**VISITING SCHOLAR (INBOUND)**

**APPLICATION FORM**

PHOTO

**NOTES TO APPLICANT**

1. Applicant **must** fill in all the necessary information clearly
2. The application **must be submitted 3 months before** the beginning of semester / programme
3. For International Staff, please attach a copy of the following:
4. Copy of Valid International Passport (all pages including the blank page);
5. Certification letter from Home University/Agencies (with translation in English);
6. Proof of Sponsorship (in the form of Bank Statement / Statutory Declaration / Official

Letter from sponsor, etc)

1. Three latest passport size photos (including one that should be pasted on the right corner of

this page, with blue background);

1. Curriculum Vitae (CV) (with translation in English);
2. Summary of Teaching/ Research / Sabbatical Plan (with translation in English);
3. **For Local Staff, please attach item b, e and f only.**

**Note: The application will be processed upon receiving complete documents**

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| **STAFF PERSONAL DETAILS** |
| Name as stated in Passport (in capital letters)  Gender: Male/Female Identification Number:  Citizenship: Date of Birth: - - -  Age:  Marital Status: Single Married / No of children    International Passport No: Date of Expiry: - - - -  Date and Place of Issue: - - - - and -    Country/State of Origin:  Country of Residence:  Religion: Madzhab:  Postal address:      Telephone:  E-mail:  Disability: |

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| **ACADEMIC BACKGROUND** | | | | |
| **Name of Schools/Universities/Colleges** | **Period of Study** | | **Certificate Obtained** | **Medium of Instruction** |
| **From** | **To** |
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| **RESEARCH / WORKING EXPERIENCE** | | |
| **Place of Research / Work** | **Working Period** | **Nature of Work / Outcome of Research** |
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| **DETAILS OF VISITING SCHOLAR PROGRAMME**  (Inbound Visit) | |
| **Name of Home University/Organization**  Please attach a Certification Letter from Home University **(Compulsory)** | …………………………………………………………………. |
| **Duration of Visit at IIUM** | Please tick one of the following boxes:  One Semester  Two Semesters  Please specify the dates: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Department/Faculty Visited &**  **Contact Person at IIUM** | ……………………………………………………………………  …………………………………………………………………… |
| **Type of Visiting Scholar Appointment** | **Distinguished Visiting Professor**  **Senior Visiting Professor**  **Visiting Professor**  **Senior Visiting Fellow/Researcher**  **Visiting Fellow/Researcher**  **Distinguished Adjunct Professor**  **Adjunct Professor**  **Adjunct Fellow**  **Adjunct Malaysian National Laurette**  Others, please specify …………………………………………………….. |
| **If you are on Sabbatical Leave *(please tick)*** | Yes  No |

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| **Accommodation** | Off Campus (own arrangement)   On Campus – please proceed to the option below   |  |  | | --- | --- | | **TYPE OF ROOM**  **(Subject to availability)** | **COST**  **(in Ringgit Malaysia)** | | Executive Room  (Single Occupancy) | RM1,007.00/month including 6% gst  *(one (1) month deposit)*  *(not include electricity billing)* | | Family Room  (Max 3 pax) | RM1,590.00/month including 6% gst *(one (1) month deposit)*  *(not include electricity billing)* |   \**Rate may change from time to time* |
| **Area of Research Interest to be collaborated** (If Applicable) | …………………………………………………………………….  ……………………………………………………………………. |
| **Source of Sponsorship (RM)** | Home University Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Self-funding  Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Others; *Please specify organization & amount:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contact Details of Exchange Coordinator (Home University/Agencies)** | |  |  | | --- | --- | | Surname: | First Name: | | Address: | | | Phone (incl. country code): | | | Fax (incl. country code): | | | Email: | | |

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| **Staff Dearation** | I hereby confirmed that the above information is complete and accurate to the best of my knowledge. I understand that withholding or giving false information will make me ineligible for this programme and future visiting scholar/exchange programme with this university.  Visiting Scholar’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Recommended Not Recommended  Comments: ………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and name of the recommending Date  authority |

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| RECOMMENDATION FROM HOME UNIVERSITY/AGENCIES (Dean of faculty from Home University/Recommending Authority) |

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| RECOMMENDATION FROM KULLIYYAH/FACULTY OF HOST UNIVERSITY, IIUM |
| Recommended Not Recommended  Comments: ………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………  **Source of Payment/Honorarium: Kulliyyah Fund RM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month**  **No budget implication (*pro-bono basis*)**  **Please list the Expected Scope of Work/ Duty List for the Visiting Scholar at your Kulliyyah/Department**     1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and name of the recommending Date  Authority |

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| RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION, IIUM |
| Recommended Not Recommended  Comments: ………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Executive Director, Management Services Division Date |

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| APPROVAL OF DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION) |
| Approved Not Approved  Remarks: ………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Deputy Rector (Academic & Internationalisation) Date |

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| APPROVAL OF RECTOR |
| Approved Not Approved  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rector Date |

Please submit an application form to the following address:

**Office Address:**

Employment (Academic) Unit

Human Resource Management

Management Services Division

International Islamic University Malaysia

Level 3, Muhammad Abdul-Rauf Building, IIUM

Jalan Gombak, Selangor Darul Ehsan

**Tel:** +603- 6421 5556

**Fax:** +603-6421 4998

**Email:** [msd\_rec\_acad@iium.edu.my](mailto:msd_rec_acad@iium.edu.my)

**Website:** www.iium.edu.my/division/msd