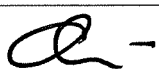
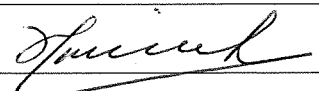


ADMISSION PROCEDURES FOR MALAYSIAN WITH OTHER QUALIFICATIONS VIA EAS

Prepared By: -	Approved By: -
	
Name: Kamaruddin bin Abdul Hamid	Name: Assoc. Prof. Dr. Haslina binti Hassan
Position: Senior Assistant Director Academic Management and Admission Division (AMAD)	Position: Director Academic Management and Admission Division (AMAD)
Date: 10/7/2025	Date: 10/7/2025

1.0 OBJECTIVE

The objective of this procedure is to guide and ensure the efficiency of the process of receiving, screening and selecting applicants, and in offering for admission into the undergraduate programmes using various academic qualifications in line with the University's policy and procedures.

2.0 SCOPE

The procedure covers processes of receiving through online application (<https://eadmission.iium.edu.my>), verifying of documents, evaluating and offering the qualified candidates for admission into undergraduate programmes in line with the University admission requirements.

3.0 ACCOUNTABILITY

Deputy Rector (Academic and Internationalisation)
 Dean/Director COS
 DIR Director, Academic Management and Admissions Division
 AC Admission Committee

4.0 ABBREVIATION

DRAIL	Deputy Rector (Academic and Internationalisation)
DIR	Director, Academic Management and Admissions Division
DD	Deputy Director
AMAD	Academic Management and Admissions Division
IO	Office of International Affairs
CELPAD	Centre for Language and Pre-University Academic Development
SAC	Students Admission Committee refers to the authorized body appointed by the Senate and is chaired by the Deputy Rector (Academic and Internationalisation) or as delegated to decide, regulate and approve matters related to admission of students.
AC	Admission Committee refers to the authorized body appointed by the Senate (Senate 444th, 30th March 2018) to decide on status of offer. The SAC will be notified of the decision.
ITD	Information Technology Division
EAS	E-Admission system
CoS	Centre of Studies

AD/SAD	Assistant Director/Senior Assistant Director
AA/SAA	Administrative Assistance/Senior Assistant Director
MQ	Sijil Tinggi Pendidikan Malaysia(STPM), Sijil Tinggi Agama Malaysia(STAM), Asasi TESL/Undang-Undang/Kejuruteraan UiTM, Asasi Sains Universiti Malaya(PASUM), Matrikulasi Kementerian Pendidikan Malaysia (KPM), Diploma or its equivalent and endorsed by the Senate of IIUM.
IQ	International Qualifications refers to GCE 'A' Level Examination certificate or its equivalent that recognized internationally and endorsed by the Senate of IIUM.

