

THE FLOWCHART BEFORE PROGRAMME

STEP 1

- SUBMIT APPLICATION** to the Host University via online or fill in the hardcopy form
- Student must receive the **ACCEPTANCE LETTER** from the Host University

STEP 2

- Student shall fill in the **OUTBOUND APPLICATION FORM** and get the **HOD APPROVAL** (in CHOICE OF PROGRAMMES section)

- Student must **PREPARE ALL DOCUMENTS AT LEAST 4 TO 12 MONTHS BEFORE PROGRAMME**

- **NOTE:** The objectives must state clearly (whether it is a personal & university's objectives) in the proposal for the exchange programme.

- **REMINDER:** The students must be prepared as some of the subjects will be transferred into core course, elective or free elective.

STEP 3

- Student shall submit **ALL COMPLETED DOCUMENTS** to **OSDCE** for the approval process

- After **OSDCE HAS APPROVED** the proposal, student shall **SUBMIT THE APPROVED DOCUMENTS** to **OIGN KLM** at least **3 MONTHS BEFORE PROGRAMME**

STEP 4

- OIGN KLM will **SUBMIT ALL DOCUMENTS TO IO IIUM** for approval from the Rector IIUM

STEP 5

- Student may proceed with **SPONSORSHIP, VISA, FLIGHT TICKET, AND HOSTEL** after the proposal is approved by the Rector Office (if any)

DOCUMENTS	ACTION	REMARKS
1. Application Form (to host university) SOURCE: 1. IIUM KLM FACEBOOK 2. IIUM WEBSITE – IO & KLM	STUDENT	
1. Proposal 2. Acceptance Letter from Host University (SOURCE: FROM HOST UNIVERSITY) 3. Outbound Application Form 4. Draft Sponsorship Letter (IF ANY) SOURCE (1, 3, & 4): 1. IIUM KLM WEBSITE	STUDENT AA HOD HOI	Student shall discuss with Academic Advisor (AA) and Head of Department (HOD) on the credited course that has been offered in the Host University
1. Approved Proposal from OSDCE 2. Acceptance Letter from Host University 3. Approved Outbound Application Form from HOD 4. Draft Sponsorship Letter (IF ANY)	STUDENT OSDCE IOGN KLM	
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