

INDUSTRIAL ATTACHMENT APPLICATION FORM

SECTION A: TO BE FILL BY APPLICANT

Name	:										
Program / In-take	:						Student No.:	:			
IC No./ Passport	:						Race	:			
Place of Birth	:						Email	:			
Contact No.	:	HP-					Home	:			

POSTAL ADDRESS :	HOME ADDRESS :

Language	:	Malay	Fair	Good	Excellent	English	Fair	Good	Excellent	Others	Fair	Good	Excellent
Fluency		Written				Written				Written			
		Spoken				Spoken				Spoken			

Important Reminder:

- ⇒ Please attach your resume with this form.
- ⇒ Parent Consent Form must be submitted together with this form.
- ⇒ Outstation students will do their industrial attachment at or near to their home town.
- ⇒ Once accepted by the Hotel/Organizations, students are not allowed to reject their industrial placement.
- ⇒ CHANGES OF INDUSTRIAL ATTACHMENT VENUE WILL AUTOMATICALLY PUT YOU UNDER 'FAIL' STATUS
- ⇒ Letter from Hospital/Clinic is required if you are unable/unfit to go for industrial attachment.
- ⇒ NO ALLOWANCE / TRANSPORTATION / ACCOMMODATION will be given during industrial attachment.
- ⇒ The arrangement period for your industrial attachment will take 1 month to finalize . Please submit your application ASAP.
- ⇒ Practical Report, Log Book and Evaluation Form **MUST** be submitted 7 days (1 week) after your last date of training.
- ⇒ FAILURE TO SUBMIT YOUR REPORT ON TIME WILL AUTOMATICALLY FALL UNDER 'FAIL' STATUS

Student's Signature:

Date:

SECTION B: FOR OFFICE USE ONLY

DEPARTMENT APPROVAL

Department	CGPA	Date	Signature	Remarks
Academic Department				
Finance Department				
Industrial Attachment Unit				

SECTION C: FOR INDUSTRIAL ATTACHMENT UNIT USE ONLY

First Application

1. _____ 2. _____ 3. _____

Processed Rejected Reapply Email Fax Mail
 Interviewed Accepted Started

Letter Reference no.: _____

Second Application

1. _____ 2. _____ 3. _____

Processed Rejected Reapply Email Fax Mail
 Interviewed Accepted Started

Letter Reference no.: _____

Third Application

1. _____ 2. _____ 3. _____

Processed Rejected Reapply Email Fax Mail
 Interviewed Accepted Started

Letter Reference no.: _____

Remarks: