



CLEARANCE FORM

NOTE TO THE STAFF MEMBER

Please secure approvals from the following departments before you leave the International Islamic University Malaysia. Once approvals from relevant departments are secured, please proceed to the Employee Benefits & HR Relation Unit, Management Services Division for submission of this form together with the following :-

- (i) Staff Card/Name Tag on the last date of your service in IIUM.
- (ii) Passport for cancellation of work permit at least one (1) week prior to the last date of your service in IIUM (for international staff).

To the relevant Departments

Name / Staff No. :

The above named staff intends to leave the service of International Islamic University Malaysia effective on _____ . Please give your comment(s) whether the staff can be released or not by filling in the appropriate section of this form.

1. Library

The staff member* does/does not have any liability to the Library.
Please specify the liability, if any.

.....
Signature Official Stamp Date

2. IIUM Health and Wellness Centre

The staff member* does/does not have any liability to the IIUM Health & Wellness Centre.
Please specify the liability, if any.

.....
Signature Official Stamp Date

7. **International Student Division**

*** Note: To be completed by International Staff only.**

Passport has been submitted to Immigration Department for cancellation of Work Permit and Dependant Passes.

..... Signature Official Stamp Date
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* *Please delete where appropriate.*

Note: If space provided is not sufficient, please attach in the form of Appendix.

For Office Use

Date of received :

Date end of service :

No. of days AWOL :

Other information (if any) :

Checked and received by :

Verified by :

.....
Administrative Assistant (C/O)
Management Service Division

.....
Officer in Charge
Employment (Academic) Unit /
Employment (Non Academic) Unit /
Employee Benefits and HR Relations Unit /
Management Services Division

Date : _____

Date : _____

Workstation : MSD
Version : 02
Revision : 03
Effective Date : 01/03/2015



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
وَنبِرِئْتَنِي إِسْلَامًا أَنْبَأَنَا بِمَلِيَّتِنَا

MANAGEMENT SERVICES DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

Survey Form
(End of service at IIUM)

Name: _____

Staff No.: _____

Type of Exit (please /):

Compulsory Retirement	<input type="checkbox"/>	Shortening of Contract	<input type="checkbox"/>
Optional Retirement	<input type="checkbox"/>	Terminated	<input type="checkbox"/>
Resignation	<input type="checkbox"/>	Completion of Secondment	<input type="checkbox"/>
End of Contract	<input type="checkbox"/>	Deceased	<input type="checkbox"/>

Reason (s) to end your service at IIUM (please /):

Accompanying Spouse	<input type="checkbox"/>	Becoming Self Employed	<input type="checkbox"/>
To join government	<input type="checkbox"/>	Health Problem	<input type="checkbox"/>
To join private sector	<input type="checkbox"/>	Further Studies	<input type="checkbox"/>
To join NGO	<input type="checkbox"/>	Not satisfied with IIUM	<input type="checkbox"/>
To look after family members	<input type="checkbox"/>	Other : Please specify	<input type="checkbox"/>

In your opinion, what are the areas that need to be improved at IIUM?

Please rate your working experience at IIUM:

1- Excellent

2 - Good

3 - Satisfactory

4 - Poor

