



## PAPERWORK ON INTERNATIONAL ACADEMIC VISIT/INDUSTRIAL TRAINING AND CHECKLIST

<b>Type of programme*</b>	<input type="checkbox"/> International Academic Visit <input type="checkbox"/> GISO <input type="checkbox"/> Others : Please State _____		
<b>Title*</b>			
<b>Date*</b>			
<b>Venue*</b>			
<b>Background*</b>	<i>It should also indicate whether USIM have been to the proposed place</i>		
<b>Justification*</b>	<i>Justify the selection of the location/institution for this program</i>		
<b>Liaison Officer</b>			
<b>Participant*</b>	<b>Participants who has not Undergone Internationalisation Programmes</b>		
	<b>No.</b>	<b>Name</b>	<b>Matric No.</b>
	<b>Participants who has Undergone Internationalisation Programmes</b>		
	<b>No.</b>	<b>Name</b>	<b>Matric No.</b>
<b>Full Itinerary*</b>			

Academic Slot	No	Date & Duration (hour)	Venue	Type of program (Forum, Workshop, Debate, Seminar)	Title of program
	Academic program must be run for at least 2 days				
Community Service	No	Date & Duration (hour)	Venue	Type of program	Title of program
Program Outcome*	Please list the program outcome				
Budget*	Earning				
	No	Subject	Unit	Sub-Total	Total
	Expenditure				
	No	Subject	Unit	Sub-Total	Total
Officer in-charge endorsement	Signature: Name & Cop: Date:				
Dean/Head of PTJ/Director endorsement*	Signature: Name & Cop: Date:				

[illegible]



### DOCUMENTS CHECKLIST FOR APPLICATION PROGRAM

No.	Subject	Note
1.	Paperwork *	<input type="checkbox"/>
2.	A complete list of participants* and liaison officer	<input type="checkbox"/>
3.	Confirmation of receiving visits and communication copy with the Institutions to be visited *	<input type="checkbox"/>
4.	Copy Verification of recipient eligibility Internationalization Student Fee Fund (RM450) and the International Programme Matching Scheme by providing a list of students who are eligible to receive only (copy obtained and confirmed by the Bendahari Department)*	<input type="checkbox"/>
5.	Any related documents *	<input type="checkbox"/>
6.	Outcomes of the visits * (Example shown in <b>Appendix 1</b> )	<input type="checkbox"/>

**Note:**

Students who wish to apply for industrial training abroad simply need to fill in the blank space and meet a checklist that has an asterisk (\*) only.

USIM 'Alamiyyah will not accept any incomplete application paperwork for international program in which the application must meet the requirements as a checklist which is included in Format Paperworks International Student Program Application.

## Appendix 1

## EFFECTIVENESS OF THE JOB

NO.	DESTINATION	ACTIVITY	RESULT OF THE VISIT
1.	<p><b>example:</b></p> <p><b>EXPLORATION INDUSTRY :</b> <i>Pannys Chocolate Factory</i></p>	<ul style="list-style-type: none"> <li>i. Students will discuss the scope of management accounting in production</li> <li>ii. Students will discuss and analyze the state of the accounting system applied by industrial companies</li> <li>iii. Question and answer session will be held to examine the difference of the accounting system applied and the system of choice for companies</li> <li>iv. Students will also examine whether new action in the conduct of financial companies with efficient</li> </ul>	<p><b>REPORTS AND FINDINGS:</b></p> <p><i>“Managerial Accounting on Manufacturing Perspective”</i></p> <p><i>“Observation on Consumer Behaviour”</i></p>