

Industrial Training Application Guidelines

Students are required to follow the steps below to apply for their Industrial Training. Please note that all procedures must be started **at least one semester in advance**, which is approximately **six months before the training begins**:

1. Complete Form 1 – Student Details

Download and fill out the form from the link below, and submitted to the Faculty Office by Sunday, 6 July 2025, before 11:00 AM.

 [Form 1 – Student Details](#)

2. Contact a Company

Reach out to potential companies (preferably those with an **HR department** via phone or email to inquire about available Industrial Training opportunities.

3. If the Company Has an Available Opportunity:

- a. Complete **Form 2 – Application Form of Potential Company** for the company you are interested in.

 [Form 2 – Application Form](#)

- b. **Complete Form 3- Request Form for Industrial Training (QIU)**

 [QIU INDUSTRIAL TRAINING FORM](#)

- c. Submit both forms in the same time to the Faculty office to request a **Support Letter**.

◇ the support letter is a **mandatory** document required by companies during the application process.

4. Submit the Support Letter to the Company

Provide the company with the support letter issued by the Faculty.

5. If Accepted by the Company:

- a. Complete **Form 4 – Industrial Training Acceptance**, and ensure it is stamped by the company's **HR department**.

 [Form 4 – Acceptance Form](#)

6. Obtain the Offer Letter from the Company

The company must issue an **official offer letter** for your Industrial Training.

Should you need any assistance during the process, feel free to contact the Faculty.