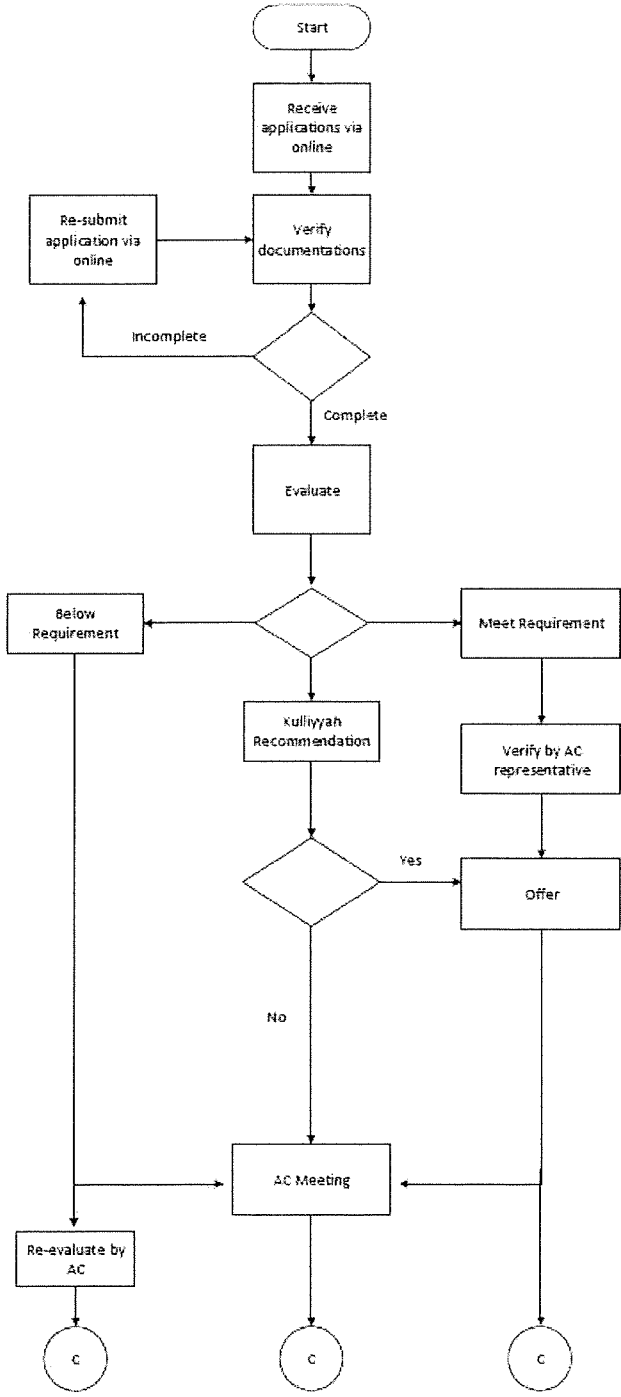
5.0 REFERENCE

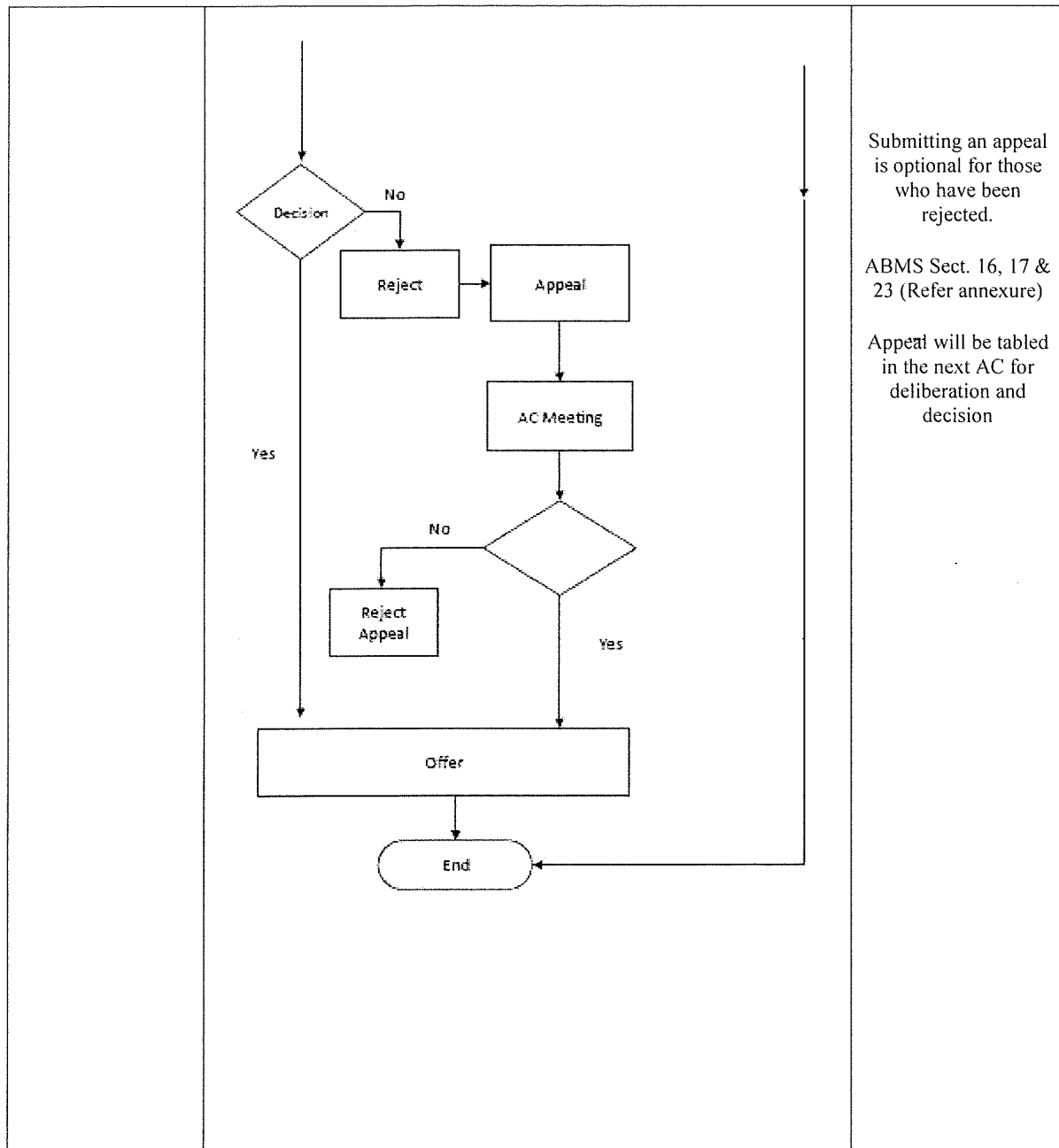
- 5.1 International Islamic University Malaysia Admission Regulations 2024 (Endorsed in the 512th Senate meeting)
- 5.2 Admission Requirements for Undergraduate Programmes: Candidates with Malaysian Qualifications (Effective from 2025/2026)
- 5.3 Guideline For Minimum Entry Requirements Into Undergraduate Programmes For Applicants With International Qualifications 2022
- 5.4 The National Academic Recognition Information Centre for the United Kingdom (UK NARIC)

