

# Application

## 1) WHERE CAN STUDENT GET INFORMATION ABOUT ANNOUNCEMENT OF STUDENT EXCHANGE PROGRAM?

- There are four (4) ways to get the information:
  - ✚ Announcement through i-Ma'luum Portal
  - ✚ The Office of International Affairs website and notice board
  - ✚ By kulliyah or lecturer announcement
  - ✚ Student initiative

## 2) IS THERE A LIST OF IIUM PARTNER UNIVERSITY STUDENT COULD DO THE STUDENT EXCHANGE PROGRAM?

- Yes. Student may refer HERE. This is the list of partner university that have MoU/MoA agreement with IIUM. If the student have another university not included in the list, they may do so.

## 3) HOW TO KNOW IF OTHERS UNIVERSITY CURRENTLY OPEN AN APPLICATION OR NOT?

- Student need to contact directly the interested university whether they open an application or not by email to them.

## 4) WHAT ARE THE STUDENT REQUIREMENT TO JOIN?

- Student need to fit the requirement below before apply:
  - ❖ An active and full time students of IIUM.
  - ❖ 1<sup>st</sup> semester of 1<sup>st</sup> year and final semester of final year are **NOT** allowed.
  - ❖ CGPA 3.0 and above.
  - ❖ Have a strong financial and fund support.

## 4) WHAT SHOULD STUDENT DO IF THEY ARE INTERESTED TO JOIN?

- Student may email to [iceo@iium.edu.my](mailto:iceo@iium.edu.my) for further assistant regarding documentation process and nomination to interested university. At the same time, please inform your kulliyah so they aware your plan to join the program.

## 5) WHERE CAN THE STUDENT DOWNLOAD IIUM DOCUMENTS FOR THE EXCHANGE PROGRAM?

- Please download the IIUM documents HERE. Kindly get the sign from the kulliyah and submit complete documents with the additional checklists to [iceo@iium.edu.my](mailto:iceo@iium.edu.my). Incomplete documents will be rejected.

## 6) WHEN IS THE DEADLINE OF THE APPLICATION?

- The deadline of applications are different based on university and semester.

## **7) HOW LONG IS THE PROCESS OF THE OFFER LETTER?**

- The process is different based on the university. Usually it takes 1 or 2 months for the university to issues the offer letter. Some university will email to [iceo@iium.edu.my](mailto:iceo@iium.edu.my) and some of them will email directly to student once the offer letter is issue.

## **8) WHAT SHOULD THE STUDENT DO WHEN THEY RECEIVE THE OFFER LETTER?**

- Student may proceed with:
  - ❖ Buying insurance and flight ticket
  - ❖ Apply visa – Please refer to each embassy for international student
  - ❖ Fill in and submit IIUM document to [iceo@iium.edu.my](mailto:iceo@iium.edu.my)
  - ❖ Check out mahallah

# **Course List/Credit Hour Transfer**

## **1) WHERE CAN STUDENT GET THE HOST UNIVERSITY COURSE LIST?**

- Please refer directly to the website of host university. If it's not available yet, you may email to [iceo@iium.edu.my](mailto:iceo@iium.edu.my) for assistant. ICEO will request from the host university but be reminded it will take time to acquire from them.

## **2) WHAT SHOULD THE STUDENT DO WHEN THEY RECEIVED THE COURSE LIST?**

- Student may get an advise from the Head of Department (HOD) or Academic Advisor of kulliyah before submit the application to ICEO.

## **3) DOES STUDENT ELIGIBLE FOR CREDIT HOUR TRANSFER?**

- A credit hour transfer availability will be decide and confirm by Head of Department (HOD) or Academic Advisor. Thus, that is why student need to discuss and get approval from HOD and Academic Advisor first before proceed with the application.

## **4) WHAT IF HOD AND ACADEMIC ADVISOR DID NOT ALLOW FOR CREDIT HOUR TRANSFER?**

- Student have two (2) options whether:
  - ❖ Withdraw from the application.
  - ❖ Proceed with the application but in return from the program, student need to extend one (1) semester.

# Financial and Scholarship

## 1) DOES IIUM PROVIDE SCHOLARSHIP OR ONE OFF MONEY TO STUDENT?

- Regrettably, no. IIUM did not provide any scholarship or one off money to the student who join the exchange program.

## 2) DOES MARA/JPA/PTPTN PROVIDES FUND FOR THE STUDENT DURING THE SEMESTER AT THE HOST UNIVERSITY?

- It depends on the early agreement of MARA/JPA/PTPTN. To confirmed, please liaise with the them before proceed with the application.

## 3) WHAT OTHERS OPTION STUDENT HAVE TO SUPPORT IN FINANCIAL?

- Student may find the financial support from the outsource of IIUM or parent financial support.

# Fee

## 1) DOES STUDENT NEED TO PAY TUITION FEE AT HOST UNIVERSITY?

- Student do not need to pay tuition fee at host university **IF** they are IIUM partner university. However, if the host university are **not** IIUM partner, student need to pay full fees.

## 2) OTHER THAN TUITION FEE, WHAT ARE THE FEES STUDENT NEED TO AWARE?

- Student need to pay the flight ticket, accommodation, insurance, visa, meals and cost living at the host university. These fees must be borne by the student.

## 3) DOES STUDENT NEED TO PAY THE IIUM FEES WHILE JOINING THE PROGRAM?

- Yes. Student are **mandatory** to pay IIUM tuition fees even though student are away for that semester. This is because, student are still active and full time IIUM student while joining the program.

## 4) WHAT IF STUDENT REFUSE TO PAY IIUM TUITION FEES FOR THAT SEMESTER?

- The student account will be block. Student will not be allow to do pre-registration for the next semester until they pay the fees.

# During the Exchange Program

## 1) DOES STUDENT ALLOW TO PRE-REG AT IIUM WHILE JOINING EXCHANGE PROGRAM?

- No. Student are not allow to register any subject at IIUM while joining the exchange program at host university. The student status will be change from *'active'* to *'student exchange'* during that time.

# Completion of Exchange Program

## **1) WHAT ARE THE STUDENT NEED TO DO AFTER FINISH THE EXCHANGE PROGRAM?**

- Student are mandatory update ICEO team and kulliyah the arrival date after finish the program by email.
- Student need to submit mobility documents to [iceo@ium.edu.my](mailto:iceo@ium.edu.my) prior two (2) weeks after arrival in Malaysia:
  - ❖ Mobility Report
  - ❖ Host university Transcript and Certificate

## **2) WHY THE STUDENT UNABLE TO DO THE PRE-REG FOR THE NEXT SEMESTER EVEN THE TUITION FEE HAS BEEN PAID?**

- Because the student status still as a '*student exchange*'. Student need to request kulliyah assistance to register the course manually during that time.

## **3) HOW TO CHANGE THE STUDENT STATUS TO 'ACTIVE'?**

- The status only automatically changes when the new semester start. Thus, both ICEO office and kulliyah are not capable to change before that.

## Others

### **1) WHOM SHOULD STUDENT CONTACT FOR FURTHER QUESTION?**

- Student may email to [iceo@ium.edu.my](mailto:iceo@ium.edu.my) for unanswered question and help.