**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 :**  |  |
|  |  |
| JIC DEPUTY,EDU. & TRA. AFF:  |  | SIGNATURE: |  | DATE:  |   |
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| **PART lV : TO : COURSE DIRECTOR : DISCIPLINE OF :** |  |
|  |  |
| CHAIRMAN/DIRECTOR : |  | SIGNATURE: |  | DATE:  |   |
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| **PART V : TO : CLASS INSTRUCTOR : NAME :** |  | **SUBJECT:** |  |  |
|  |  |  |
| 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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