

INTERNATIONAL MULTI-AWARD WINNING INSTITUTION FOR SUSTAINABILITY

APPLICATION FOR ATTENDING CONFERENCE / SEMINAR / WORKSHOP / MEETING / COURSE / TRAINING

A. PERSONAL DETAILS

NAME _____
 STAFF NO _____ POSITION _____
 DEPT. _____

B. APPLICATION DETAILS

Conference Seminar Course / Training Committee Meeting Workshop
 Others, please specify : _____

TITLE _____
 DATE _____ DURATION _____
 VENUE _____
 ORGANIZED BY _____

FINANCIAL Sponsor by Organizer Self-Sponsored Required University Sponsorship
 (Will require approval at University level)

If sponsorship required, kindly fill in the following:

<input type="checkbox"/> Fees	RM _____	<input type="checkbox"/> Accommodation	RM _____
<input type="checkbox"/> Travelling	RM _____	<input type="checkbox"/> Food	RM _____
		TOTAL	RM _____

Signature _____ Date _____

C. RECOMMENDATION BY HEAD OF DEPARTMENT / DEPUTY DIRECTOR

The above application is Highly Recommended Recommended Not Recommended

COMMENT (if any) _____

Signature _____

Name: _____ DATE _____

(official stamp)

D. APPROVAL BY DEAN

The above application is Approved Not Approved To be forwarded for University clearance

COMMENT (if any) _____

Signature _____

Name: _____ DATE _____

(Official Stamp)

Self Sponsored:

IIUM Funding: