

	<b>TECHNICAL UNIVERSITY OF MOMBASA</b>	
	<b>Document: Form</b>	<b>Ref No.: TUM/Form/RAA/022</b>
	<b>Title: INDUSTRIAL ATTACHMENT</b>	
	<b>Department: REGISTRAR ACADEMIC AFFAIRS</b>	
	<b>Issue No. 1</b>	<b>Revision No. 0</b>
<b>Date: 5<sup>th</sup> April, 2018</b>		

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 course in \_\_\_\_\_ and the year of study is (1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> /5<sup>th</sup>). 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 least Eight Weeks/Three months between \_\_\_\_\_ and \_\_\_\_\_ 20 \_\_\_\_\_.

Industrial attachment is a mandatory requirement by the University in partial fulfilment of the Course being pursued. The purpose of the Industrial Attachment is to enable the student to 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 *Metropolitan Cannon General Insurance Ltd* for insurance of the Student under their Group Personal Accident Policy *No. 02/09/15416/19*.

**Yours faithfully,**

Assistant Registrar-Industrial Liaisons  
 For: THE REGISTRAR ACADEMIC AFFAIRS

**Student's Personal details**

Department:.....  
 Email:.....  
 Mobile No. ....

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Tom Mboya Avenue P.O Box 90420 – 80100 Mombasa, Kenya  
 Tel: (254) 2492222/3, 2490571 Fax: (254) 249563 Mobile No. 0724955377/0733955377  
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