

Version No.	04
Revision No.	01
Effective Date	13 th September 2022
Workstation	CCSC

**COUNSELLING AND CAREER SERVICES CENTRE
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
Tel: 03-64214409
Fax: 03-64214868**

MEMORANDUM

To : Director
IIUM Sejahtera Clinic (ISC)

From : Director
Counselling and Career Services Centre (CCSC)

Subject : REQUEST FOR EXTRA ASSISTANCE

Dear Dr,

May I kindly refer you to the above matter:

The below-mentioned name client came to Counselling and Career Services Centre (CCSC) for a counselling/psychotherapy session. Based on the session, I personally feel that the client needs further observation from your kind office.

If you have any inquiries, please do not hesitate to contact CCSC at this number 03-6421 4409.

Thank you.

Client's name : _____ K/C/D/I/O : _____
 Staff/Matric no. : _____ Contact Number : _____
 Summary of case :

Person In-charge : _____ Contact/Ext Number : _____
 Official stamp :

FOR OFFICE USE:

Recommended by:

I personally feel that the client needs:

 (signature & Official stamp)

- [] Professional help from ISC
 [] Professional help from hospital

Director of, CCSC

Date : _____