

Universiti Tunku Abdul Rahman

Form Title: **Academic Staff Exchange Form (Inbound)**

Form Number: SEP-DCIN-001

Rev No:

Effective Date: 14 June 2017

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Universiti Tunku Abdul Rahman
Application for Staff Exchange Programme
(Inbound)

Please affix
your
photograph
here

APPLICANT DETAILS

Exchange Staff Name: _____

Name of Home Institution: _____

Country: _____

Designation: _____ Faculty/Department: _____

Contact No.: _____ Email Address: _____

Postal Address: _____

INFORMATION ON HOST FACULTY/DEPARTMENT AT UTAR

Host Faculty / Department: _____

Name of Contact Person: _____ Designation: _____

Contact No.: _____ Email Address: _____

Duration of Exchange: from _____ to _____

Proposed Work to Carry Out and Targets to Achieve at UTAR

Empty box for proposed work and targets.

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I declare that the information given is true and correct.

I declare that I am mentally and physical fit to undertake this programme.

Signature of Applicant: _____

Date: _____

For Office Use Only

Received by Division of Community & International Networking (DCInterNet)

Received By		Date	
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RECOMMENDATION BY HEAD OF DEPARTMENT

Recommended

Not Recommended

Remarks			
Name		Department	
Signature		Date	

RECOMMENDATION BY DEAN / DIRECTOR OF FACULTY / INSTITUTE

Supported

Not Supported

Remarks			
Name		Faculty/Institute	
Signature		Date	

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Note: The completed application form must be submitted with Letter of invitation/acceptance from Host Institution

Budget Approval by Vice President (IAD)

Approved

Not Approved

Remarks			
Vote Account		Amount	
Name			
Signature		Date	

Approval by President

Approved

Not Approved

Remarks			
Name			
Signature		Date	

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Note: The completed application form must be submitted with the following documents:

NO	DOCUMENTS	PLEASE TICK		REMARKS
		YES	NO	
1	Colour scan copy of Academic Certificates and Transcripts from Bachelor's degree and above			
2	4 copies of passport size photo (Photo sized 3.5x0.5cm, shoulder level and above, excess space between the head with upper end of sized photographs at least 1cm, light blue background. Passport photo should be facing straight)			
3	Letter from 2 referees who have known the applicant for more than 5 years			
4	One set of photocopied passport for all pages including blank pages. The passport must be valid for at least 12 months from the expected date of entry			
5	CV of the inbound staff			

NOTE:

Please ensure that all scanned copies are clear for reading as unclear copies will result in the authorities rejecting your application