



## THE FLOWCHART BEFORE PROGRAMME

### STEP 1

1. Program Advisor/student must receive the **INVITATION / ACCEPTANCE LETTER** from the respective University

### STEP 2

2. Student shall fill in the **OUTBOUND APPLICATION FORM** (leave blank in the CHOICE OF PROGRAMMES section)
3. 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 mobility programme.

### STEP 3

4. Student shall submit **ALL COMPLETED DOCUMENTS** to **OSDCE** for the approval process
5. After **OSDCE HAS APPROVED** the proposal, student shall **SUBMIT THE APPROVED DOCUMENTS** to **OIGN KLM** at least **3 MONTHS BEFORE PROGRAMME**

### STEP 4

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

### STEP 5

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

DOCUMENTS	ACTION
1. Invitation/ Acceptance Letter (from respective University)	STUDENT PROGRAM ADVISOR
1. Proposal 2. Invitation/ Acceptance Letter (from respective University) 3. Outbound Application Form 4. Draft Sponsorship Letter (IF ANY)	STUDENT PROGRAM ADVISOR
SOURCE (1, 3, & 4): 1. IIUM KLM WEBSITE	
1. <b>Approved</b> Proposal from OSDCE 2. Invitation/ Acceptance Letter (from respective University) 3. <b>Approved</b> Outbound Application Form from HOD 4. Draft Sponsorship Letter (IF ANY)	STUDENT OSDCE IOGN KLM
	STUDENT OIGN KLM IO IIUM