

Attach
1-inch
photo here

Business Approval Request Form for Cooperative Education
Faculty of..... Department of.....

Name: Student ID:

Cumulative GPA: Telephone number: E-mail:

Name of business:

Registered business Unregistered business

Student position:
.....

Job description:
.....

Business address:
.....

Contact no: Fax: E-mail:

Name of the business's top executive:

Name of the business's coordinator:

Position: Contact no.: E-mail:

Office no.: Fax no.:

Sign

(.....)

Date

Considered by

(.....)

Lecturer for Cooperative Education

Date

Approved by

(.....)

Head of the Department of

Date

Required documents (please attach the following documents according to the ordering):

- 1. A Cooperative Education Application Form with 1-inch photo attached (submit to the eService Cooperative Education ONLY);
- 2. A resume with 1-inch photo attached;
- 3. A copy of house registration (please certify true copy);
- 4. A copy of current passport and visa (please certify true copy);
- 5. A copy of current student identification card (please certify true copy); and
- 6. A transcript showing grades of all subjects taken up to current semester.

