Pusat Pengajian Perumahan, Bangunan dan Perancangan

School of Housing, Building and Planning

Universiti Sains Malaysia
11800, USM Pulau Pinang
T : +604 653 3173
+604 653 3174
F : +604 657 6523
E : dean_hbp@usm.my
W : www.hbp.usm.my

Date :

To :

Dear Sir/Madam,

APPLICATION FOR COMPULSORY PRACTICAL TRAINING/INTERNSHIP PLACEMENT FOR STUDENTS OF THE SCHOOL OF HOUSING, BUILDING AND PLANNING, UNIVERSITI SAINS MALAYSIA

Name of Student :
Major :
Matric No. :
Mobile Phone No. :
Code Subject : RUL 474
Training Date : 27th July 2026 – 8th January 2027 (24 weeks)

The above matter is hereby referred.

2. It is hereby notified that the student, whose name and details are as specified above, is currently enrolled at this Institution. The student is mandated to complete a compulsory practical training or internship to satisfy the graduation prerequisites from the School of Housing, Building and Planning, Universiti Sains Malaysia. Additionally, the student is advised to identify and confirm an appropriate host organisation or department to undertake this training.

3. This student has selected your organisation for their practical training. We kindly request that you confirm your acceptance by signing the attached confirmation form and returning it to us promptly for further processing.

We sincerely appreciate your time and consideration regarding this matter.

Kind regards,

"MALAYSIA MADANI"

"BERKHIDMAT UNTUK NEGARA"

Your sincerely,

(GS. DR. MOHD ISMAIL BIN ISA)
Deputy Dean
Academic, Career & International

SCHOOL OF HOUSING, BUILDING AND PLANNING
UNIVERSITI SAINS MALAYSIA