

Effective Date : 10/07/2025



## 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
KR	Kulliyyah recommendation
NORMAL	Qualification which meets the minimum entry of admission





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B4AC	Qualification below the minimum entry of admission
EAS	E-Admission system
CoS	Centre of Studies
AD/SAD	Assistant Director/Senior Assistant Director
AA/SAA	Administrative Assistance/Senior Assistant Director

## 5.0 REFERENCE

- 5.1 International Islamic University Malaysia Admission Regulations 2024  
(Endorsed in the 518th 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)
- 5.5 Malaysian Qualifications Agency (MQA)





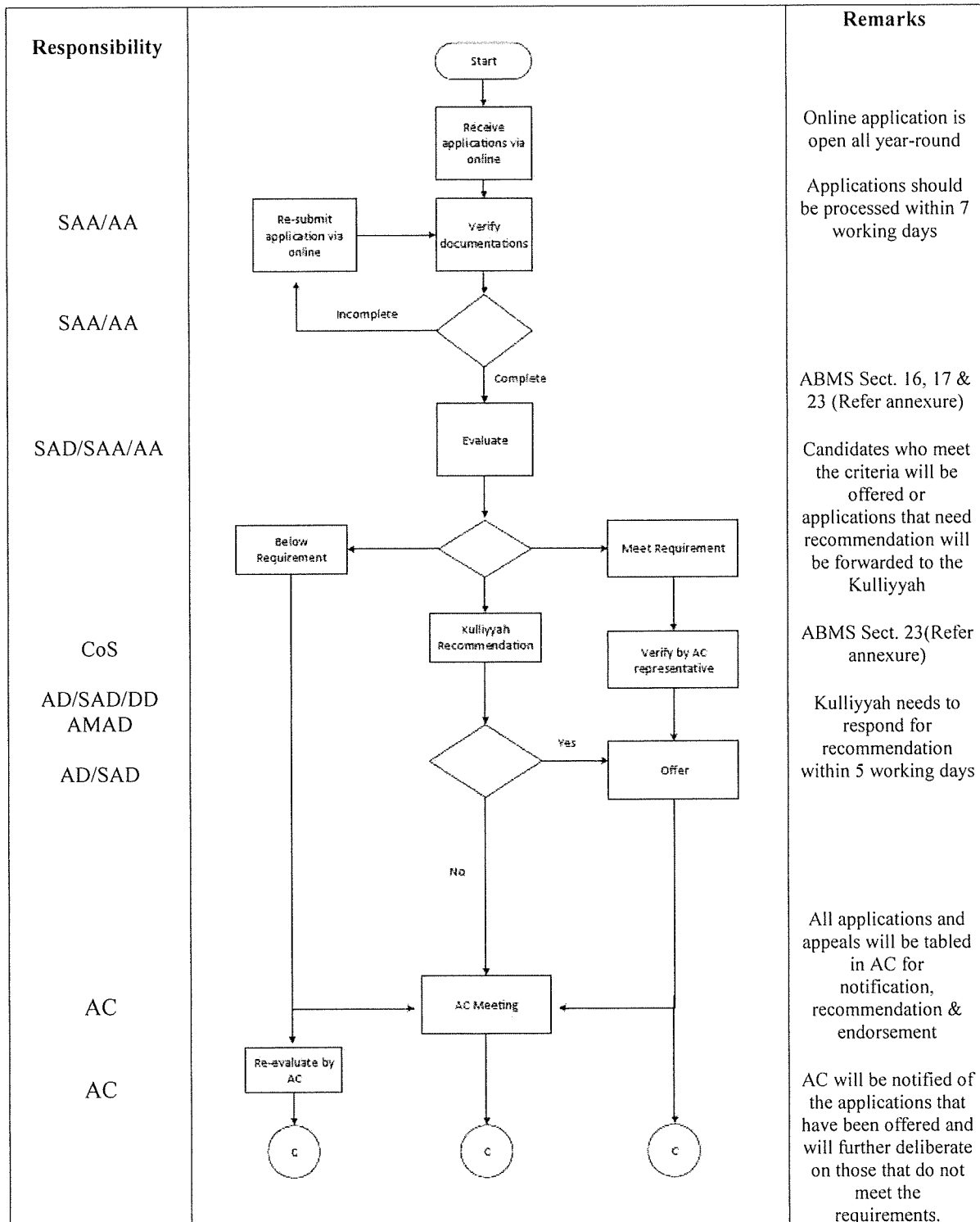
## 6 RECORD RETENTION PERIOD

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

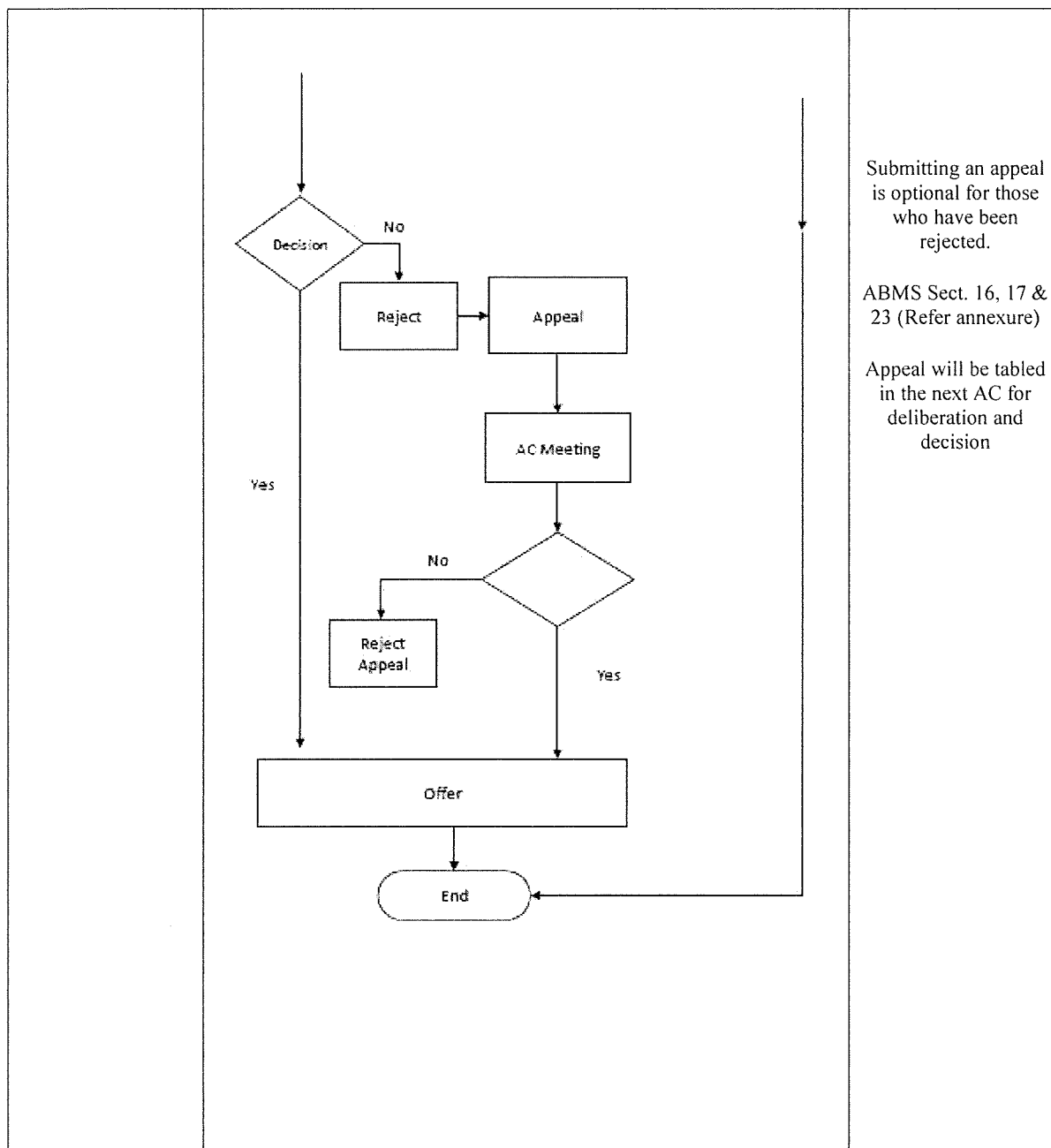




## 7 PROCESS FLOW

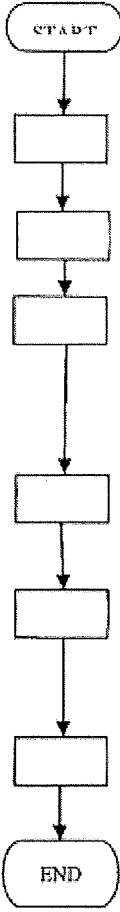






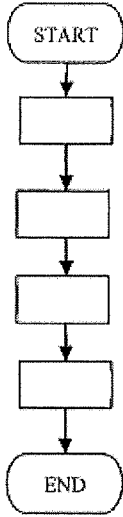


## 8 PROCESS FLOW BEFORE ENROLMENT DAY

Responsibility		Remarks
	 <pre> graph TD     START([START]) --&gt; B1[ ]     B1 --&gt; B2[ ]     B2 --&gt; B3[ ]     B3 --&gt; B4[ ]     B4 --&gt; B5[ ]     B5 --&gt; B6[ ]     B6 --&gt; END([END])                     </pre>	<p><u>Before Enrolment Day</u></p> <p>Conduct coordination meeting with relevant departments</p> <p>Book venue, facilities, equipment, transport &amp; prepare layout for enrolment venue.</p> <p>Prepare list of offered students and statistics, and send to relevant departments for reference</p> <p>Update the status (active) of the student in Admission System on the enrolment day</p> <p>Prepare list of active students and statistics, and send to relevant departments for reference</p> <p><u>After Enrolment Day</u> Prepare statistics or report for AC/Student Admission Committee (SAC) for notification.</p>
AD/SAD		
SAA/AA		
AD/SAD		
SAA/AA		
AD/SAD		
AD/SAD		
AD/SAD		



## 9 FLOW CHART FOR LATE ENROLMENT

Responsibility		Remarks
	 <pre> graph TD     START([START]) --&gt; B1[ ]     B1 --&gt; B2[ ]     B2 --&gt; B3[ ]     B3 --&gt; B4[ ]     B4 --&gt; END([END])                     </pre>	
SAA/AA		Check on students status and documents.
SAA/AA		Provide a checklist to students as a reference for the late enrolment process.
SAA/AA		Get verification from Visa Unit and Finance Division
		Activate the students' status in the system



#### 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]