UNIVERSITY OF ABUJA

Vice Chancellor
Professor Abdul-Rasheed Na'Allah
BA (Hons), MA (Ilorin, Ph.D (Alberta)

Ag. Director
Dr. Grace Oyiza Anibasa
B.Sc, M.Sc, Ph.D (Sussex)

P.M.B. 117 Abuja
Federal Capital Territory
Nigeria

STUDENT INDUSTRIAL WORK EXPERIENCE SCHEME (SIWES)
(Office of the Vice Chancellor)

Our Ref: UA/SIWES/UT/Vol.1/62 ***Date :……..***

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Dear Sir/Madam,

PLACEMENT OF SIWES PARTICIPANTS SESSION

In fulfillment of the Industrial Training Fund (ITF) requirements as regards the placement and training of participating students for ……academic session's Students Industrial Work Experience Scheme (SIWES), I humbly write to request your Organization/Establishment's kind acceptance of ……of…… ……Department with Reg. No:……to undergo his/her industrial training with your Organization with effect from ……..

Your Organization/Establishment will be required to provide supervisor for the student during attachment/training, which will last for six (6) / three (3) / four (4) months beginning from the date of commencement. Students are responsible for their accommodation and feeding.

Your co-operation in this regard will be highly appreciated.

Thank you.

Yours faithfully,

Dr. Anibasa G.O.
Ag. Director