

 INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA	VERSION NO. : 03
	REVISION NO. : 02
REGISTRATION OF NEW STUDENTS	EFFECTIVE DATE : 01/10/2022
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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY		DETAILED PROCEDURE
	5.1	Registration of New Students
AA	5.1.1	Request for: <ul style="list-style-type: none"> i. Enrolment Checklist Form (DII) – Ensure Finance column is stamped. (If required) @memo from RSD ii. Offer Letter (Ex CFS/DIM) – Ensure the student in the list of assigned mahallah. iii. LOU
AA/AHM/HM	5.1.2	Check student in MOA- Ex CFS/DIM (if required) <ul style="list-style-type: none"> i. If listed check her Preferences/permanent Mahallah ii. If not listed check the student Kuliyyah as per assign to your Mahallah.
AA/AHM/HM	5.1.3	Register student in RnRs <ul style="list-style-type: none"> i. If matriculated – assign room ii. If not matriculated – refer to AMAD
AA	5.1.4	Handover room key and facilities checklist form QR code/link https://forms.office.com/Pages/ResponsePage.aspx?id=9nbOGPSZf0WfYqzWXZuXd8ob59tG319Jq7VcYVP-6SdUN1U0T0hURFIDVVZBRIQ3STIZN1AwSIVUMC4u
AA/AHM/HM	5.1.5	Student to fill in the QR code of the facilities checklist to MO. If no submission, the facilities in the room are considered in good condition.
AA	5.1.6	File all documents accordingly. <ul style="list-style-type: none"> i. IIUM/213/C/XXX/4/21/1 (LOU) ii. IIUM/213/XXX/12/3/2/3/ (Facilities Checklist Report)