INTERNATIONAL ISLAMIC UNIVERSITY, MALAYSIA.

CHECKLIST FOR
STUDY LEAVE FOR MATRICULATION TEACHER/CELPAD TEACHER

DOCUMENTS TO RECEIVE

1) Offer letter of study leave

2) Acceptance letter
   (Appendix A to the offer letter) (2 copies)

3) Guidelines and examples on filling up
   The agreement

4) Surety Form
   (1 copy)

5) Agreements
   (3 copies)

Mas'Adi Ashraf

Training (Academic) Unit
Human Resource Development
Management Services Division
INTERNATIONAL ISLAMIC UNIVERSITY, MALAYSIA.

CHECKLIST FOR
STUDY LEAVE FOR MATRICULATION TEACHER/CELPAD TEACHER

DOCUMENTS TO BE SUBMITTED

1) Acceptance letter
   (Appendix A to the offer letter) (2 copies)

2) Photostat copy of your Identity Card

3) Photostat copy of surety's Identity Card

4) Photostat copy of surety's latest salary slip

5) Surety form (1 copy)

6) Filled agreements for checking (3 copies)

Mas 'Aini 'Ashiqin

Training (Academic) Unit
Human Resource Development
Management Services Division