

Documents to be submitted/ attached for the appointment. RMC will not issue an appointment letter unless all document be filled or attached completely

NO	Supporting Document	Appointments / Remarks	Type of appointment	
			New	Renewal
1	Staff Profile Form (kmang form)	All appointments except consultant	√	-
2	Personal Data Protection Form	All appointments except consultant	√	-
3	Latest Curriculum Vitae (CV)	All appointments	√	√
4	Passport size photo (1 only)	All appointments except consultant	√	-
5	1. NRIC (Malaysian only) 2. Passport & Visa (for non Malaysian only)	All appointments	1. NRIC :Compulsory for Malaysian 2. Passport & Visa (for non Malaysian only):	√
6	Official Academic Certificate/s (based on type of position applied)	All appointments	1.RO/FRGS GRA/ MF- GRA/SF GRA/All GRAs/RS/Consultant, Malaysian/non Malaysian, Full Time(FT)/Part Time(FT), cert : degree & above 2. RA, Malaysian,FT/PT, cert :SPM & above 3. SW, active non Malaysian MMU student only, cert : degree and above 4. PostDoc/Research Fellow, Malaysian/non Malaysian, cert : Masters and above	-
7	Official Academic Transcripts (based on type of position applied)	All appointments except PostDoc/ Research Fellow	1.RO/FRGS GRA/MF-GRA/SF GRA/All GRAs/RS, Malaysian/non Malaysian, FT/PT, Academic transcripts : Degree and above if any 2. SW, active non Malaysian MMU student, Academic transcripts : Latest MMU Academic Transcripts	-
8	Birth Certificate	All appointments except consultant	Malaysian only	-

9	EPF statement	RO/RA/Postdoc/ Research Fellow	Malaysian only	-
10	CIMB Bank Account Details/Statement	All appointments except consultant	Compulsory: 1.Malaysian 2.Active non Malaysian MMU student 3.Non Malaysian who already obtained the CIMB Bank Account **For non Malaysian not in Malaysia and do not have the CIMB Bank account, the candidate must submit the document once arrived in Malaysia	
11	1. Graduation Certificate (attended convocation) or 2. Senate Letter (awaiting convocation)	RS/FRGS- GRA/MF-GRA/ other GRA positions/RO	Compulsory for applicant is yet to received official academic certificate	-
12	Candidature Letter from IPS, MMU as postgraduate student	RS/FRGS- GRA/MF-GRA/ other GRA positions	Compulsory for active MMU postgraduate student only	√
13	Copy of email from IPS system regarding confirmation of online PG registration and Copy of Research Proposal for PG study	RS/FRGS- GRA/MF-GRA/ other GRA positions	compulsory for non-job position, yet to register as PG student	-
14	Copy of email from IPS system regarding confirmation of online PG registration and Copy of Research Proposal for PG study	RS/FRGS- GRA/MF-GRA/ other GRA positions	compulsory for non-job position, yet to register as PG student	-
15	Confirmation Of Student Pass Payment	RS / GRA	Compulsory for non-job position. This form is require by International Office for visa new and renewal	-

Confirmation Of Student Pass Payment

Ref :MMU/RMC/

Date : _____

To Whom It May Concern

RE : Student Sponsorship Using Grant

Please be informed that the student is in receipt of sponsorship by grant. Detail as below

Item	Remark
Student Name	:
Project SAP ID	: MMUE/
Project Leader Name	:
Funder	: TMR&D / PETRONAS / Other :
Acceptance Fees (<i>1st time application of student pass & Visa</i>)	: YES/ NO
Student Pass & Visa renewal fees	: YES/ NO , If yes, cover for 2 nd /3 rd year (circle)
Insurance Fees	: YES/ NO , If yes, cover for 1 st / 2 nd /3 rd year (circle)
PG Fees	: YES/ NO , If yes, cover for 1 st / 2 nd /3 rd year (circle)

* This is not covered/ waived for MOHE & MOSTI grant.

This letter is a confirmation of fee waiver **qualification** or payment using grant only.

Actual fee waiver application should be done at IPS.

For PG Fees payment using grant, application should be made in RMS (rms.mmu.edu.my).

Should you require any further information please do not to contact us .

Project Leader Name :

Official Stamp :

Faculty :