




INTERNATIONAL/LOCAL EXCHANGE PROGRAMME (CREDITED PROGRAMME)

THE FLOWCHART BEFORE PROGRAMME

	DOCUMENTS		ACTION	REMARKS
	1. Acceptance letter (Host University) 2. Letter of Undertaking and indemnity (On KLM Resources)	1. Once the successful applicants have received the Acceptance Letter from the Host University, He / She must and fill in Letter of Undertaking and Indemnity	STUDENTS	
	1. Proposal 2. Outbound Application form 3. Letter of Undertaking and indemnity 4. Acceptance Letter (INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED) SOURCE: IIUM KLM FACEBOOK IIUM WEBSITE – KLM RESOURCES	2. Students have to prepare proposal and get the Coordinator of Internationalization approval. (Only one proposal per program) 3. Students shall fill in the Outbound Application Form 4. All the completed documents must be submitted to OSDCE for DDSCE approval process within 2 weeks after receiving acceptance letter. - NOTE: The objectives must be stated 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.	STUDENTS	*Choice of programmes in Outbound application form is the same as in Study plan discussed with AA
			OSDCE	
	1. A copy of Flight tickets	5. OSDCE will submit all completed documents to OIA Gombak for approval in UMC Meeting. 6. Students may proceed with Sponsorship, VISA, Flight Ticket and Hostel after the proposal is approved by the Rector Office (if any) 7. Students need to email a copy of flight ticket to khairull@iium.edu.my	OSDCE	
			STUDENTS	