



## STUDENT ACTIVITY/EVENT APPROVAL FORM



All International students or international student associations of the University of Malaya must obtain approval from the International Student Centre before organizing any activity/event in the University of Malaya campus. Please complete this form and submit it to the International Student Centre at least four (4) weeks prior to the proposed activity/event.

### DETAILS OF APPLICANT

<b>Applicant's Name:</b>		<b>Matric No.:</b>	
<b>Department/Faculty:</b>		<b>Phone No.:</b>	
<b>Association Represented:</b>		<b>Email:</b>	

### DETAILS OF ACTIVITY / EVENT

<b>Name:</b>	
<b>Type:</b> <i>(tick the appropriate box)</i>	<input type="checkbox"/> Social <input type="checkbox"/> Educational <input type="checkbox"/> Other: .....
<b>Description</b> <i>(Please specify)</i>	
<b>Estimated Budget</b>	<b>Source of Fund:</b> ..... <b>Sponsor(s)</b> ..... <i>(if there is any):</i> ..... ..... ..... <i>(please state name of sponsor(s), contact person, phone. No, budget estimated and email address. If more than 1 sponsor is involved, please attach list of sponsors)</i>
<b>Venue/Location</b> <i>(The Coordinator/Organizer is responsible to make the reservation)</i>	<b>Room/Auditorium:</b> ..... <b>Academy/Faculty/Centre:</b> ..... <b>Venue Contact Person:</b> ..... <b>Phone:</b> ..... <b>Email:</b> .....
<b>About the Activity/Event</b>	<b>Start Date:</b> ..... <b>Start Time:</b> ..... <b>End Date:</b> ..... <b>End Time:</b> ..... <b>Recurring Activity/Event:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If the answer is Yes, please specify frequency:</b> <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly

<b>Details of Expected Participants/Guests</b> <i>(tick as many choices as necessary)</i>	<input type="checkbox"/> VIP <i>(please attach the list)</i> <input type="checkbox"/> Campus community <input type="checkbox"/> General public <input type="checkbox"/> Other invited guests <i>(please attach the list)</i>
	<b>Admission Fee</b> <input type="checkbox"/> Yes <i>(Amount in RM.....)</i> <input type="checkbox"/> No <b>Food provided</b> <input type="checkbox"/> Yes <input type="checkbox"/> No

**DECLARATION**

I/We hereby declare that I/we will adhere to all the rules and regulation stipulated by the respective department where the activity/event will be conducted and all the rules that govern the student activities/events in the University of Malaya campus at all times.

I/we certify that the information provided on this form is correct to the best of my knowledge.

Signature: ..... Date: .....

Name: .....

**DOCUMENT CHECK LIST**

<b>List of documents to be attached to the approval form</b>	<input type="checkbox"/> Name of Members of Organizing Committee
	<input type="checkbox"/> Estimated Budget
	<input type="checkbox"/> VIP list <i>(if any)</i>
	<input type="checkbox"/> Sponsors <i>(if any)</i>

*If activity/event is approved, the activity's /event's organizer is responsible for obtaining all necessary utilities and goods and services needed. Arrangements with the respective Departments/faculties must be made within the stipulated time. Please take note that each of the department may have specific forms to be filled and procedures /rules to be adhered to.*

**UM INTERNATIONAL STUDENTS ASSOCIATION (UMISA) CONSENT**

<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Name</b> :
	<b>Signature</b> :
	<b>Date</b> :

**INTERNATIONAL STUDENT CENTRE APPROVAL**

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<b>Signature</b> :
	<b>Date</b> :
	<b>Official Stamp</b> :