Day Month Year *– please do not abbreviate*

**Fr. Jesuraj Anthoniappen, SVD, PhD.**

Vice President for Academic Affairs

University of San Carlos

Nasipit, Talamban, Cebu City, Cebu

Philippines, 6000

**Dear Father Anthoniappen:**

My name is , a -year student taking up Bachelor of Science in , with ID number . I am writing this letter to humbly request for permission to proceed with a face-to-face internship at name of company for the Second Semester of the school year 2023-2024 with the promise to practice proper health protocols and safety requirements.

We fully understand and acknowledge the risks of having a face-to-face internship at this time and will take full responsibility for such.

Hoping for your positive response. *– you may change this*

Thank you! *– you may change this*

Sincerely yours,

Student’s Full Name and Signature Parent/Guardian’s

ID Number – Academic Program – Year Level Name and Signature

Noted by:

**Angie M. Ceniza-Canillo, PhD.**

Chair, Department of Computer, Information Sciences and Mathematics

Endorsed by:

**Glenn G. Glarino, PhD.**

Dean, School of Arts and Sciences

Approved by:

**Fr. Jesuraj Anthoniappen, SVD, PhD.**

Vice President for Academic Affairs