**Faculty Recommendation Letter & Course Syllabus for the JIC Students**

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| **PART l : STUDENT INFORMATION** | | | | | | | | | | | | | |
| STUDENT NAME : | |  | | | | | | | | | ID NO. : |  | |
| MAJOR : |  | | | | | | GRADUATION DATE : | | |  | | | |
| CLASS INSTRUCTOR: | | |  | | DEPT |  | COURSE CODE : | |  | | TITLE: |  | |
| CLASS INSTRUCTOR: | | |  | | DEPT |  | COURSE CODE : | |  | | TITLE: |  | |
| CLASS INSTRUCTOR: | | |  | | DEPT |  | COURSE CODE : | |  | | TITLE: |  | |
| THE NAME OF THE INSTITUTION/FIRM REQUESTING THE SAID INFORMATION : | | | | | | | | | | |  | | |
| STUDENT SIGNATURE : | | | |  | | | DATE : | Click for Date | | | | |  |
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| **PART ll : TO : JIC DEPUTY, EDUCATION & TRAINING AFFAIRS** | | | | | |
| COLLEGE DEPUTY, STU. AFF: |  | SIGNATURE : |  | DATE: |  |
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| **PART lll : TO : CHARIMAN/DIRECTOR : DEPARTMENT OF :** | |  | | | |
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| JIC DEPUTY,EDU. & TRA. AFF: |  | SIGNATURE: |  | DATE: |  |
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| **PART lV : TO : COURSE DIRECTOR : DISCIPLINE OF :** | |  | | | |
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| CHAIRMAN/DIRECTOR : |  | SIGNATURE: |  | DATE: |  |
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| **PART V : TO : CLASS INSTRUCTOR : NAME :** | |  | **SUBJECT:** |  | | | | |  |
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| COURSE DIRECTOR : |  | SIGNATURE: |  | |  | DATE: | |  | |
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| **PART VI : TO : COURSE DIRECTOR** | | | | | | | | | | | | |
| ATTACHED HEREWITH ARE : | | | | | | | | | | | | |
|  | | RECOMMENDATION LETTER(S) | | | |  | | | | | | |
|  | | COURSE SYLLABUS | | | |  | | | | | | |
| CLASS INSTRUCTOR: |  | | SIGNATURE: |  | | | | | DATE : | |  |  |
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| **PART VII : TO : CHAIRMAN/DIRECTOR** | | | | | | | | | | | | |
| ATTACHED HEREWITH ARE : | | | | | | | | | | | | |
|  | | RECOMMENDATION LETTER(S) | | | |  | | | | | | |
|  | | COURSE SYLLABUS | | | |  | | | | | | |
| CLASS DIRECTOR: |  | | SIGNATURE: |  | | | | | DATE : | |  |  |
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| **PART VIII : TO : JIC DEPUTY, EDUCATION & TRAINING AFFAIRS** | | | | | | | | | | | | |
| ATTACHED HEREWITH ARE : | | | | | | | | | | | | |
|  | | RECOMMENDATION LETTER(S) | | | |  | | | | | | |
|  | | COURSE SYLLABUS | | | |  | | | | | | |
| CHAIRMAN/DIRECTOR: |  | | SIGNATURE: |  | | | | | DATE : | |  |  |
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| **PART IX : TO : COLLEGE DEPUTY, STUDENT AFFAIRS** | | | | | | | | | | | | | |
| ATTACHED HEREWITH ARE : | | | | | | | | | | | | | |
|  |  | NUMBER OF RECOMMENDATION LETTER(S) | | | | | | |  | | | | |
|  |  |  | | | | | | |  | | | | |
|  |  | NUMBER OF COURSE SYLLABUS | | | | | | |  | | | | |
| JIC DEPUTY, EDU. & TRA. AFF: | | |  | SIGNATURE: |  | | | | | DATE : | |  |  |
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