



KULLIYAH OF ISLAMIC REVEALED KNOWLEDGE & HUMAN SCIENCES
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

REQUEST FOR CLEARANCE FORM

Name:		
Staff/MatricNo:	E-mail:	
Contact No:	Kull./Dept./Unit	
RoomNo:		
Request Descriptions:		
Instructions:		
<ol style="list-style-type: none">1. This clearance form must be filled by all academic staff leaving IUM.2. Please secure approvals from the Head of Department, Deputy Dean (Academic Affairs), Deputy Dean (Student Affairs) and Finance Unit, KIRK&HS. Please submit the following to the Dean's Office:<ol style="list-style-type: none">a. Clearance formb. Office keyc. Mail box key		
The above named staff intends to leave the service in the International Islamic University Malaysia effective on _____. Kindly give your comments on whether the staff can be released or not by filling in the appropriate section of this form.		
1. Head of Department		
The staff member * does / does not have any liability to the Department. Please specify the liability, if any _____		
Signature	Official Stamp	Date
2. Office of the Deputy Dean (Academic Affairs)		
The staff member * does / does not have any liability to the Office of the Deputy Dean Academic Affairs. Please specify the liability, if any _____		
Signature	Official Stamp	Date
3. Office of the Deputy Dean (Student Affairs)		
The staff member * does / does not have any liability to the Office of the Deputy Dean Student Affairs. Please specify the liability, if any _____		
Signature	Official Stamp	Date
4. Finance Unit, KIRK&HS		
The staff member * does / does not have any liability to the Finance Unit, KIRK&HS. Please specify the liability, if any _____		
Signature	Official Stamp	Date

The completed form can be submitted to **DEAN'S OFFICE** by hand. Please allow a maximum of three (3) working days for processing.

For Office Use	Date received:	Remarks:
	Officer in Charge: _____	