

# ASIAN INTERNATIONAL UNIVERSITY

Campus : Ghari, Awang Leika, Imphal West, Manipur - 795140

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

- The Internship Application form is available in Downloads section of the University website (<https://www.aiu.edu.in/downloads.php>), your application should have all relevant details such as date, duration, person details address, etc.
- You must obtain prior permission from Dean or HOD; only then the Training & Placement cell proceed with that letter.
- Please read & confirm the internship application form details twice, it will save you and Training & Placement cell's precious time.
- Internship letter preparation process takes at least seven working days.
- You can apply to multiple companies for an internship at the same time. If you require the letter for multiple companies, please specify this at the time of application submission.
- Internships are permitted until the commencement of classes for the next semester.
- 75% Attendance is mandatory during the internship.
- For the internship letter, you must deposit Rs. 5,000/- into the account of Asian international University, Account No- 50200083652862 , IFSC Code- HDFC0000422, HDFC Bank.

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## APPLICATION FOR THE LETTER OF INTERNSHIP PERMISSION

Name of the Student	
Father's Name	
Enrollment Number	
Programme	
Branch	
Year / Semester	
Contact Number	
E-mail ID	
It is part of the Curriculum: Yes or 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 Internship (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 the 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/ documents in case of requirement from the University.

Date:.....

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 indentity i.e. Aadhaar Card.

Recommended and forwarded

Signature of Dean / HOD  
(with date & seal)

# 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 responsible for his behavior during the internship and I will neither blame the University nor demand compensation for the same or for the results of any untoward incidents.

Thanking you,

**Yours faithfully,**

Date: \_\_\_\_\_

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