

Form ENG-TR-01b

Respected .

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

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

The above–mentioned student has successfully completed …………. 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 trainee for our follow-up.

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

Yours sincerely,

# Osaid Matar, Ph.D.

**Assistant Dean for Training and Alumni Affairs**

Must be stamped and signed by the Assistant Dean for Alumni and Training Affairs office