



Documents Checklist for Foundation Programme

	Documents	Soft Copy	Hard Copy
1	Acceptance of Offer		
2	Registration Package		
3	Fee Policy		
4	NRIC (Malaysian) / Passport Copy (Non-Malaysian)		
5	SPM / IGCSE / O-Level / Other Year 10 equivalent Official Certificate		
6	Official English Certificate – IELTS - Only applicable if SPM / IGCSE English is not a credit		
7	Parental Consent Form & a Copy of Parent’s NRIC / Passport - For student below 18 years old on the Enrolment Day		

1. Soft copies 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 also required to submit a hard copy of documents to the Admissions Office by Enrolment Day.
3. **Documents no. 4 to no. 6 (hard copy) must be certified true copy by IMU Admissions Staff or High School Principal or Commissioner for Oaths or Notary of Public.**
4. For documents no 1 to no 3, digital signature is not allowed.

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