Admission Booklet
UNDERGRADUATE PROGRAMME

ACADEMIC MANAGEMENT AND ADMISSION DIVISION
Dear Students,

Welcome to the International Islamic University Malaysia (IIUM), the Garden of Knowledge and Virtue! I would like to take this opportunity to congratulate you on getting a place at the University. Rest assured that IIUM has an exciting educational program awaiting you and 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 and you will enjoy the beauty of our campus and appreciate the opportunity to study at this great University. The state-of-the-art programme 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 Muslim 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 and we look forward to greeting you in person.

May Allah S.W.T bless all of us.

السلام

PROF. AR. DR. ABDUL RAZAK BIN SAPIAN
Dean
Academic Management and Admission Division
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TERMS AND CONDITIONS OF OFFER OF ADMISSION

CONGRATULATIONS on being selected to join the International Islamic University Malaysia. All the information provided is to prepare you for registering yourself at IIUM.

Please read terms and conditions carefully and follow the instructions given.

1. ACCEPTANCE/REJECTION OF OFFER

You need to reply ONLINE within the stipulated date as stated in the offer letter, otherwise this offer of admission will be automatically revoked. The related website for online reply is as follows:

   http://www.iium.edu.my/kemasukan/tawaran

If you decide to decline our offer, please take note that you may not be considered for admission into the Undergraduate programme in the future and no further appeal for admission will be entertained.

If you accept the offer but wish to defer the registration for up to one year due to valid reasons acceptable by the University, please submit an official letter to the following address prior to the commencement of the semester for which this offer of admission is given:

Dean,
Academic Management and Admission Division,
International Islamic University Malaysia,
Jalan Gombak, 53100 Gombak, Selangor

2. FEES AND CHARGES

Please refer to the following website for details:
http://www.iium.edu.my/finance/services/available-services-0

Payment can be made by means of:
   a. Money order, bank draft or cheque and should be made payable to “Finance Director International Islamic University Malaysia”
   b. Bank in directly into the University’s account at any Bank Muamalat Malaysia Berhad branch at the following account number: 1407-0000005-71-9

You are required to bring along related receipts / documents / copy of bank-in slip as proof of your payment on the Registration Day. If there is no submission, it is assumed that no payment has been made. No cash payment is accepted during the Registration Day.

FOR PROGRAMME PENSISWAZAHAN GURU STUDENTS ONLY

Fees and charges for all new students of PPG are subject to the Term and Condition as stated in the “BORANG PERJANJIAN PEMBIAYAAN PENDIDIKAN GURU”(*)
3. MEDICAL CHECK-UP AND X-RAY (except ex-IIUM CFS and Double Degree students)

You are required to submit the completed medical check-up and X-Ray reports during Registration Day. Kindly read Health Examination Guidelines of IIUM Office of the Health and Wellness Centre at the following url:

itdportal.iium.edu.my/anr/Online07/bio/medical_form_malaysian_1314.pdf

4. HEPATITIS B VACCINATION

Please be informed that effective from Semester 1, 2013/2014 (September 2013 Intake), all students entering into the following Kulliyyahs must show evidence that they have been tested and vaccinated against Hepatitis B virus.

<table>
<thead>
<tr>
<th>No.</th>
<th>Kulliyyah</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Medicine</td>
<td>Bachelor of Medicine and Bachelor of Surgery</td>
</tr>
<tr>
<td>2.</td>
<td>Dentistry</td>
<td>Bachelor of Dental Surgery</td>
</tr>
<tr>
<td>3.</td>
<td>Pharmacy</td>
<td>Bachelor of Pharmacy</td>
</tr>
<tr>
<td>4.</td>
<td>Allied Health Sciences</td>
<td>Bachelor of Dietetics</td>
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<tr>
<td></td>
<td></td>
<td>Bachelor of Optometry</td>
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<tr>
<td></td>
<td></td>
<td>Bachelor of Radiography and Diagnostic Imaging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Physiotherapy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Bio-Medical Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bachelor of Audiology</td>
</tr>
<tr>
<td>5.</td>
<td>Nursing</td>
<td>Bachelor of Nursing</td>
</tr>
</tbody>
</table>

Should you have any enquiries, kindly contact your respective Kulliyyah.

