

STEP 01: Scroll Request Form.

Graduate download
Request for Scroll **Form ACAD 21-A**
from
IIC website



STEP 02: Email to ARCD (Academic Department).

Email the filled form with **clearance of any outstanding fee** from Finance (if applicable).

ARCD email address: **ard@iic.edu.my**



STEP 03: Status of application.

Academic officer will inform graduate on
the status of the application
by **email / phone**



STEP 04: Post scroll process checklist.

1. Fill in **Request for Postage Form ACAD 21-B**
2. Together with the form, attached with:
 - a. **ID copy of the graduand**
 - b. **Receipt of postage fee (local)**
3. Email no 1& 2 to ARCD : **ard@iic.edu.my**



STEP 05: The postage.

Local

Postage within Malaysia will use the service by Poslaju with the following cost:

1. Peninsular Malaysia : RM15
2. Sabah/Sarawak: RM23

International

1. Academic Officer will **contact the graduate regarding the postage cost.**
2. Other countries will be based on the courier services & insurance postage cost.
3. Postage courier depends on the service availability.



* Disclaimer: There is no guarantee that the documents will reach the graduates safely. Hence, IIC shall not be liable for any damage or loss of the documents.
*Subject to change by the mail service provide

For any inquiries, graduates may refer to Academic Division.
Contact persons **Ms. Noormalis Ali** at **012-2432280** & **Ms. Noor Fauziah Kamir** at **012-2064446.**