

LKC FES ITP CIDB Green Card Application Procedure

In principle, Faculty will help students to arrange the CIDB Green Card application by batch. Students are advised to follow the timeline strictly.

Timeline	Description
Week 0 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Number of Student Undergo Internship <ul style="list-style-type: none"> • ITC Chairman will get the number of student undergo internship in coming trimester from SODEMC. • CI/QS person-in-charge will communicate with the CIDB trainer for the training agreement (date, time, slot, and venue booking). • The CIDB Green Card is compulsory for all CI and QS students, and those undergo industrial training in construction site (case-by-case basis).
Week 1-2 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ ITP Briefing <ul style="list-style-type: none"> • Highlight the important of CIDB Green Card and it is compulsory for all CI and QS students. For other programmes, students have to take initiative to approach the CI or QS person-in-charge if they want to apply the CIDB Green Card (for those plan to undergo industrial training at construction site)
Week 3 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Student list Finalisation <ul style="list-style-type: none"> • Final adjustment of training by CIDB trainer. • Instruction and password will be sent based on this finalised list.
Week 4 (Friday, 12pm) (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Registration and Payment of CIDB Training <ul style="list-style-type: none"> • Students should follow the registration guide (pdf slide) for the registration and payment of CIDB training. (password is required) • The registration of slot is based on first come first serve basis. No additional slot will be added. • Those missed the registration and payment or can't fit into any of the allocated slots have to get the application done by him/herself. • Submit the payment receipt to person-in-charge.
Week 5-9 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Attend the CIDB Training <ul style="list-style-type: none"> • Based on the registered slot, attend the CIDB training. Only those registered, made payment and submitted the receipt as proof are eligible to attend the training.
Week 10 (Friday, 12pm) (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Registration and Payment of CIDB Green Card <ul style="list-style-type: none"> • Students should follow the registration guide (pdf slide) for registration and payment of CIDB Green Card. • Do not confuse and mess up with the registration and payment process in week 4. The former is for training and the latter is for Green Card Application. Students should get both processes done. • Submit the payment receipt to person-in-charge for the Green Card collection. • Faculty will help on the batch collection for those submitted the receipt on time. Those didn't submitted their receipt or put the collection centre wrongly have to collect by their own.
Week 11-13 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Batch Submission and Collection <ul style="list-style-type: none"> • Person-in-charge submits the receipt to CIDB for process of Green Card. • Person-in-charge communicate with CIDB for Green Card collection and transportation arrangement. • Green Card collection from CIDB.
Week 14 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Distribution of CIDB Green Card to Students