

**INTERNATIONAL/LOCAL EXCHANGE PROGRAMME(CREDITED PROGRAMME)**

**THE FLOWCHART BEFORE PROGRAMME**

	DOCUMENTS		ACTION / ROLE	REMARKS
1	1. Application form (Host University) 2. Exchange Information's	1. Coordinator of Internationalization received Students Exchange Information from Host University from time to time and forward it to OSDCE	COORDINATOR OF INTERNATIONALIZATION	
	1. Google Form 2. Full Study Plan  SOURCE: • IIUM KLM FACEBOOK • I TAALEEM (GRADUATION AUDIT) • IIUM WEBSITE KLM RESOURCES	2. OSDCE will distribute the students exchange information and interested students are required to fill in google form and attach the full Study Plan retrieve from Graduation audit / I taaleem (Home University) <b>(Deadline 5 days after google forms distributed)</b>	OSDCE STUDENTS	
2		3. An email will be sent out to committee members for notifications.	HODs, AAs, DDSCE, Coordinator of Internationalization	
	1. Application form with all requested documents 2. Study Plan and Personal Statement 3. Verification letter From Academic Advisor 4. Others (Language Proficiency test result i.e. EPT if any)	4. Students must prepare the required document(s) <b>(1 - 4)</b> before seeking for Academic Advisor advise <b>(and get HOD sign if application form required )</b>	STUDENTS AA/HOD	Students shall discuss with Academic Advisor (AA) on the credited course that has been offered in the Host University
3	5. Academic Transcript (until latest) 6. Copy of passport (on KLM Resources) 7. Letter of Recommendation (Will be given by OSDCE)  <b>(INCOMPLETE DOCUMENTS WILL NOT BE PROCESSED)</b>	5. Students send all the document required to OSDCE <b>(Hardcopy) (1 - 6)</b>  6. OSDCE will issue out <b>Letter of recommendation</b> approved by DDSCE <b>only if</b> students get the approval from Academic Advisor <b>(through verification letter from Academic Advisor).</b>  7. OSDCE will send all the documents to OIA Gombak (Hardcopy) for Director's Approval	OSDCE OIA GOMBAK	
		8. OIA Gombak will send all completed document (Hardcopy) to Host University and email the softcopy to Host University and cc <a href="mailto:khairull@iium.edu.my">khairull@iium.edu.my</a>	OIA GOMBAK OSDCE	
4		9. Host University accept all the document and issue out acceptance.	STUDENT	