
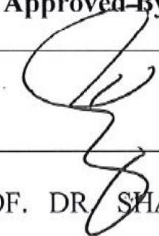


Title : ONLINE  
REGISTRATION  
PROCESS

STUDENTS  
Ref. No. : IIUM/TNL/PG/ADM/7  
Version No: : 01  
Revision No : 02  
Effective Date : 19/7/2024

## ONLINE REGISTRATION PROCESS

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : MUHAMMAD IHSAN BIN ABDUL RAZAK	Name : PROF. DR. SHAHRUL NA'IM SIDEK
Position : SENIOR ASSISTANT DIRECTOR	Position : DEAN, CPS
Date : 21/5/2024	Date : 19 / 07/ 2024

### 1.0 OBJECTIVE

This procedure aims to ensure that the process of Online Registration students for Postgraduate admission is systematically conducted.

### 2.0 SCOPE

The procedure covers all students and CPS in Handling the process of student Online Registration into IIUM via online registration system (i-Tasjil).

### 3.0 ACCOUNTABILITY

RESPONSIBILITY	DETAILED PROCEDURE
STUDENT	3.1 STUDENT REGISTER INTO THE SEMESTER
VISA UNIT	3.2 VERIFYING EVAL APPLICATION FOR THE NEW STUDENTS
FINANCE DIVISION	3.3 VERIFYING / MONITORING PAYMENT FOR THE NEW STUDENTS FROM EZYPAYMENT
CPS	3.4 ACTIVATION OF STUDENT CANDIDATURE
CELPAD	3.5 PREPARATION FOR EPT AND APT EXAMINATION FOR NEW STUDENTS
SMART CARD / KOPERASI BERHAD	3.6 PREPARATION FOR STUDENT MATRIC CARD
IIUM SEJAHTERA CLINIC	3.7 NEW STUDENTS MEDICAL CHECK UP
MAHALLAH	3.8 MAHALLAH REGISTRATION FOR THE NEW STUDENTS

#### 4.0 ABBREVIATION (If any)

DDPG	Deputy Dean Postgraduate
HOD	Head of Department
PG Kull	Postgraduate Office at Kulliyah
AD	Assistant Director (N41 / N44)
AAO	Assistant Administrative Officer (N29 / N32/ N36)
AC	Admission Committee
AA	Administrative Assistant (N19/ N22 / N26)
CoS	Centre of Studies (Kulliyahs/Centres/Institutes)

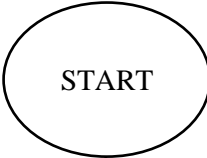

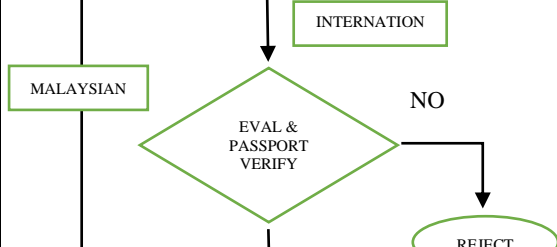






#### 5.0 REFERENCE

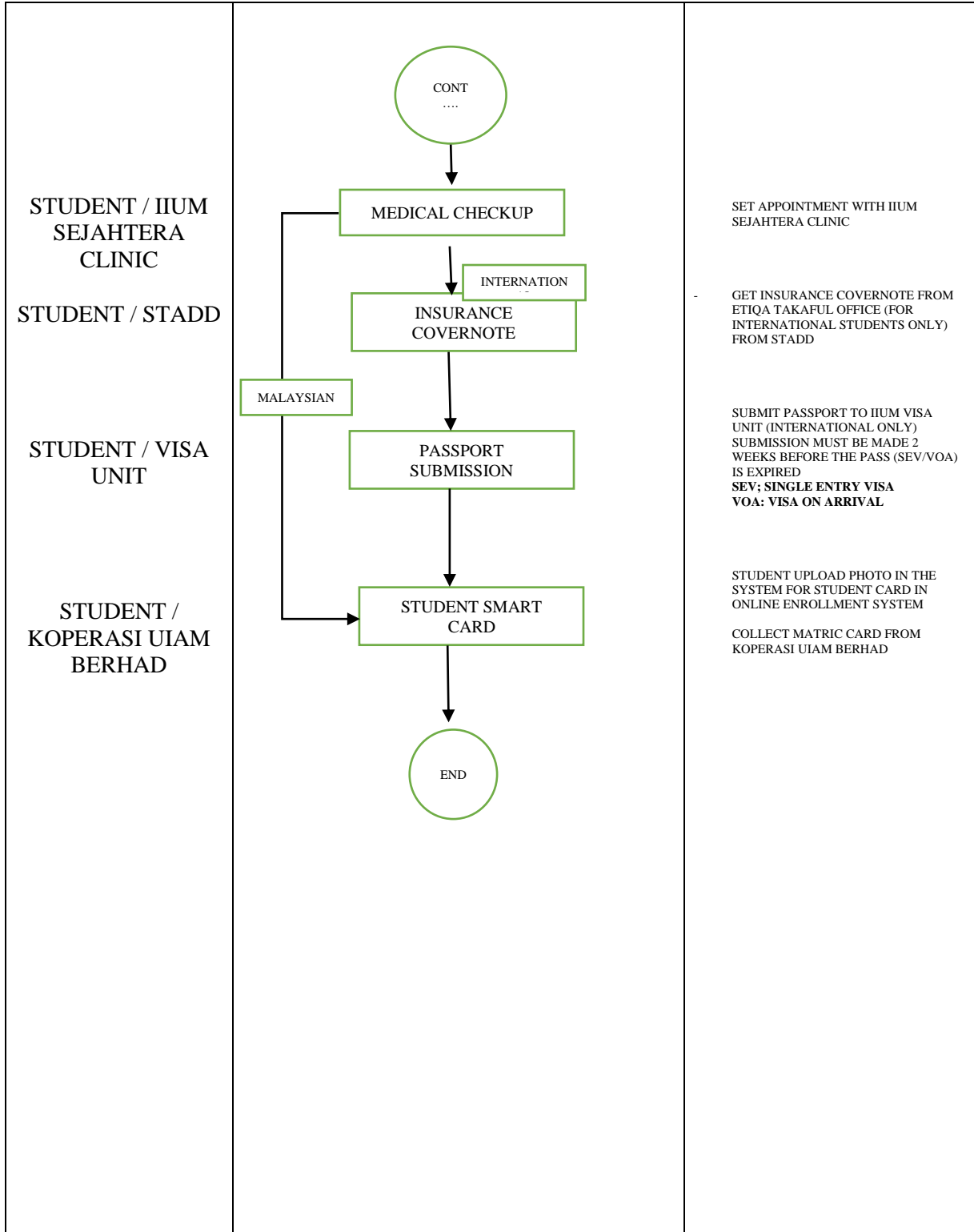
- PG Regulation revise 2022.
- EAS user guidelines for PG Applicants or PG Booklet

