

**INTERNATIONAL OFFICE
FUNCTIONAL CHART – 2016
(as of 31 January 2016)**

**DIRECTOR
ASSOCIATE PROF. DR. AINOL HARYATI BINTI IBRAHIM**

INTERNATIONAL RELATIONS & NETWORKING

ADMINISTRATION & STUDENT SERVICES

**MR. MOHAMMAD ILZAM JAMAT
(SENIOR ASSISTANT REGISTRAR)**

**MRS. NOR ASHIKIN SULAIMAN
(SENIOR ASSISTANT REGISTRAR)**

**PARTNERSHIP &
COLLABORATION**

MOBILITY

ADMIN

VISA

FINANCE

**(ADMINISTRATIVE
ASSISTANT)
** not available**

**(NURUL ASHIKIN BINTI MOHD
ANASIR)
(ADMINISTRATIVE ASSISTANT)**

**(NOR SHAKILA BINTI RASID)
(ADMINISTRATIVE ASSISTANT)**

**(FINANCIAL ASSISTANT)
** not available**

- MoU/ MoA
- Work/ Academic Inbound Visit
- International Students Alumni Database
- Counter Service

- Student Exchange Program (Inbound & Outbound)
- Student Mobility Program / Around the World (Inbound/ Outbound)
- Counter Service

- General Admin / Documentation
- Asset Management
- Publication / Report
- PA to Director
- Counter Service

- General Financial Matters
- Payment of Insurance
- Payment of Visa (EMGS/ Immigration)
- Counter Service

**(SALMI BIN IBRAHIM)
(OFFICE ASSISTANT)**

- General Office Work
- Documentation
- Runner (Mobility & Visa Affairs)
- Asset Management
- Counter Service

**(NUR SHAHIDATUL AMIRAH
BINTI RAMLI)
(ADMINISTRATIVE ASSISTANT)**

- Renewal of Student Pass
- Renewal of Dependent Pass
- Insurance
- International Students Information System
- Counter Service

**(NURUL AMIRA BINTI
NORHALIZAN)
(ADMINISTRATIVE ASSISTANT)**

- New Student Pass / VDR
- New Dependent Pass
- IO Visa Email
- International Students Information System
- Counter Service