FLOWCHART REFERRAL SCHEME

Responsibility	Process	Interface	Process Details	Doc. Use
	START			
STUDENT, ALUMNI, STAFF	REGISTRATION	SMU	Student, alumni and Staff MUST register for the referal scheme at SMU Office.	Registration Form
STUDENT, ALUMNI, STAFF	SUBMIT LEADS DOCUMENT	SMU	Student, alumni and Staff MUST forward leads document as below; a) SPM Result b) IC	
SMU	DOCUMENT TO FACULTY	FACULTY	SMU will forward leads document to the Faculty for their approval.	
FACULTY	CHECK DOCUMENT	SMU	Faculty have to check the leads document and advise weither to approve the application or not. Faculty will notify the SMU on the feedback.	
SMU	NOTIFICATION	STUDENT, ALUMNI, STAFF	SMU will notify the student, alumni and staff on the status of the application.	
SMU	DOCUMENT TO ARU	ARU	SMU will forward the leads document to ARU once received approval from the Faculty.	
ARU	OFFER LETTER	LEADS	ARU will proceed with Offer Letter (OL) to the leads.	
LEADS	REGISTER	ARU	Leads agree to register at DHU and proceed with registration process.	
STUDENT, ALUMNI, STAFF	PAYMENT FORM	SMU	Students, Alumni & Staff have to fill in payment form at SMU.	Payment Form
SMU, ARU, FINANCE, VC	SIGNATURE & APPROVAL	SMU, ARU, FINANCE, VC	SMU, ARU, FINANCE and Dato' VC have to sign the payment form.	
FINANCE	PAYMENT	STUDENT, ALUMNI, STAFF	Finance will make a payment after fulfilling the following criteria; 1) **Local Students** – Complete registration, subject enrollment and fully pay 1st semester fee plus other fees. 2) **International Students** – Complete registration, subject enrollment and fully pay 1st semester fee plus other fees.	
SMU	FILING		SMU shall file the documents accordingly.	
	END			