



KULLIYAH OF MEDICINE

ANNOUNCEMENT

NEW GUIDELINES FOR APPLICATION OF GUARANTEE LETTER

Assalamualaikum Wrt Wbt

Dear Prof., Assoc. Prof., Dr., Br., Sr.,

Please be informed that as informed by the Office of the Campus Director (OCD), all new applications for Guarantee Letter (GL) from staff are to be emailed directly to the officer-in-charge of the OCD.

Kindly fill in your details using the template provided and email the document to the following:

Sr. Fazilah Zaihadi zfazilah@iium.edu.my

and her supervisor, Sr. Zuhainy Mat Deris zuhainy@iium.edu.my

Please carbon copy the email to Sr. Shuhamah Abu Dahari shuhamah@iium.edu.my for our record.

Please take a moment to view information on the Medical Benefits Scheme for IIUM Staff through the link below.

[LINK](#)

Thank you, Wassalam

Dear Mdm./Sr.,

I would like to request GL for my father, please. Please get back to me if you need more details / clarification. Thank you.

Details as below:

Hospital Director

[enter hospital name here]

[enter hospital address here]

[enter hospital address here]

[enter hospital address here]

[enter hospital address here]

السلام عليكم ورحمة الله وبركاته

Dear Sir/ Madam,

MEDICAL GUARANTEE LETTER FOR IIUM STAFF / IIUM STAFF'S DEPENDANT

This guarantee letter is issued in favor of:-

Staff details:

Name of staff : [enter staff name here]

Staff No. / I.C. NO. : [enter staff no. & I.C. no. here]

Designation : [enter designation here e.g. Asst. Prof./Assoc. Prof./Admin Assistant]

Salary Grade : [enter grade & salary here e.g. DS 54 / RM 8595.00]

Dept. / KCDIO : [enter Dept., Kulliyah of Medicine]

Citizenship : Malaysian

Patient details:

Name of Patient : [enter patient name here]

Relationship : [enter patient relationship here]

I.C. No. : [enter I.C. no. here]

Ward : [enter ward name here e.g. orthopedics]

Date of admission : [enter date of admission here]

Name of hospital : [enter name of hospital here]