

Title	SOP for Application of Enrollment Deferment
Endorsement	KPGC 8/2025
Version No	1
Effective Date	1 October 2025

Responsibility	Flowchart	Remarks
<div>Student</div> <div>Centre of Postgraduate Studies (CPS)</div> <div>Student Admission Committee (SAC)</div>	<pre> graph TD Start([Start]) --> Step1[Student fill in the Deferment application form (CPS/ADM02) Attachment: Payment slip] Step1 --> Step2[Student submit the application form and proof of payment to CPS] Step2 --> Step3[CPS received application form and proof of payment] Step3 --> Decision{Approve} Decision -- No --> Rejection[CPS send rejection letter] Decision -- Yes --> Step4[CPS update candidate's status to defer in the PG System] Step4 --> Step5[CPS prepare deferment letter and email to student] Step5 --> Step6[CPS notify SAC meeting for endorsement] Step6 --> End([End]) </pre>	<div>Ensure student have received offer letter</div> <div>Email to pgadmission@iium.edu.my cc. pgmedic@iium.edu.my</div> <div>Student may print the approval letter via EAS</div>