

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 :
Training Date :

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

PLACEMENT FORM

Date:

Gs. Dr. Mohd Ismail bin Isa
Deputy Dean (Academic, Career & International)
School of Housing, Building and Planning
Universiti Sains Malaysia
11800 Pulau Pinang

[Attn: Puan Nur Fadhilah binti Kosim]
Tel: 04-6533160
Emel: nfadhilahk@usm.my

Dear Sir/Madam,

CONFIRMATION OF COMPULSORY PRACTICAL TRAINING ATTACHMENT

We hereby confirm that we are **ABLE/UNABLE** to place Mr./Ms
from your school to undergo his/her compulsory practical training at our company/organisation
starting on

Thank you.

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Signature

Name and Seal of Company/Organisation

*Please attach your business card here.