Admission Booklet

For Undergraduate Programme
(Ex-CFS Students)
GOMBAK CAMPUS

SEMESTER 1, 2010/2011

MALAYSIAN STUDENT

ADMISSIONS AND RECORDS DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
JALAN GOMBAK, 53100 KUALA LUMPUR
Tel: 603-6196 4000/4048/3019/4047/4040
Fax: 603-6196 4724
E-Mail: admissions@iiu.edu.my
Website IIUM: http://www.iiu.edu.my/
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A NOTE FROM THE DEAN OF
ADMISSIONS AND RECORDS DIVISION

Dear Students,

I am so pleased to welcome you to the International Islamic University Malaysia. I would also like to take this opportunity to congratulate you on getting a place at the University. I can assure you that we have an exciting educational program awaiting you. I trust you will find your time here rewarding and complimentary to your personal and professional goals.

At IIUM, we are blessed with beautiful surroundings. I am sure you will enjoy the beauty of our campus and appreciate the opportunity to study at this great university. The state-of-the-art program will equip you with the skills you need to gain control over your own destiny.

Over the years, the University has built a strong reputation as one of the leading Universities in the Islamic world. We achieved this by exercising a tradition that fosters excellence and unity in diversity.

We are delighted that you have selected the International Islamic University Malaysia. We look forward to greeting you in person.

May Allah s.w.t bless all of us.

ASOC. PROF. DR. AHMAD MARZUKI B. HAJI ZAINUDDIN
Dean
Admissions and Records Division
International Islamic University Malaysia
TERMS AND CONDITIONS OF OFFER AND ENROLMENT
(for ex-CFS students)

1. ACCEPTANCE/REJECTION OF OFFER
   You are required to fill-in the on-line reply and biodata forms at the following web-site:
   
   http://www.iiu.edu.my/anr/

   Failing which this offer of admission will automatically be revoked. In case of need, you can contact the University’s Officers through the followings:

   Telephone Number : 03 – 6196 4000
   Extension : 4048/3019/4047/4040
   Fax No. : 03 – 6196 4724

2. NATION BUILDING COURSE
   Please note that all Malaysian students may be requested to undergo a Nation Building Course (Kursus Bina Negara) organised by the National Civic Bureau (Biro Tatanegara). Further details about the course will be informed by the Students Development Division, IIUM later.

3. FEES AND CHARGES
   Please refer to the following web-site for the details:

   http://www.iiu.edu.my/finance/

4. REGISTRATION
   For the purpose of registration, we enclose the additional information about the University. Kindly read them carefully before filling in any forms. Please note that a late registration fee of RM5.00 for each late day will be imposed if you report later than the date as stated in the offer letter.

5. CFS GRADUATION STATUS
   All the Students that will be register to the University into Undergraduate Programme have to complete of CFS programme.

6. TA’ARUF (ORIENTATION) PROGRAMME (Compulsory to all new students)
   All students are required to attend Ta’aruf (Islamic Orientation Programme) conducted by the University and participate in all the programmes organized by various bodies of the University.

7. TILAWAH PLACEMENT TEST (TPT)
   All new students are required to sit for the Tilawah Placement Test (TPT) to determine their level of recitation and understanding of Taj’wid. There are two levels that students have to fulfill as their graduation requirements. The Test will be conducted during the first week of the orientation programme. Those who exempted from the first level may proceed to the second level.

8. DRESS CODE
   Please refer to the following web-site for the details:

   http://www.iiu.edu.my/rector/legal/

IMPORTANT NOTE
If the University authorities discover any false declaration and the use of forged certificates and documents by any student to gain entry into the University, this offer of admission will be revoked. The University may at its absolute discretion take or cause any legal action to be taken against any student guilty of committing forgery of fraud.
REGISTRATION GUIDELINES

CONGRATULATIONS for being selected to join the International Islamic University Malaysia. All the information provided is to prepare you for registration at the Main Campus.

