

REPORT DUTY FORM

Date:

Dean,
Student Development and Alumni
College of Business
Universiti Utara Malaysia
06010 UUM Sintok
KEDAH DARUL AMAN

(Fax No.: 04-928 6606)

Dear Sir

UUM PRACTICUM REPORT DUTY FORM

We hereby confirm that the following student has reported to the company on

_____/_____/_____
(DAY) (MONTH) (YEAR)

Student's name : _____

Matric no. : _____

Programme of study : _____

We have also received the following documents from the student:
(Please tick [v])

- Practicum Syllabus
- I Form (Student's Declaration Form)
- Supervisor Confidential Report Form (Organisation)
- Attendance Form
- Performance Appraisal (Practicum Abroad Only)

Thank you.

Yours sincerely,

Signature
Name :
Designation :
Tel. No. :

Organisation's official stamp