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

Responsibility	Flowchart	Remarks
Student	Start	
	Student fill in the Deferment application form (CPS/ADM02) Attachment: Payment slip	Ensure student have received offer letter
	Student submit the application form and proof of payment to CPS	Email to pgadmission@iium.edu.my cc. pgmedic@iium.edu.my
Centre of Postgraduate Studies (CPS)	CPS received application form and proof of payment	
	Approve — No: CPS send rejection letter	
	Yes	
	CPS update candidate's status to defer in the PG System	
	CPS prepare deferment letter and email to student	Student may print the approval letter via EAS
Student Admission Commitee (SAC)	CPS notify SAC meeting for endorsement	
	End	