

## Issuing Internship Request Letter – 4000 Level

Dear Students,

The internship request letter is available on the Faculty Website.

Please refer to the following guide for collecting your internship letter.

- ✓ Go to the faculty website
- ✓ Select the student Resources icon
- ✓ Go to the Internship letter-print and give your details
- ✓ Follow the given guide and print your request letter.
- ✓ When you select an organization, print the internship acceptance letter from the website and handover it to your organization.

**If you are facing any issue, please contact your internship coordinators as below;**

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