***Training Letter Request Form***

***Please fill the form and return it to IGF Unit.***

***Are you (a):-***

 ***Student***

 ***Graduate Please state year of receiving graduation notification…………***

***Personal Information:***

 **Student/ Graduate Name: …………………………………………………**

 **Student/ Graduate No: …………………………………………………….**

 **E-mail address: …………………………………………………………….**

 **Contact No: ………………………………………………………………...**

***Programme Information:***

 **Award (e.g. HND, B.Sc., BBA, etc): …………………….**

 **Specialization (e.g. Accounting, Bus Mgt, HR, etc): ………………….......**

 **CGPA: ……...................**

 **Academic Year: …………………… Semester/Stage.……....**

***Letter Addressed to:***

 **Name of Organization/ Bank (Branch): ……………………………………….**

 **Name of Training/ HR Manager: ………………………………………………**

 **Job Title: …………………………………………………………………………**

 **Email: ………………………………………………………………….................**

 **Mobile/ Tell: …………………………………………………………………….**

**Note:**

* **Make sure your supervisor fills the Intern Evaluation form during the last week of your internship & submit a copy to IGF Unit.**
* **Make sure you fill the post internship survey after completing your internship through** <https://www.surveymonkey.com/r/FPZYPLX>.

**Please note: The college will be sharing your name and contact details with perspective employers. If you don’t agree please check the box:**

**Student signature: Date:**