**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 : ……………………………….. | | |

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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 llll : TO : COURSE DIRECTOR : DISCIPLINE OF : ………………………………………** | | |
| CHAIRMAN/DIRECTOR : …………………………………. | SIGNATURE :……............ | DATE : …..………. |

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| **PART lllll : TO : CLASS INSTRUCTOR : NAME : ……………………................... SUBJECT : ………………………** | | |
| COURSE DIRECTOR : …………………………………. | SIGNATURE :……............ | DATE : …..………. |

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| **PART llllll : TO : COURSE DIRECTOR** | | |
| ATTACHED HEREWITH ARE :  □ RECOMMENDATION LETTER(S)  □ COURSE SYLLABUS | | |
| CLASS INSTRUCTOR: …………………………………. | SIGNATURE :……............ | DATE : …..………. |

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| **PART lllllll : TO : CHAIRMAN/DIRECTOR** | | |
| ATTACHED HEREWITH ARE :  □ RECOMMENDATION LETTER(S)  □ COURSE SYLLABUS | | |
| COURSE DIRECTOR: …………………………………. | SIGNATURE :……............ | DATE : …..………. |

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| **PART llllllll : TO : JIC DEPUTY, EDUCATION & TRAINING AFFAIRS** | | |
| ATTACHED HEREWITH ARE :  □ RECOMMENDATION LETTER(S)  □ COURSE SYLLABUS | | |
| CHAIRMAN/DIRECTOR: …………………………………. | SIGNATURE :……............ | DATE : …..………. |

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| **PART llllllll : TO : COLLEGE DEPUTY, STUDENT AFFAIRS** | | |
| ATTACHED HEREWITH ARE :  □ NUMBER OF RECOMMENDATION LETTER(S)  □ NUMBER OF COURSE SYLLABUS | | |
| JIC DEPUTY, EDU. & TRA. AFF. : ……………………………. | SIGNATURE :……............ | DATE : …..………. |