

	TECHNICAL UNIVERSITY OF MOMBASA		
	Document: Form	Ref No.: TUM/Form/RAA/022	
	Title: INDUSTRIAL ATTACHMENT		
	Department: REGISTRAR ACADEMIC AFFAIRS		
	Issue No. 1	Revision No. 1	Date: 10th March 2017

All enquiries must be addressed to the Vice Chancellor

When replying please quote:

Date: _____

Human Resource Manager

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Dear Sir/Madam,

RE: INDUSTRIAL ATTACHMENT

This is to introduce Mr/Miss/Mrs/Ms: _____
 Reg. No. _____ of Technical University of Mombasa is undertaking a Certificate/
 Advanced Certificate/ Diploma/ Higher Diploma/ Degree, programme in _____
 and the year of study is (1st /2nd /3rd /4th /5th). The aim of this letter is to request you to offer him/her a place for Industrial Attachment in
 your Organization/ Department of _____ for a period of at
 least Eight Weeks/Three months between _____ and _____ 20____. Industrial
 attachment is a mandatory requirement by the University in partial fulfilment of the programme being
 pursued.

The purpose of the Industrial Attachment is to enable the student acquire practical skills and get
 exposure to real work situation and experience.

We thank you in advance and appeal for your continued support and co-operation and hope that you will
 find the student to be of help to your organization.

The University has an arrangement with the CIC for insurance of the Student under their Group Personal
 Accident Policy No.002/095/00895/2016/12.

Yours faithfully,

Assistant Registrar-Industrial Liaisons
 For: THE REGISTRAR ACADEMIC AFFAIRS

Student's Personal details

Department
 E-mail
Mobile No......

Tom Mboya Avenue P.O. Box 90420-80100 **Mombasa, Kenya**
 Tel: (254) 2492222/3, 2490571 Fax: (254) 2495632 Mobile No.: 0724 955377/0733 955377
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