#### 6.0 RECORD RETENTION PERIOD

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1.	EVAL LETTER AND TUITION FEES RECEIPT	1 Year	i-Tasjil, EAS SYSTEM & PG SYSTEM	CPS

**7.0 PROCESS FLOW**

RESPONSIBILITY	FLOW CHART	REMARKS
STUDENT		<p>- NEW STUDENT INTENTION TO ONLINE ADMISSION AND REGISTRATION FOR THE SEMESTER.</p>
STUDENT		<p>- ONLINE REGISTRATION OF POSTGRADUATE STUDENTS AT ANY GIVEN INTAKE OF THE SEMESTER.</p>
VISA UNIT		<p>- SUBMIT TO CPS EVAL APPROVAL LETTER (FOR INTERNATIONAL ONLY) FOR IIUM VISA UNIT VERIFICATION</p>
FINANCE UNIT		<p>- STUDENT CAN DO THE PAYMENT FOR THE REGISTRATION FEES FROM THE I-TASJIL SYSTEM AND THE PAYMENT WILL BE AUTO VERIFIED BY THE FINANCE OFFICE FROM THE EZYPAYMENT SYSTEM.</p>
CPS		<p>- CPS UPDATE STUDENT MATRICULATION STATUS AND NOTIFY THE STUDENT VIA EMAIL</p>
STUDENT		<p>- ONCE THE STATUS ACTIVATE, STUDENT CAN UPDATE THE NEW PASSWORD IN STUDENT PORTAL I-MA'LUUM USING THE PIN NUMBER GIVEN IN THE ATTACHMENT TOGETHER WITH THE OFFER LETTER.</p>
STUDENT / RSD		<p>- STUDENT REGISTER ACCOMODATION (MAHALLAH) FOR ON CAMPUS STUDENT THROUGH RSD</p>
STUDENT / CELPAD		<p>- CELPAD WILL CONDUCT AN ENGLISH AND ARABIC TEST FOR REGISTERED STUDENTS TO FULLFILL LANGUAGE REQUIREMENT.</p>
		



## ANNEXURE

### 8.0 COMMUNICATION TOOLS

- **EMAIL ADMISSION:**  
International Applicant: pgint\_admissions@iium.edu.my  
Local Applicant: pgadmissions@iium.edu.my
- **WHATSAPP GROUP:**  
Kulliyah Reps Group  
DDPG Group  
Universiti Awam Group  
MDPS Group
- **UNIVERSITY WEBSITE AND ONLINE PORTAL**  
CPS Website  
i-Maalum  
EAS system  
i-Tasjil
- **SOCIAL MEDIA PLATFORM**  
Facebook CPS  
Instagram IIUM Official  
Tiktok IIUM Official

### 9.0 ABMS NOTES:

Four (4) main offences stipulated in the Malaysian Anti-Corruption Act 2009 (MACC Act 2009) (Act 694) : Soliciting/Receiving Gratification (Bribe) [section 16 & 17(a) MACC Act 2009] Offering/Giving Gratification (Bribe) [section 17(b) MACC Act 2009] Intending to Deceive (False Claim) [Section 18 MACC Act 2009]