

**CARTA ALIR PROSES PERMOHONAN MAKLUMAT KURSUS/
COURSE INFORMATION (CI) REQUEST FLOWCHART**

Tindakan/ Action	Carta Alir / Flow Chart	Tempoh/ Duration	Lampiran/ Attachment
<p>Pelajar/ Penolong Pendaftar Fakulti <i>Student/ Assistant Registrar of Faculty</i></p>	<pre> graph TD Start([Mula/ Start]) --> Step1[PENGHANTARAN BORANG PERMOHONAN YANG TELAH DILengkapKAN BESERTA DOKUMEN SOKONGAN Submit a complete application form with supporting documents] Step1 --> Decision{Lengkap/ Complete} Decision -- TIDAK/ NO --> Step1 Decision -- YAI/ YES --> Step2 </pre>	<p>2 Hari Bekerja 2 Working Day(s)</p>	<p><i>Course Information (CI) Request Form</i> i. salinan surat tawaran pengajian semasa i. a copy of offer letter of current institution</p>
<p>Pelajar/ Unit Kewangan & Kawalan Kredit <i>Student/ Finance & Credit Control Unit</i></p>	<pre> graph TD Step2[PENGHANTARAN BORANG YANG LENGKAP DAN MEMBUAT BAYARAN YURAN PROSES SEBANYAK RM20 PER KURSUS. Submit a complete application form and a processing fee, RM 20 per course will be imposed on the student.] </pre>	<p>1 Hari Bekerja 1 Working Day(s)</p>	<p><i>Course Information (CI) Request Form</i></p>
<p>Unit Kewangan & Kawalan Kredit/ Penolong Pendaftar Fakulti <i>Finance & Credit Control Unit/ Assistant Registrar of Faculty</i></p>	<pre> graph TD Step3[PENGHANTARAN BORANG PERMOHONAN YANG LENGKAP DAN TELAH DITANDATANGANI BERSAMA RESIT PEMBAYARAN Submit a complete application form with a signature and a stamp and also a payment slip] </pre>	<p>2 Hari Bekerja 2 Working Day(s)</p>	<p><i>Course Information (CI) Request Form</i> Maklumat kursus yang telah disahkan dan dicop 'SULIT'</p>
<p>Penyelaras Program/ Pelajar <i>Programme Co-ordinator / Student</i></p>	<pre> graph TD Step4[PENYEDIAAN MAKLUMAT KURSUS DAN EDARAN KEPADA PEMOHON Preparation of course information and distribution to applicant(s)] Step4 --> End([Tamat/ The End]) </pre>	<p>2 Hari Bekerja 2 Working Day(s)</p>	<p><i>Verified/Certified and stamped 'CONFIDENTIAL' course information</i></p>

PENERANGAN CARTA ALIR/ *FLOWCHART DESCRIPTION*

NO	RESPONSIBILITY PERSON IN CHARGE	ACTION
1	<p>Pelajar/ Penolong Pendaftar Fakulti</p> <p><i>Student/ Assistant Registrar of Faculty</i></p>	<p>Pelajar melengkapkan borang beserta salinan surat tawaran pengajian semasa dan perlu dihantar melalui e-mel ke Penolong Pendaftar Fakulti bagi tujuan semakan permohonan samada perlu disokong atau tidak.</p> <p><i>Student needs to submit a completed application form with a copy of the official offer letter from current institution and submit all softcopy via email to the Assistant Registrar of faculty for review either to support the application or not.</i></p>
2	<p>Pelajar/ Unit Kewangan & Kawalan Kredit</p> <p><i>Student/ Finance & Credit Control Unit</i></p>	<p>Pelajar menghantar borang yang lengkap dan membuat bayaran yuran proses sebanyak RM20 per kursus.</p> <p><i>The student needs to submit a complete application form. processing fee of RM 20 per course will be imposed on the student.</i></p>
3	<p>Unit Kewangan & Kawalan Kredit/ Penolong Pendaftar Fakulti</p> <p><i>Finance & Credit Control Unit/ Assistant Registrar of Faculty</i></p>	<p>Unit Kewangan & Kawalan Kredit menghantar borang permohonan yang lengkap dan telah ditandatangani bersama resit pembayaran ke Penolong Pendaftar fakulti</p> <p><i>Submit a softcopy of the completed application form with signature, stamp and payment slip by the Finance & Credit control Unit to Assistant Registrar.</i></p>
4	<p>Penolong Pendaftar Fakulti/ Penyelaras Program/ Pelajar</p> <p><i>Assistant Registrar of Faculty/ Programme Co-ordinator / Student</i></p>	<p>Penolong Pendaftar Fakulti akan memberikan maklumat kepada Penyelaras Program untuk penyediaan maklumat kursus. Surat pemberitahuan dan maklumat kursus yang telah disahkan dan dicop 'SULIT' akan dihantar kepada pelajar melalui email oleh penyelaras.</p> <p><i>The Faculty's Assistant Registrar will provide information to the Programme Co-ordinator for the course's information. Notification letter and course information that has been verified and stamped 'CONFIDENTIAL' will be sent to students via email by the coordinator.</i></p>