6 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	Applicants Database	University's life	Main server	ITD
2.	Biodata	University's life	EDMS	ITD
3.	Deferment letter	University's life	Main Server	ITD
4.	List Of Programme Offered	University's life	Main Server	ITD
5.	Offer Letter	University's life	EDMS	ITD

7 PROCESS FLOW

Responsibility		Remarks
SAA/AA	 <pre> graph TD Start([Start]) --> Receive[Receive applications via online] Receive --> Verify[Verify documentations] Verify --> Decision1{ } Decision1 -- Incomplete --> Re-submit[Re-submit application via online] Re-submit --> Verify Decision1 -- Complete --> Evaluate[Evaluate] Evaluate --> Decision2{ } Decision2 -- Below Requirement --> Re-evaluate[Re-evaluate by AC] Re-evaluate --> C1((C)) Decision2 -- Meet Requirement --> Kulliyah[Kulliyah Recommendation] Kulliyah --> Decision3{ } Decision3 -- Yes --> Offer[Offer] Offer --> C2((C)) Decision3 -- No --> ACMeeting[AC Meeting] ACMeeting --> C3((C)) </pre>	<p>Online application is open year-round</p> <p>Applications should be processed within 7 working days</p>
SAA/AA		ABMS Sect. 16, 17 & 23 (Refer annexure)
SAD/SAA/AA		Candidates who meet the criteria will be offered or applications that need recommendation will be forwarded to the Kulliyah
CoS		ABMS Sect. 23(Refer annexure)
AD/SAD/DD AMAD		Kulliyah needs to respond for recommendation within 5 working days
AD/SAD		
AC		All applications and appeals will be table in AC for notification, recommendation & endorsement
AC		AC will be notified of the applications that have been offered and will further deliberate on those that do not meet the requirements.



10. ABMS NOTES

Two (2) main offences stipulated in the Anti-Corruption Act 2009 (MACC Act 2009) Act 964:

1. Soliciting/Receiving Gratification (Bribe) [Section 16 & 17(a) MACC Act 2009]
2. Abuse of Power (Bribe) [Section 23 MACC Act 2009]