



**Documents Checklist - Undergraduate Programme
BBA, BBAHM, BBYTE, BVS, CS, DH, MB, NT, PC, PS**

	Documents	Soft Copy	Hard Copy
1	Acceptance of Offer		
2	Registration Package		
3	Fee Payment Policy		
4	NRIC (Malaysian) / Passport Copy (Non-Malaysian)		
5	SPM / IGCSE / O-Level / Other Year 10 equivalent Official Certificate		
6	Pre-University Academic Transcript – A level / FIS / Matriculation / Diploma / Degree / Other Year 12 equivalent		
7	Pre-University Completion Certificate		
8	Official English Certificate: IELTS / MUET		
9	Parent Consent Form & Copy of Parent NRIC / Passport -For student below 18 years old on the Enrolment Day		

1. Soft copy of documents are required to be uploaded to the Submission Portal in pdf / jpeg format with file size below 1 mb when accepting the offer.
2. You are required to submit the hard copy of documents to Admissions Office by Enrolment Day.
3. For documents no.1 to no.3, digital signature is not allowed.
4. **Documents no.4 to no.8 (hard copy) must be certified true copy by IMU Admissions Staff or High School Principal or Commissioner for Oaths or Notary of Public.**

**For any further clarification, please write to admissions@imu.edu.my or call us at +603-2727 7566.*