



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْسِيْتِيْ اِسْلَامِيْ اِنْتَارَابِيْسِيَا مَلِيْسِيَا

MANAGEMENT SERVICES DIVISION

VISITING SCHOLAR (INBOUND) APPLICATION FORM

PHOTO

NOTES TO APPLICANT

- 1) Applicant **must** fill in all the necessary information clearly
- 2) The application **must be submitted 3 months before** the beginning of semester / programme
- 3) For International Staff, please attach a copy of the following:
 - a. Copy of Valid International Passport (all pages including the blank page);
 - b. Certification letter from Home University/Agencies (with translation in English);
 - c. Proof of Sponsorship (in the form of Bank Statement / Statutory Declaration / Official Letter from sponsor, etc)
 - d. Three latest passport size photos (including one that should be pasted on the right corner of this page, with blue background);
 - e. Curriculum Vitae (CV) (with translation in English);
 - f. Summary of Teaching/ Research / Sabbatical Plan (with translation in English);
- 4) **For Local Staff, please attach item b, e and f only.**

Note: The application will be processed upon receiving complete documents

STAFF PERSONAL DETAILS

Name as stated in Passport (in capital letters)

Gender: Male/Female Identification Number:

Citizenship: Date of Birth: - -

Age:
Marital Status: Single Married / No of children

International Passport No: Date of Expiry: - -

Date and Place of Issue: - - and

Country/State of Origin:

Country of Residence:

Religion: Madzhab:

Postal address:

Telephone:

E-mail:

Disability:

ACADEMIC BACKGROUND

Name of Schools/Universities/Colleges	Period of Study		Certificate Obtained	Medium of Instruction
	From	To		

RESEARCH / WORKING EXPERIENCE

Place of Research / Work	Working Period	Nature of Work / Outcome of Research

DETAILS OF VISITING SCHOLAR PROGRAMME
(Inbound Visit)

Name of Home University/Organization Please attach a Certification Letter from Home University (Compulsory)
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Duration of Visit at IIUM	Please tick one of the following boxes: One Semester <input type="checkbox"/> Two Semesters <input type="checkbox"/> Please specify the dates: _____
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Department/Faculty Visited & Contact Person at IIUM
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Type of Visiting Scholar Appointment	Adjunct Professor <input type="checkbox"/> Adjunct Fellow <input type="checkbox"/> Visiting Professor <input type="checkbox"/> Visiting Fellow/Lecturer <input type="checkbox"/> Visiting Researcher <input type="checkbox"/> Others, please specify
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If you are on Sabbatical Leave <i>(please tick)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Accommodation	<input type="checkbox"/> Off Campus (own arrangement) <input type="checkbox"/> On Campus – please proceed to the option below										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; padding: 5px;">TYPE OF ROOM (Subject to availability)</th> <th style="width: 50%; padding: 5px;">COST (in Ringgit Malaysia)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Executive Room (Single Occupancy)</td> <td style="padding: 5px;"><input type="checkbox"/> RM1,007.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i></td> </tr> <tr> <td style="padding: 5px;">Family Room (Max 3 pax)</td> <td style="padding: 5px;"><input type="checkbox"/> RM1,590.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i></td> </tr> </tbody> </table> <p style="margin-top: 5px;"><i>*Rate may change from time to time</i></p>	TYPE OF ROOM (Subject to availability)	COST (in Ringgit Malaysia)	Executive Room (Single Occupancy)	<input type="checkbox"/> RM1,007.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i>	Family Room (Max 3 pax)	<input type="checkbox"/> RM1,590.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i>				
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Area of Research Interest to be collaborated (If Applicable)	<p>.....</p> <p>.....</p>										
Source of Sponsorship (RM)	<p>Home University <input type="checkbox"/> Amount: _____</p> <p>Self-funding <input type="checkbox"/> Amount: _____</p> <p>Others; <i>Please specify organization & amount:</i></p> <p>_____</p>										
Contact Details of Exchange Coordinator (Home University/Agencies)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Surname:</td> <td style="width: 50%; padding: 5px;">First Name:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Address:</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Phone (incl. country code):</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Fax (incl. country code):</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Email:</td> </tr> </table>	Surname:	First Name:	Address:		Phone (incl. country code):		Fax (incl. country code):		Email:	
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Phone (incl. country code):											
Fax (incl. country code):											
Email:											

<p>Staff Dearation</p>	<p>I hereby confirmed that the above information is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for this programme and future visiting scholar/exchange programme with this university.</p> <p>Visiting Scholar's Signature: _____</p> <p>Date: _____</p>
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RECOMMENDATION FROM HOME UNIVERSITY/AGENCIES
(Dean of faculty from Home University/Recommending Authority)

<input type="checkbox"/>	<input type="checkbox"/>
Recommended	Not Recommended
<p>Comments:</p> <p>.....</p>	
<p>_____ Signature and name of the recommending authority</p>	<p>_____ Date</p>

RECOMMENDATION FROM KULLIYAH/FACULTY OF HOST UNIVERSITY, IIUM

Recommended

Not Recommended

Comments:
.....

Source of Payment/Honorarium: Kulliyah Fund RM _____ per month
 No budget implication (*pro-bono basis*)

Please list the Expected Scope of Work/ Duty List for the Visiting Scholar at your Kulliyah/Department

1. _____
2. _____
3. _____
4. _____

Signature and name of the recommending Authority

Date

RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION, IIUM

Recommended

Not Recommended

Comments:
.....

Executive Director, Management Services Division

Date

APPROVAL OF DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION)

Approved

Not Approved

Remarks:
.....
.....

Deputy Rector (Academic & Internationalisation)

Date

APPROVAL OF RECTOR

Approved

Not Approved

Rector

Date

Please submit an application form to the following address:

Office Address:

Employment (Academic) Unit
Human Resource Management
Management Services Division
International Islamic University Malaysia
Level 3, Muhammad Abdul-Rauf Building, IIUM
Jalan Gombak, Selangor Darul Ehsan

Tel: +603- 6421 5556

Fax: +603-6421 4998

Email: msd_rec_acad@iium.edu.my

Website: www.iium.edu.my/division/msd