



Request for Approval for Professional and Personal Skills Development Activities

Date.....Month.....Year.....

Subject Request for approval for activities/project participation

To The Dean of the Faculty of Graduate Studies

I (Mr./ Mrs./ Ms/).....

Student ID.....YearDepartment.....

Faculty ofTel.....E-mail.....

have participated in.....

which was organized by

from (Date)..... at (venue).....

The activity I participated was in (skill category).....

Content.....

I hereby would like to request for approval of activities/project I participated and transfer credit hours according to the aforementioned details. Please see the following attachments for your consideration:

- Certificate of Participation of Professional and Personal Skills Development Activities
- Certificate of Achievement
- Certificate from related sections/units
- Other pertinent documents

Thank you for your kind consideration.

Respectfully,

(Signature).....

(.....)

Student

(For staff responsible for students' activity transcripts)

<p>Skill category</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1. Language and communication skills <input type="checkbox"/> 2. Leaderships and management skills <input type="checkbox"/> 3. Research skills <input type="checkbox"/> 4. Information technology skills 	<p><input type="checkbox"/> mandatory activity</p> <ul style="list-style-type: none"> 1. . Language and communication skills 2. Leaderships and management skills 3. Research skills 4. Information technology skills 	<p>Type of activity</p> <ul style="list-style-type: none"> credit hours: credit hours credit hours credit hours <p style="text-align: right;">For data entry staff</p> <p style="text-align: right;">Input by.....</p> <p style="text-align: right;">Date.....</p>
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