Co-Op Job Approval Form
UCSI Education Sdn. Bhd. (185479-U)
Kindly complete sign and submit this Form to the Co-op Coordinator/HoD/HoP BEFORE commencement of Co-Op Term

STUDENT SECTION (All particular must be fully completed by student)

<table>
<thead>
<tr>
<th>Student No</th>
<th>Full Name (underline surname)</th>
<th>Programme Enrolled</th>
<th>Year</th>
<th>Co-Op Term (i.e. KP Level)</th>
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Company Name: .................................................................

Department: ................................................................. Immediate Supervisor: ..............................

Telephone No: ................................................................. Facsimile No: ........................................ Email: .................................................................

Office Address: .................................................................................................................. (state/province) (post code, city) (country)

Reason(s) For Co-op Job Selected


Student Declaration
By completing and submitting this Form, I declare that I have obtained my own Co-Op job and attach my employer’s Letter of Appointment duly signed by myself as proof of employment. I hereby instruct the Faculty not to find me a Co-op Job for the above Co-OpTerm.


SCHOOL/CENTRE SECTION (Please obtain Co-op Coordinator approval)

Checklist For Full Approval (Please initial in appropriate column)

1. Above student section fully completed
2. Letter of Appointment from Co-op Employer which includes at least the following:
   • duties and responsibilities
   • duration of employment
   • working hours
   • allowance (if applicable)
   • name of immediate work supervisor
   • signature of Co-op student indicating acceptance of Job Offer
3. Letter from student stating obtained own job (if Letter of Appointment is not yet issued)

Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval: (Please tick appropriate box)

☐ Granted ☐ Not Granted

Remarks:


Co-op Coordinator / Head of Department (HoD) / Head of Programme (HoP) Approval (Name & Signature)