

Date:

Director
Academic Affairs Department
Universiti Utara Malaysia
06010 UUM Sintok
KEDAH DARUL AMAN

Dear Sirs

CONFIRMATION OF UUM PRACTICUM DUTY REPORT

We hereby confirm that the following student has reported his/her duty on

_____.

Student Name : _____
Matric No. : _____
Programme of Study : _____

We have also received the following documents from the student:-

- ☐ I Form (Student's Declaration Form)
- ☐ Employer's Confidential Assessment Form
- ☐ Attendance Form
- ☐ Practicum Guidelines for Employer
- ☐ Scope of Training (if applicable)

Thank you.

Yours faithfully,

Signature & Employer's Official Stamp

Name :
Designation :
Tel. No. :
E-mail :

Note to students:

(1) upload the completed Report-Duty Form

(2) fill in the Company Supervisor Details in the students' portal