

The Hashemite University

College of Engineering



الجامعة الهاشمية

كلية الهندسة

Ref- No. CEN/

Date:

To Whom It May Concern

I would like to inform you that engineering students at the Hashemite University are required to enroll in practical training (internship) in the field of their study for a minimum period of eight weeks. This is a mandatory requirement to obtain the B.Sc. degree from the Hashemite University.

I would be grateful if you could support our student from the Engineering Department by offering him/her a training opportunity at your organization for a minimum period of eight weeks, to work on projects and activities related to his/her field of studies during the period from to .

The above-mentioned student has already finished credit hours out of required for the completion of his/her study at the B.Sc. level.

Upon your approval, please provide our office with a tentative training program stating the tasks and duties to be performed by the student with your organization while carrying out his/her training for follow-up.

Thank you for your cooperation, and we look forward to continuing our collaboration in the future.

Yours sincerely,

Vic Dean for Training and Industry Outreach