

Hiring Supporting Document Guides

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
1	Copy of Official Identification Document. Active Passport and visa (with Visa sticker) for non-Malaysian	All appointments
2	Passport Size Photo	All appointments
3	Latest Curriculum Vitae	All appointments
4	Official Academic Certificate/s. This can be replaced with a letter from the Faculty Dean to confirm the completion of study for those who don't have an official academic transcript yet	All appointments <ol style="list-style-type: none"> 1. RO/FRGS GRA/ MFGRA/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
5	Official Academic Transcript/s. <ul style="list-style-type: none"> • Undergraduate degree or master by coursework • Can use the latest Academic Transcript available if the final one is not out yet 	All appointments <ol style="list-style-type: none"> 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
6	Completed Staff Profile Form	All appointments except consultant
7	Completed Personal Data Protection Form <ul style="list-style-type: none"> • PDPA • Declaration of Asset (DOA) • Certification of Compliance (COC) • Integrity Pack Manual (IPM) 	All appointments except consultant

NO	Supporting Document	Appointments / Remarks
8	Copy of CIMB/ MAYBANK/ BANK ISLAM Bank Account Statement (Preferably CIMB for the payroll)	All appointments
9	Copy of Postgraduate Candidature letter issued by Institute of Postgraduate Study (IPS) OR copy of e-mail from IPS system regarding confirmation of online PG registration <ul style="list-style-type: none"> • For GRA/RS application only • For new student, this can be replaced with postgraduate application confirmation slip (downloadable from IPS online application portal) 	All appointments except consultant, RO, RA ,SW and Postdoc
10	Copy of EPF Statement <ul style="list-style-type: none"> • Malaysian only • Job Position only except SW • New application only 	RO , RA and PostDoc
11	Consultancy Engagement Form	Consultant Only