الجامعة الاسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يونيۏرسيتي إسلام انتاراڠسا مليسيا

UG04

Workstation : AMAD
Version : 01
Revision : 02
Effective Date : June 2022

APPLICATION TO WITHDRAW FROM A COURSE (WITHIN DEADLINE)
(WEEK 5 UNTIL WEEK 10)
FEES OF RM300.00

SECTION A *(STUDENT'S INFORMATION)*

NAME : _____

TELEPHONE NO. : _____ **MATRIC NO. :** _____ **EMAIL :** _____

MAJOR / PROGRAMME : _____

SEMESTER : _____ **SESSION :** _____ **YEAR :** _____

CREDIT EARNED : _____ **CURRENT WORKLOAD (CREDIT HOURS) :** _____ **CGPA :** _____

* Kindly attach your confirmation slip

SECTION B *(COURSE'S INFORMATION)*

COURSE CODE	COURSE TITLE	SECTION	CREDIT HOUR

REASONS:

_____

_____

* Kindly attach any relevant document to support your reasons

SECTION C *(DECLARATION BY THE STUDENT)*

STUDENT'S SIGNATURE : _____ **DATE :** _____

* Please ensure that your new total workload is at least 12 credit hours.

SECTION D *(RECOMMENDATION BY THE COURSE INSTRUCTOR/HEAD OF DEPARTMENT/ACADEMIC ADVISOR)*

RECOMMENDED	
NOT RECOMMENDED	

REMARKS:

_____

_____

SIGNATURE & STAMP : _____

DATE : _____

SECTION E *(APPROVAL AND VERIFICATION BY THE KCDI ACADEMIC OFFICE)*

Please Verify:

NEW TOTAL WORKLOAD IS AT LEAST 12 CREDIT HOURS	
PAYMENT OF RM300.00 HAS BEEN MADE	
Receipt No.	

SIGNATURE & STAMP : _____

DATE : _____