

**APPLICATION FOR STUDY LEAVE FOR  
MATRICULATION/CELPAD TEACHER  
DG41**

**CHECKLIST**

Name of applicant : .....

Staff No. : .....

Kulliyah/Department : .....

Programme applied for : .....

	Yes	No.	Remarks, if any,
1. Offer letter for admission from the University			
2. Dean's comments / support / acknowledgement			
3. i) Copy of Bachelor's degree attached *1st class / 2nd class upper / 2nd class lower			
ii) CGPA if available : _____			
4. Malaysian			
5. Bumiputera			
6. i) Bonded with any institution / organisation			
ii) Name of organisation. If yes, how long.			
7. i) Scholarship received for the programme applied			
ii) If yes, name of sponsor			

Applicant's initial : \_\_\_\_\_

Office initial : \_\_\_\_\_

\* Note : Please delete wherever appropriate.



الجامعة الإسلامية العالمية ماليزيا  
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA  
بُونَيْرِيسْتِيْ اِسْلَامْ اِنْتَارَا بَجْنِيَا مَلَيْسِيَا

APPLICATION FOR STUDY LEAVE  
FOR MATRICULATION/ CELPAD TEACHERS  
(DG41)

Please  
affix  
recent  
photograph

(SECTION A : TO BE COMPLETED BY THE APPLICANT)

(NOTE : PLEASE TYPE THE INFORMATION REQUIRED. APPLICANT IS REQUESTED TO SUBMIT COPIES OF DOCUMENTS AND OTHER INFORMATION REQUIRED)

1. Full Name (Capital Letters) : \_\_\_\_\_
2. Postal Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Tel. No. : \_\_\_\_\_
3. Identity Card No. : \_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Place of Birth : \_\_\_\_\_
6. Age : \_\_\_\_\_
7. Marital Status : \_\_\_\_\_
8. No. of Children : \_\_\_\_\_
9. Length of service in IIUM : \_\_\_\_\_
10. Present Position /  
Date appointed : \_\_\_\_\_
11. Kulliyah / Department : \_\_\_\_\_
12. Present Salary : \_\_\_\_\_

13. Date of confirmation in Service : \_\_\_\_\_

14. Types of position held (before/after joining IIUM).  
(If the space is inadequate, please attach appendix)

PREVIOUS OCCUPATION	EMPLOYER (NAME & FULL ADDRESS)	SALARY	DURATION	
			DATE COMMENCED	DATE ENDED

15. Academic / Professional Qualifications.  
(Please attach copies of certificates and examination transcripts. Please also state details on degree –e.g. Honours, 2nd Class Upper and CGPA)

NAME OF INSTITUTION/ FROM/UNTIL	TYPE OF CERTIFICATE/ DIPLOMA/ DEGREE	DATE AWARDED	FIELD OF SPECIALISATION

16. Are you bonded by any contract to serve any institution? : YES / NO
17. If yes, please state the name of the institution and number of years you are bonded : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
18. Address of University to pursue your studies (Please attach letter of offer) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
19. Programme :-  
 (i) Field of study : \_\_\_\_\_  
 (ii) Area of specialisation : \_\_\_\_\_
20. The degree which will be awarded : \_\_\_\_\_
21. Date of commencement / Duration of programme : \_\_\_\_\_
22. Please list all the subjects that will be taken and please submit details of the subject from the information brochure of the university concerned. (Please attach appendix if space is inadequate) : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
23. If a dissertation or a thesis is involved, please submit title and a brief summary of your intended dissertation or thesis proposal and reasons as to why you choose the particular research topic. Please attach the proposal as an appendix.
24. Have you ever pursued any similar programme/degree before? If yes, please state :-  
 (i) When : \_\_\_\_\_  
 (ii) Where : \_\_\_\_\_  
 (iii) Result : \_\_\_\_\_

25. Other University/ies which : \_\_\_\_\_  
had offered you a place of \_\_\_\_\_  
study (Please attach letter \_\_\_\_\_  
of offer) \_\_\_\_\_

I declare that the above information is true and correct. I understand that upon completion of the full-pay study leave, the IIUM will not be responsible in providing a higher position or any other position which commensurate with the new qualification that I will obtain. I also agree to sign an agreement for compulsory service with IIUM due to the salary and allowances provided during the full pay study leave.

Date : \_\_\_\_\_  
\_\_\_\_\_  
(Signature of applicant)

(Note : Please forward this application through your Dean)

**(SECTION B : TO BE COMPLETED BY THE DEAN)**

(i) Please state whether the course taken by the applicant is relevant to the needs of the Department/University.

\_\_\_\_\_  
\_\_\_\_\_

(ii) Please state your opinion on the ability of the applicant to follow the course successfully.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(iii) Please ascertain the language proficiency of the applicant to follow the course effectively in the medium of instruction required. Please also state qualifications as proof of proficiency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(iv) Please state whether the University/Institution is considered proper and competitive in the field of study chosen by the applicant.

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(v) This application is \*supported/not supported and the applicant\* could/could not be released from his/her duties at the Centre in order to pursue his/her postgraduate diploma/ degree on study leave basis. While he/she is on study leave, the Kulliyah/Centre/Department will manage within its personnel resources.

(vi) Dean's comment, if any :-

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Date : \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

*Note : The Dean is requested to submit this form to the Management Services Division.*

*\* Please delete whichever is not applicable.*