Please read carefully and follow the instructions given

1. ACCEPTANCE / REJECTION OF OFFER
   i. If you accept or reject our offer, you are required to reply by filing-in the on-line form at the following web-site: http://www.iiu.edu.my/anr/ otherwise this offer of admission will automatically be revoked. No further appeal will be entertained once you have rejected the offer.

   Important note: For deferment case, please submit an official letter before or by Registration Day to the following address: Dean, Admissions and Records IIUM, P.O. BOX 10, 50728 Kuala Lumpur (Attention: Madam Jamilah Saidin and email: sjamilah@iiu.edu.my)

2. YOU ARE REQUIRED TO BRING ALONG THE FOLLOWING ORIGINAL DOCUMENTS/ITEMS ON THE MAHALL AH REGISTRATION DAY.
   i. Online Offer Letter
   ii. Two (2) of your recent photographs measuring 3cm X 3.5cm with your name, Matric No. and offered programme be written at the back of every photograph. You are required to submit them to the Mahallah.
   iii. Mahallah form
   iv. Copy of Bank-in-slip as proof of your payment of entrance fee.

3. ATTIRE ON THE MAHALL AH’S REGISTRATION DAY AND TA’ARUF WEEK
   i. MALE
      • Long sleeve shirt.
      • Dark coloured trousers
      • Dark coloured shoes
   ii. FEMALE
      • Wear ‘Mini Telekong’ or Head cover
      • ‘Baju Kurung’ or dress which covers the aurah
      • White ‘Sarong’ for special occasion during the Ta’aruf week.

WELCOME TO THE INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
“THE GARDEN OF KNOWLEDGE AND VIRTUE”
NOTICE TO ALL IIUM STUDENTS INTAKE SEMESTER 3, 2009/2010 SESSION

Please take note:-

1. All **Malaysian** Undergraduate and Postgraduate students are eligible to apply for National Higher Education Fund Corporation (PTPTN) Loan.

2. Please refer to the PTPTN official website ([http://www.ptptn.gov.my](http://www.ptptn.gov.my)) for details i.e eligibility.

3. All application must be applied online through PTPTN website address: [http://www.epinjaman.ptptn.gov.my](http://www.epinjaman.ptptn.gov.my). Please refer to the website for the online application schedule.

   * Important notes: The course choose in the online application for PTPTN must be the same with the course offered in the IIUM Main Campus offer letter. Otherwise your application will be rejected.

4. The briefing and submission of PTPTN agreement will be **DETERMINED** later i.e. normally in the 1st week of the semester. (Please refer to the Sponsorship Unit notice board or Student Affairs Division website).

5. Please bring along the following documents (A4 size), that must be attached with PTPTN agreement:

   * **Certified true copy of:**
     a) Applicant’s Identification Card (I/C)
     b) Offer letter for first degree/Master/PhD
     c) SPM / SPMV certificate only (slip is not accepted)
     d) Bank Muamalat account book. (Applicants are required to open Bank Muamalat account at any branch in Malaysia prior to registration at IIUM Gombak Campus)
     e) Parent’s income statement i.e. salary slip or ‘J’ form for non government servant or certification of income
     f) Full Transcript (Matriculation/ STPM / Diploma / First Degree/Master)
     g) Parent’s Identification Card (I/C)
     h) Parent’s death/divorce certificate
     i) Pension card of father/mother (if any)
     j) Parent’s income tax statement (if any)

   * **Note**: Authorized Officer to Certify True Copy of Certificates

6. Further enquires, please contact:-

   a) **PTPTN**  
      Tel : 03-20983705 – Pn. Mazni Ruslan  
            03-20986542 – Pn. Siti Norma Mat Noh

   b) **IIUM**  
      Tel : 03-61964403 – Pn. Zulaifah Sharif  
            03-61964118 – En. Nik Hziman Nik Mat  
            03-61964000 ext 3663 – Pn. Norazizah Arshad  
            03-61964000 ext 3657 – Pn. Fazilla Abdul Jalil

**Issued by** : Sponsorship Unit, Student Affairs Division  
**Date Issued** : 18/01/2010  
**Date Expiry** : End of Sem. 1, 10/11
Welcome/ Ahlan Wa Sahlan/ Salam Sejahtera

Dear students,

Congratulations and welcome to the Garden of Knowledge and Virtue. The day you register as a student of this University is the day you become a part of its big family. This is the place where you are able to experience diverse cultures from all over the world and meet with people from different backgrounds while pursuing your degree. The University’s mission is to achieve Comprehensive Excellence in all aspects of education, through the process of Integration, Islamisation and Internationalisation (IIICE @ Triple ICE).