5. REGISTRATION

A student must enroll in person on the date stated in the offer letter. For late registration cases; a penalty of RM100.00 will be imposed.

6. TA’ARUF PROGRAMME (Compulsory to all new students)

You are required to attend Ta’aruf (Islamic Orientation) Programme conducted by the University and participate in all programmes organized by various bodies of the University. During the Ta’aruf Week you need to wear the following:

a) Long-sleeved shirt / dark-coloured trousers / dark-coloured shoes (Male)

b) ‘Mini Telekong’ or Head cover / ‘Baju Kurung’ or dress which covers the aurah / White ‘Sarong’ for special occasion during the Ta’aruf week (Female)

7. DRESS CODE

You are required to observe the guidelines on attire during the Registration Day failing which you may not be allowed to proceed with the registration process. Please refer to the following website for the details: http://www.iium.edu.my/legaladviser/articles-4
8. **ENGLISH PLACEMENT TEST (except ex-IIUM CFS & PPG students)**

You are required to sit for the English Placement Test (EPT) which will be conducted during the first week of Ta’aruf. However, an exemption will be given if you can present an official score report of 550 (paper-based) or 213 (computer based) in the Test of English as a Foreign Language (TOEFL) or overall Band 6.0 in the test administered by the International Language Testing Service (IELTS)(Academic). The summary is as follows:-

<table>
<thead>
<tr>
<th>NO</th>
<th>EXAMINATION TYPE</th>
<th>Min. SCORE</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test of English as a Foreign Language (TOEFL)</td>
<td>550 (paper based) or 213 (computer based)</td>
<td>Exemption from sitting EPT</td>
</tr>
<tr>
<td>2</td>
<td>International Language Testing Service (IELTS)(Academic)</td>
<td>Band 6.0</td>
<td></td>
</tr>
</tbody>
</table>

In the case that you do not fulfill the EPT requirement for programmes that use English as a medium of instruction, you are required to undergo the Pre-Sessional Programme (PRSS) before proceeding to the respective programme of studies and pay the tuition and academic administrative fees while in the programme. The maximum duration of Pre-Sessional Programme (PRSS) is two (2) years. Please refer to [http://www.iium.edu.my/celpad](http://www.iium.edu.my/celpad) for more details.

9. **ARABIC PLACEMENT TEST (except ex-IIUM CFS & PPG)**

You are required to sit for the Arabic Placement Test (APT). The test will be conducted during the first week of Ta’aruf. In the case that you do not fulfill the APT requirement, *(For Arabic Language & Literature and Islamic Revealed Knowledge & Heritage programmes where the medium of instruction is Arabic)*, you are required to undergo the Pre-Sessional Programme (PRSS) before proceeding to the respective programme of studies and pay the tuition and academic administrative fees while in the programme. The maximum duration of the Pre-Sessional Programme (PRSS) is two (2) years.

10. **TILAWAH PLACEMENT TEST (except PPG)**

You are required to sit for the Tilawah Placement Test (TPT) to determine your level of recitation of the Quran and understanding of Taj’wid. The test will be conducted during the first week of Ta’aruf. There are two levels that you have to fulfill as your graduation requirements. If you are exempted from the first level you may proceed to the second level.

For ex-CFS students who have not fulfilled the required level, kindly refer to CELPAD

