



INDUSTRIAL ATTACHMENT PROGRAMME DASHBOARD

[Summary](#)[My Details](#)[My Placement](#)[List of Companies](#)[My Cover Letter](#)[FAQ](#)

GENERAL FAQ

[Industrial Attachment Programme Cover Letter](#)[Industrial Attachment Programme List of Companies](#)[Placement Verification](#)

- Your placement verification will replace your reply slip, report duty form and support letter for the issuance of your internship offer letter. Thus, after you managed to get a placement at a company, ask the company Human Resource (HR) personnel the following information:
- Company Supervisor Details:
 1. **Full Name** of your company supervisor (*Who you will be assigned to during your internship period*).
 2. His or her **email address** (*This is important for Monthly Report and Final Assessments Submissions*).
 3. His or her **position** in the company.
 4. **Phone No** (*office phone no is preferred*).
- Make sure your start & end dates are following the below format:
 1. **Start Date** must follow mm/dd/yyyy format. (*Use the pop up calendar feature to be safe*)
 2. **End Date** must follow mm/dd/yyyy format. (*Use the pop up calendar feature to be safe*)
- The above details can be obtained/acquired from the Company's Human Resource Personnel **OR** on the first day of your internship. When you have all the details, fill in "**My Placement**" tab and make sure there are **NO** undefined data. For the final step, click at "**Send Verification**" button for placement verification and a **Pending** status will be displayed. An email with a URL will be sent to your supervisor for verification.
- If your supervisor did not receive the emailed placement verification URL, ask your supervisor to check his or her spam folder. If there is none, double check your supervisor email and click "**Send Verification**" button again. If your supervisor still has not received the emailed placement verification, ask him or her personal email and update your placement details accordingly.
- In case the Company's Human Resource Personnel is **NOT** sure who you will be assigned to, and required you to submit a reply slip from the Kulliyah, you can fill in your placement details using the Company's Human Resource Personnel details. When you have been assigned to a supervisor on your first day of your internship, then update your placement details accordingly.

- When your placement is **Verified**, your **Dashboard Status** will automatically change to **Active**. This will allow you to submit your **Monthly Reports**, **Final Assessments**, and **View Examiner** information. Thus, it is important to get your placement verified on the first day of your internship.
- Your placement verification will replace the Kulliyah reply slip and report duty form. When your placement is **Verified**, you and your supervisor will receive a **Placement Verification Document** through email. Submit the document to Human Resource Department (HR) for your offer letter issuance.

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