Hence, we look forward to seeing you in the orientation programme called Ta’aruf (‘acquaintance’). IIUM attempt three students’ enrollment annually and we are expecting lot of new faces from all over the world to join us to. The Ta’aruf secretariat and appointed senior students are ready to welcome and assist you during this time, so that you can familiarise yourself with the campus, its academic requirements and its college life.

We have arranged various activities for you, such as The Welcoming Session, sports activities, introductory briefing on academic matters, services and facilities, spiritual activities and many more.

BEFORE YOU ARRIVE

Remember to plan your journey accordingly to avoid the traffic peak time. Please help us to help you undergo a smooth enrollment process by following the instructions given to you. And remember; do check all your documents thoroughly before coming.

Please take note that all of you need to be present with neat and tidy clothing throughout Ta’aruf Programme. The programme will be rich with most of the information require by the new students throughout the studies in this University.

WHAT TO BRING AND WHAT NOT TO BRING

You are advised to bring only the basic necessities that you may require to live as a student who will stay in one of the rooms at the mahallat. We are proud to say that the University provides comfortable accommodation for all students. You are provided with a bed, a mattress, a wardrobe, a study table and a bookshelf. So, please bring your own pillows, pillowcases, bed sheets and padlocks for your wardrobe. Convenience stores are aplenty on the campus should you require anything else.

You are also required to bring your sport/outdoor garments during the Ta’aruf Programme. So, don’t forget to bring along your sports shoes, plain collar T-shirts (for Male), long-sleeved & loose T-shirts (for Female) and your track bottom or tracksuit.

You are allowed to bring personal computers, small radios and perhaps an iron. However, electrical items such as TV sets, hi-fi systems, and rice cookers are strictly prohibited.
WHAT TO WEAR

Being an Islamic institution, the University expects its students to adhere to the Muslim dress-code except for the non-Muslims who are required to dress with due respect to the Islamic environment of the University. Female students must cover their aurah and avoid tight-fitting clothes and garments.

In short, all students should wear decent clothes and **NO jeans are allowed.** For male students, your hair must be kept neat and short. **Please bring your long-sleeve shirts and slacks (at least 2 pairs) as it will be used throughout the Ta’aruf programme.** Those who refuse to comply with the University’s rules and regulations will not be allowed to register.

UPON ARRIVAL

Our campus is serenely beautiful. You will be amazed at the breath-taking view of the green landscape and exotic location in which our University is set in; away from the business and chaotic life of the city. The campus is surrounded by green hills, with lakes and streams running through it.

The first day on campus may be one of the most memorable days of your life. We welcome parents to send their beloved children during the registration period. However, we would advise students not to bring too many family members on that day, as this would cause traffic congestion around the University.

Furthermore, please take note that the students will be placed at the permanent mahallat throughout the Ta’aruf programme and they will be no relocation to other mahallat as the Ta’aruf Programme ends.

Please read all the instructions given to you so that you are well informed of the Ta’aruf Programme. If you have any further enquiry, please do not hesitate to contact us at +603-6196 4000 ext 3629/3659 (Sr. Azlina Abdul Talib/ Sr. Siti Nora, Secretariats for Ta’aruf Week Programme)

THE DAYS BEYOND

As an IIUM student, you can do lots of things besides your academic learning. Do join any of the various students’ associations, clubs and societies in IIUM. You can help those in need through community service programmes or even cultivate your talents through debates, arts and cultural activities, which are duly supported by the Student Development Division. We also have a wide range of sports facilities, from squash courts to Olympic-sized swimming pools readily available for all students to utilize both in the Male and Female Sport Complexes. The sisters do not have to worry of peeping toms, as the Female Sport Complex is restricted only to female students.

