**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

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| **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)** |

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| 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 RecommendedComments: ………………………………………………………………………………………………………..……………………………………………………………………………………………………………………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 RecommendedComments: ………………………………………………………………………………………………………..……………………………………………………………………………………………………………………… **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. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION, IIUM |
|  Recommended Not RecommendedComments: ………………………………………………………………………………………………………..……………………………………………………………………………………………………………………… \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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

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