11. **DOCUMENTS**

You are required to bring along all original documents of academic transcripts and certificates for verification by the University authority. If the University authority discovers the use of false declaration or forged certificates or documents by you to gaining entry to the University, your offer of admission WILL BE REVOKED and shall be dismissed from the
University. The University may at its absolute discretion take or cause any legal action against you for committing forgery or fraud.
You are required to bring along the following documents/items (whichever applicable) on the Registration Day:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>DOCUMENTS</th>
<th>ORIGINAL / PHOTOCOPY</th>
</tr>
</thead>
</table>
| STPM / STAM / ASASI | 1. Identity Card  
2. Birth Certificate  
3. School Leaving Certificate  
4. SPM Certificate  
5. STPM/STAM Certificate  
6. Academic Transcript for Asasi Programme  
7. MUET result (latest)  
8. 2 passport-sized photos | Original & Photocopy |
| 9. Bank-in slip of your payment of entrance fee | Finance Copy |
| 10. Complete Medical Check-up and X-Ray Film Report – for Office of the Health and Wellness Centre | Original |
| Diploma | 1. Identity Card / Passport  
2. Birth Certificate  
3. School Leaving Certificate  
4. SPM Certificate  
5. STPM/STAM Certificate  
6. Academic Transcript for Diploma Programme  
7. MUET result (latest)  
8. 2 passport-sized photos | Original |
| 9. Bank-in slip of your payment of entrance fee | Finance Copy |
| 10. Complete Medical Check-up and X-Ray Film Report – for Office of the Health and Wellness Centre | Original |
| Program Pensiswazahan Guru (PPG) | 1. Identity Card  
2. SPM/’O’ Level Certificate  
3. ‘Surat Lantikan Pertama (dari Suruhanjaya Perkhidmatan Pelajaran)’  
4. ‘Surat Pengesahan Jawatan (dari Suruhanjaya Perkhidmatan Pelajaran)’  
5. Diploma / ‘Sijil Perguruan’  
6. 2 passport-sized photos | Original & Photocopy |
| 7. Bank-in slip of your payment of entrance fee | Finance Copy |
| 8. Complete Medical Check-up and X-Ray Film Report – for Office of the Health and Wellness Centre | Original |
| EX-IIUM / DOUBLE DEGREE | 1. Bank-in slip of your payment of entrance fee | Finance Copy |
Malaysian with International Qualifications

1. Passport / Identity Card
2. Birth Certificate
3. School Leaving Certificate
4. ‘O’ Level Certificate or equivalent
5. ‘A’ Level or equivalent
6. Academic Transcript
7. MUET
8. IELTS / TOEFL result (latest) (if any)
9. 2 passport-sized photos
10. Bank-in slip of your payment of entrance fee
11. Complete Medical Check-up and X-Ray Film Report – for Office of the Health and Wellness Centre

Important: You will not be allowed to register without producing original documents on the Registration Day.

12. STUDENT MATRIC CARD

You are required to take a photo for the matric card on the Registration Day. You must put on your matric card at all times while on campus starting from day one. Kindly refer to the updated schedule prepared by the Ta’aruf Committee for details.

13. MAHALLAH REGISTRATION (All undergraduate students except PPG students)

You are required to register for the mahallah (hostel). Application to stay off campus may come later after the Ta’aruf Week. A penalty of RM50.00 will be imposed if you fail to register for the mahallah.

Please bring along 2 passport-sized photographs for mahallah registration at the assigned mahallah. For further information, please visit the mahallah website at:

http://www.iium.edu.my/stadd/about-us/units-departments
BRIEF FLOW OF REGISTRATION PROCESS

MALAYSIAN & INTERNATIONAL

START

Attend Registration Process

Attend EPT / APT/ TPT Test as announced in the Ta’aruf Programme. *

Attend Ta’aruf Programme as stated in Admission Booklet.

Begin Classes

END

*Not applicable to PPG students

EX-IIUMCFS / DOUBLE-DEGREE

START

Register at Mahallah

Take photo for matric card

Attend Ta’aruf Programme as stated in Admission Booklet. (Except for Double Degree students)