We also welcome you to programmes related to spiritual enhancement. All of you can take part in various religious activities throughout your study life at the University.

So take a deep breath, enjoy and have excitement. We look forward to meeting you at International Islamic University Malaysia “TA’ARUF WEEK”.

& السلام,

‘We Facilitate You Participate’

[Signature]

DR. AKMAL KHUZAIRY ABDUL RAHMAN
Director
Student Development Division Cum
Chairman of “Ta’aruf Week”
International Islamic University Malaysia
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA- GOMBAK CAMPUS

PARENTS (STICKER)

REGISTRATION DAY
SEMESTER 1, 2010/2011
(FOR EX-CFS STUDENTS)

DATE : 6th July 2010
TIME : 8.00 a.m – 1.00 p.m
IMPORTANT REMINDER

All students are required to bring along your copy of bank-in slip as proof of your payment of entrance fee on Mahallah Registration Day. Failing to do so may affect your registration process.

Thank you.

MINIMUM CGPA TO ENROLL TO KULLIYYAH

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SEMMESTER : ____________________  SESSION : ____________________

NAME : _____________________________________________________________________

MATRIC NO : _____________________  PROGRAMME :______________

You are required to submit the following documents/items to the ADMISSIONS AND RECORDS DIVISION.

1. A copy of Biodata form
2. A copy of Declaration Form
3. 1 copy of passports-size photograph

For office-use

☐ Complete  ☐ Incomplete

Checked by: _____________________  Signature: _____________________

Date: _____________________
STUDENT AFFAIRS DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

MAHALLAH REGISTRATION FORM

MATRIC NUMBER:          PROGRAMME / COURSE:

1. Name (Capital letters) : ________________________________________________________
2. NRIC/Passport Number : ________________________ ________________________________
5. E-mail Address:        _________________________ _  6. Age           :        ___________________
11. Home address  : _______________________________ _________________________

12. Former secondary school : ______________________________________________________
13. Please indicate club/sports team you had re-presented:

14. Hobbies and interests : ______________________________________________________

15. Parent/Guardian Details
   a) Name : ________________________________________________________________
   b) Address : ____________________________________________________________
   c) Tel. No. : ___________________________ (H) ___________________________ (Off) ___________________________ (H/Phone)
   d) Occupation : _________________________________________________________
   e) Income : _____________________________________________________________
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<th>Mother</th>
<th>Name</th>
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<th>Siblings (Brothers &amp; Sisters)</th>
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* If space is insufficient, please use attachment

16 Name & address of next of kin who can be contacted during emergency
   a. Name : ________________________________________________
   b. Relationship : __________________________________________
   c. Address : ________________________________________________
                 ________________________________________________
   d. Tel. No. : _____________________ (House)
                 _____________________ (Office)
                 _____________________ (H/Phone)

17 Medical background
   a. Illness : _______________________________________________
   b. Allergies : ______________________________________________
   c. Blood group : ____________________________________________

18 Declaration:

I declare that the above information given is correct to the best of my knowledge and I agreed to abide by the rules and regulations of the Mahallah and the University.

_____________________________     ____________
Signature                         Date

IMPORTANT NOTE: You are required to inform the Mahallah Office for any changes of particulars.
PROCESS FLOW FOR EX-CFS STUDENTS
ON THE ENROLMENT DAY.

START

Registration at Mahallah as stated in the Offer Letter.

Submission of Copy of Bank in Slip to Student
Finance Unit, Finance Division, Administration
Building.

Attend Ta’aruf Programme as stated in Admission
Booklet.

Attend TPT Test as announce in the Ta’aruf
Programme.

1). Submission of Checklist and related documents as
stated in the Admission Booklet.
2). Collection of Original Offer Letter after one week
from Registration Day.

Class begin

END