



# SIKKIM GLOBAL TECHNICAL UNIVERSITY

Estd. by Govt. of Sikkim Vide Act No 09 of 2023 & Recognised By UGC u/s 2(f) of The Act, 1956

## APPLICATION FOR THE LETTER OF INTERNSHIP PERMISSION

Name of the Student	
Father's Name	
Department	
Enrollment Number	
Course	
Branch	
Year / Semester	
Contact Number	
E-mail ID	
is it don't of Curriculum : Yes / No	
Wish to Apply For an Internship at	
Name of the Organization	
Address	
Government / Government Aided / Research Lab / Private (Please Indicate)	
Duration of the said intership (with date)	
The letter has to be addressed to, Name of the Employee Designation Address E-mail Id	

### DECLARATION

I hereby declare that all the information provided by me is true to best of my knowledge & belief. I further declare that I am abided by the regulations and eligibility conditions of the university. I understand that I may be required to furnish additional information/ document incase of requirement from the university.

Date:.....

Place:.....

Signature of the Student

### MANDATORY ENCLOSURES

1. Online Transaction Fees Slip
2. Internship Call Letter From the Organization. (if any)
3. Declaration by Parents (Annexure)
4. Self Attested Photo Copy of Proof of Identity i.e. Aadhaar Card.

### Recommended and Forwarded

Signature of Dean / HOD  
(with Date & Seal)

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NAMCHI SIKKIM 737126

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## **General Instructions for the Permission Letter of Internship**

- Internship application form given in download section of the University website (<https://www.sgtu.ac.in/>) Your application should have all relevant details such as date, duration, person details address, etc.
- You must take prior permission from Dean or HOD then only the Training & Placement cell proceeds with that letter.
- Please read & confirm the internship application form details twice, it will save your and Training & placement cells precious time.
- Internship letter preparation process takes at least seven working days.
- You can apply to multiple companies for internship at a time. If you require the letter for multiple companies then please specify it at the time of application submission.
- Internship permitted till commencement of classes for next Semester.
- 75% Internship/ Training attendance is mandatory.
- For Internship letter, you have to deposit Rs..... in the account of Sikkim Global Technical University  
Account No : .....IFSC Code : ..... Bank Name .....

**ANNEXURE**

**DECLARATION BY PARENTS**

I, \_\_\_\_\_ F/O or M/O \_\_\_\_\_  
studying \_\_\_\_\_ hereby \_\_\_\_\_  
\_\_\_\_\_ permit my son / daughter to undertake the \_\_\_\_\_.

I understand that the travel by rail / road / airways and the stay outside the limits of the campus may involve risk of physical harm, under unexpected circumstances. I assure that my son / daughter is solely responsible for his / her behaviour during the internship and I will neither blame the University nor demand compensation for the same for the results of any untoward incidents.

Thanking you,

**Yours faithfully,**

Date:.....

\_\_\_\_\_  
**Signature**

Place:.....