

STAFF MOBILITY PROGRAM (SMP)

STAFF INBOUND/ OUTBOUND

STAFF INBOUND/ OUTBOUND CHECKLIST

Name of the
requested partner
university



Name of the
requested faculty



Program that staff
intended to take at
the requested
partner university



Contact person at
the requested
university's
international
office/Faculty



Some partner universities will waive tuition fees

STAFF INBOUND/ OUTBOUND CHECKLIST



Notification to OIA

Liaison Officer OIA

Step 1



Application Process

Carried out by
OIA/faculty/campus
↓
Acceptance letter from
the partner university

Step 2



Funding

Own arrangement
(flight ticket,
accommodation and
living cost)
DANA
KECEMERLANGAN

Step 3



Visa/Insurance/Flight Details

OIA can assist the
process

Step 4



Staff Arrival/Departure

Step 5

STAFF INBOUND/ OUTBOUND CHECKLIST AFTER THE PROGRAM

