Number of seminar/training attended this year applied									
Remarks: _									
<ul style="list-style-type: none"> I hereby confirmed that the above information is true and will conduct a sharing session within one (1) month after the date of training. I also will hand over materials received to ARIFe for record/documentation purposes. Traveling expenses for the purpose of training will be on the applicant own budget if the request for the training is a self-initiated. 									
Signature				Date applied					
Recommendation by Team Leader, ITD					Recommendation by Deputy Director, ITD				
Recommended / Not Recommended					Recommended / Not Recommended				
Reason					Reason				
Signature & Official stamping Date					Signature & Official stamping Date				
Approval by the Director/CIO, ITD									
Approved / Not Approved									
Reason									
Signature & Official stamping Date									
For Administration & Finance (ARIFe) ,ITD Use Only									
Date Received									

Notes: -

- The application must be forwarded to ARIFe after receiving recommendation/approval from the Team Leader/Deputy Director/Director/CIO of ITD at least two (2) weeks before the stipulated date.
- To attach ONTRACK, iSDS Reports and other supporting document.
- The certificate of training/ document needs to be forwarded to the ARIFe for record purposes.