Begin Classes

END
<table>
<thead>
<tr>
<th>NO</th>
<th>DIVISION / CENTER</th>
<th>TELEPHONE &amp; FAX NO</th>
<th>TYPE OF INTAKE / OFFICER INCHARGE</th>
</tr>
</thead>
</table>
| 1. | Academic Management & Admission Division      | Tel: 03-6196 4000 ext: 4048 / 4047 / 4040 Fax: 603-6196 4724 | - Malaysian Qualifications  
|    | (AMAD)                                        |                                               | - Double Degree  
|    |                                              |                                               | - Ex-CFS                                                |
| 2. | Academic Management & Admission Division      | Tel: 03-6196 4000 ext: 4045 / 3022 / 3023 / 3261 Fax: 603-6196 4724 | International Qualifications |
|    | (AMAD)                                        |                                               |                                                     |
| 3. | Kulliyyah of Education                        | Tel: 603-61964000 ext: 5337 / 5325 Fax: 603-61964851 | Program Pensiswazahan Guru (PPG)              |
| 4. | Students Unit, Finance Division               | Tel: 603-61964000 ext: 5946 / 5944 / 3192 | Br. Saiful Rijal  
|    |                                              |                                               | Sr. Nurul Huda Musneb                                      |
| 5. | Mahallah Residential                          | Tel: 603-61964000 Ext: 4106 / 4405              | Mdm. Sakinah Jusoh  
|    |                                              |                                               | Sr. Noor Zamzarina                                           |
| 6. | Office of the Health and Wellness Centre      | Tel: 603-61964000 Ext : 4444                  | Sr. Siti Safridah bt Safuan  
|    |                                              |                                               | Sr. Haslinda Shah Budin                                      |
(Please fill up this form)

1. Full Name: ……………………………………………………………………………………………

2. Matric. No.: ……………………………………………………………………………………………

3. Programme: ……………………………………………………………………………………………

Please tick (√) one of the followings:

☐ I accept the offer of admission

☐ I do not accept the offer of admission (Please note that no further appeal or application will be entertained once you have rejected the offer).

I also accept all terms and conditions as stated in the Offer Letter as well as in the APPENDICES.

DECLARATION OF CANDIDATE

I accept that if, in reading and completing the application form and accepting the offer, I knowingly or carelessly provided untrue or incomplete information,

a. any offer of admission, whether accepted or not, may be withdrawn by IIUM;
b. I may be required to withdraw from the University or from any course in which I am enrolled;
c. I may be subjected to disciplinary actions.

I agree that IIUM may verify any of the information provided by contacting the relevant institution or person.

I agree to comply with all rules and regulations of IIUM, present and future.

Signature of Student: ………………………………… Date: ………………………

Note: If we do not receive any response from you after the deadline as stated in the offer letter, we assume that you are no longer interested in the programme and your offer will be automatically revoked.
(Please fill up this form)

1. Full Name: …………………………………………………………………………………………………

2. Matric. No.: ………………………………………………………………………………………………

3. Programme: ………………………………………………………………………………………………

Please tick (√) one of the followings:

☐ I would like to defer the admission to next intake  ☐ Jan 201….

☐ June 201….

☐ September 201…..

I also accept all terms and conditions as stated in the Offer Letter as well as in the APPENDICES.

DECLARATION OF CANDIDATE

I accept that if, in reading and completing the application form and accepting the offer, I knowingly or carelessly provided untrue or incomplete information,

a. any offer of admission, whether accepted or not, may be withdrawn by IIUM;
b. I may be required to withdraw from the University or from any course in which I am enrolled;
c. I may be subjected to disciplinary actions.

I agree that IIUM may verify any of the information provided by contacting the relevant institution or person.

I agree to comply with all rules and regulations of IIUM, present and future.

Signature of Student: …………………………………… Date: ……………………………

Note: If we do not receive any response from you after the deadline as stated in the offer letter, we assume that you are no longer interested in the programme and your offer will be automatically revoked.
FINANCIAL DECLARATION FORM

(Please fill up this form)

<table>
<thead>
<tr>
<th>NAME:</th>
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<table>
<thead>
<tr>
<th>MATRIC. NO.</th>
<th>PROGRAMME</th>
</tr>
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</table>

1. I agree herewith and promise to pay all the fees as required by the University.

2. I agree that the University has the right to deduct from my scholarship or financial aid given to me to settle the payments mentioned above.

3. I agree that the University has the right to demand the above payments from my guarantor if I leave the University without settling them.

4. I agree that the University has the right to revise the fees without any notification.

5. I fully understand and accept all other conditions as stated in the OFFER LETTER, ADMISSION BOOKLET AND APPENDICES.

Signature of student: ..................................................  Date: .................................