

# PROCESS FLOW TO REPORT DUTY AS A NEW ACADEMIC STAFF

## INTERNATIONAL

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### Upon receiving the Offer Letter by email

Submit the *Letter of Acceptance* (COMPULSORY) within 14 days via email or post to the Employment (Academic) Unit, Management Services Division (MSD).

### Upon receiving the Original Offer Letter and Terms and Conditions of Service (T&C) by post

- Sign the last page of the *Original T&C*;
- Initial every page of the *Original T&C* where 'INITIAL' is indicated in red.

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### Applying for an Employment Pass

- Fill out the DP11 and DP11A forms;
- Contact the Visa Unit, Office of International Affairs via email at [visa\\_unit2@iium.edu.my](mailto:visa_unit2@iium.edu.my)

### The Visa Unit requires the following documents:

a.	<p><b>2 sets of passport copies</b> - all pages of the passport must be photocopied.</p> <p><i>Note: Make sure that it is scanned in high definition/resolution.</i></p>	Submit (a), (b) and (c) to the Visa Unit via email
b.	<p><b>Offer Letter from MSD</b></p> <p><i>Note: Make sure that it is scanned in high definition/resolution.</i></p>	
c.	<p><b>2 passport size photos</b> with white background.</p> <p><i>Check with the Visa Unit about the criteria/formatting of taking the photo.</i></p>	
d.	<p><b>Original Terms and Conditions</b> [including RM10 duty stamp attested <i>Lembaga Hasil Dalam Negeri (LHDN)</i> stamping].</p> <p><b>Together with 2 photos</b> as in (c) above.</p> <p>For overseas staff, LHDN duty stamping will be done by the Visa Unit and the fee will be added to the Employment Pass fee and be paid by the candidate upon arrival at IIUM.</p> <p><i>Note: If you have a friend/colleague to do the LHDN stamping on your behalf, inform the Visa Unit to arrange the collection of the document.</i></p>	Submit (d) to MSD by post.  MSD will submit the T&C and photos to the Visa Unit

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#### Note:

- The Visa Unit will update you if there is any change in the requirements;
- All the above documents will be submitted to the Immigration Department of Malaysia as soon as possible to apply for an Employment Pass;
- If you plan to bring your dependents, additional documents are required as specified by the Visa Unit.

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### Process of Employment Pass (EP)

The Immigration Department of Malaysia will notify the Visa Unit about the progress of EP and issue Visa Approval Letter (VAL). This normally takes approximately between 2 weeks to 1 month.

VAL will be posted via courier to your home address and a tracking number will be provided by the Visa Unit.

### Upon receiving the VAL by courier

- Apply for Single Entry Visa (SEV) at the Malaysian Embassy of your home country;
- Obtain certification for the marriage certificate and birth certificates of your children at the Embassy (if applicable).

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### Upon arrival to IIUM Gombak, Malaysia

Submit your passport to Visa Unit to complete the process of Employment Pass. This may take between 3 to 5 days to get the pass.

### Complete Medical Check-up

Complete the medical check-up at any clinic . If you choose to do it at IIUM Clinic, please make an appointment first. IIUM Clinic can be contacted at:

- IIUM Sejahtera Clinic, Gombak +603 6421 444
- IIUM Family Health Clinic, Kuantan +609 570 6400
- IIUM SASMEC, Kuantan +609 591 2500

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### Passport size photo

Prepare one (1) copy of passport-size photograph of you for MSD.

### Opening a Bank Account

Open a bank account *preferably* with Bank Muamalat Malaysia Berhad or Bank Islam Malaysia Berhad. You need to bring your Employment Pass. Prepare one (1) copy of the 1st page of an active Bank Account book or bank statement.

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### Signing Statutory Declaration

Complete the signing of the Statutory Declaration (Act 783) in front of the Commissioner for Oaths in Malaysia.

Commissioner for Oaths services is widely available in Malaysia and can be easily searched via the internet according to your residential area.

### List of Commissioner for Oaths near IIUM Gombak:

- Commissioner for Oaths - Sri Gombak  
No 4, Tingkat 1 Pasar MPS, Taman Sri Gombak, 68100 Batu Caves, Selangor  
017-212 5540
- Commissioner for Oaths - Prima Gombak  
Ridzuan Suhaimi & Co.  
2-70, Jalan Prima SG 3, Prima Seri Gombak, 68100 Batu Caves, Selangor  
012-654 3159
- Commissioner for Oaths - Taman Industri Bolton  
Batu Caves Centre Point, No. 109-1A, Jalan Tiga, Taman Industri Bolton, 68100 Batu Caves, Selangor  
03-6181 1969
- Pesuruhjaya Sumpah Diamond Square, Setapak  
Suite 1-4-21 (Tingkat 4), Jalan Semarak Api, Off, Jalan Gombak, Diamond Square, 53000 Kuala Lumpur  
03-4032 2345

### Submission of Documents to MSD

Submit the following documents by post or submit them personally to the Employment (Academic) Unit, MSD:

- Medical check-up report;
- Staff Personal Details Form;
- One (1) passport size photograph;
- Two (2) copy of passport of A4 size of the details only;
- One (1) copy of Employment Pass;
- Copy of the 1st page of an active Bank Account book or bank statement;
- PERKESO Form (*Pekerja Asing*);
- TP3 Form;
- IIUM Staff Khairat Deduction Form (optional);
- Legal Documents except for Letter of Undertaking which can be submitted after reporting for duty.

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### Legal Documents - send together with the *Original Offer Letter*:

- Letter of Undertaking
- Declaration Under the Official Secrets Act 1972 (Amendment 1986)
- Declaration of Confidentiality
- Declaration of Code of Conduct
- Statutory Declaration (Act 783)

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### Report for Duty

- Inform your Kulliyah/Centre/Institute the date you want to report for duty;
- Report for duty on the agreed date;
- Sign Letter of Undertaking in front of the Dean;
- Your staff number will be generated;
- Follow onboarding programme at your Department/Kulliyah/Centre/Institute.

### Submission of Documents to MSD after Report for Duty

- Notice of Appointment
- Letter of Undertaking;

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## **If you choose to contribute to Employee's Provident Fund (EPF)**

A foreign worker or expatriate is not compulsory to pay the EPF contribution. However, you may opt to register as an EPF member. The option to contribute may not be revoked until the work permit expired or you resigns from the company or the company winding up.

For registration purpose, please complete the following documents at the nearest EPF Counter:

1. [KWSP 16B](#) (2 copies)
2. [KWSP 3 \(Registration\)](#)
3. Photostat copy of passport (Certified by employer)
4. Photostat copy of work permit (Certified by employer)

### **The nearest EPF Branches to IIUM Gombak Campus:**

- EPF Wangsa Maju Branch

Dataran Wangsa, 32A, Jalan 2/27a, Wangsa Melawati, 53300, Kuala Lumpur  
Tel: 03-4149 9499

- EPF Gombak Branch

Tingkat Bawah & Mezzanine, No. 2 & 4, Jalan Medan Batu Caves 1, 68100 Batu Caves, Selangor  
Tel : 03-6185 0780/7040

### **The nearest EPF Branch to IIUM Kuantan and Gambang Campuses:**

- Bangunan KWSP, Bandar Indera Mahkota, Persiaran KWSP, 25200 Kuantan, Pahang

Tel : 09-573 9666 /3294 / 4750

### **The nearest EPF Branch to IIUM Pagoh Campus:**

- Tingkat Bawah, 1,2 & 3 No. 9, Jalan Petri, 84000, Muar, Johor

Tel : 06-953 928

Open: Monday to Friday (8.30 a.m. to 4.30 p.m.)