



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
يُونَيْتِي سَلَامُ رَبِّكَ يَا بَارِئُ الْبَشَرِ يَا مَلِكُ

MANAGEMENT SERVICES DIVISION

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:
 - a. ☐ Copy of Valid International Passport (all pages including the blank page);
 - b. ☐ Certification letter from Home University/Agencies (with translation in English);
 - c. ☐ Proof of Sponsorship (in the form of Bank Statement / Statutory Declaration / Official Letter from sponsor, etc)
 - d. ☐ Three latest passport size photos (including one that should be pasted on the right corner of this page, with blue background);
 - e. ☐ Curriculum Vitae (CV) (with translation in English);
 - f. ☐ Summary of Teaching/ Research / Sabbatical Plan (with translation in English);

4) For Local Staff, please attach item b, e and f only.

Note: The application will be processed upon receiving complete documents

STAFF PERSONAL DETAILS

Name as stated in Passport (in capital letters)

Gender: Male/Female

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Identification Number:

Citizenship:

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Date of Birth:

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Age:

Marital Status:

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Single

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Married / No of children

International Passport No:

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Date of Expiry:

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Date and Place of Issue:

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Country/State of Origin:

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Country of Residence:

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Religion:

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Madzhab:

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Postal address:

Telephone:

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E-mail:

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Disability:

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ACADEMIC BACKGROUND

Name of Schools/Universities/Colleges	Period of Study		Certificate Obtained	Medium of Instruction
	From	To		

RESEARCH / WORKING EXPERIENCE

Place of Research / Work	Working Period	Nature of Work / Outcome of Research

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 <input type="checkbox"/> Two Semesters <input type="checkbox"/> Please specify the dates: _____
Department/Faculty Visited & Contact Person at IIUM
Type of Visiting Scholar Appointment	<div style="display: flex; justify-content: space-between;"> <div> 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 </div> <div style="text-align: right;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> </div> Others, please specify
If you are on Sabbatical Leave (please tick)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Accommodation	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 20px;"> <input type="checkbox"/> Off Campus (own arrangement) <input type="checkbox"/> On Campus – please proceed to the option below </div> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">TYPE OF ROOM (Subject to availability)</th> <th style="text-align: center;">COST (in Ringgit Malaysia)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Executive Room (Single Occupancy)</td> <td> <input type="checkbox"/> RM1,007.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i> </td> </tr> <tr> <td style="text-align: center;">Family Room (Max 3 pax)</td> <td> <input type="checkbox"/> RM1,590.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i> </td> </tr> </tbody> </table> <p><i>*Rate may change from time to time</i></p> </div>	TYPE OF ROOM (Subject to availability)	COST (in Ringgit Malaysia)	Executive Room (Single Occupancy)	<input type="checkbox"/> RM1,007.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i>	Family Room (Max 3 pax)	<input type="checkbox"/> RM1,590.00/month including 6% gst <i>(one (1) month deposit)</i> <i>(not include electricity billing)</i>				
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Area of Research Interest to be collaborated (If Applicable)	<p>.....</p> <p>.....</p>										
Source of Sponsorship (RM)	<p>Home University <input type="checkbox"/> Amount: _____</p> <p>Self-funding <input type="checkbox"/> Amount: _____</p> <p>Others; Please specify organization & amount:</p> <p>_____</p>										
Contact Details of Exchange Coordinator (Home University/Agencies)	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Surname:</td> <td style="width: 50%;">First Name:</td> </tr> <tr> <td colspan="2">Address:</td> </tr> <tr> <td colspan="2">Phone (incl. country code):</td> </tr> <tr> <td colspan="2">Fax (incl. country code):</td> </tr> <tr> <td colspan="2">Email:</td> </tr> </table>	Surname:	First Name:	Address:		Phone (incl. country code):		Fax (incl. country code):		Email:	
Surname:	First Name:										
Address:											
Phone (incl. country code):											
Fax (incl. country code):											
Email:											

Staff Declaration

I hereby confirm 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: _____

RECOMMENDATION FROM KULLIYAH/FACULTY OF HOST UNIVERSITY, IIUM
☐

Recommended

☐

Not Recommended

Comments:

.....

Source of Payment/Honorarium: Kulliyah 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 Kulliyah/Department

1. _____

2. _____

3. _____

4. _____

 Signature and name of the recommending
 Authority

 Date

RECOMMENDATION FROM MANAGEMENT SERVICES DIVISION, IIUM

☐

Recommended

☐

Not Recommended

Comments:

 Executive Director, Management Services Division

 Date

APPROVAL OF DEPUTY RECTOR (ACADEMIC & INTERNATIONALISATION)

☐

Approved

☐

Not Approved

Remarks:

 Deputy Rector (Academic & Internationalisation)

 Date

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