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| **Formulir Permohonan Surat Pengantar Kerja Praktek** |
| ***Recommendation Letter Request Form for Professional Placement*** |

**Yth. Wakil Dekan Bidang Pendidikan, Penelitian dan Kemahasiswaan**

Fakultas MIPA Universitas Indonesia, Kampus UI Depok

***To: Vice Dean for Education, Research, and Student Affairs***

*Faculty of Mathematics and Natural Science Univesitas Indonesia, Kampus UI, Depok*

Yang bertanda tangan di bawah ini :

*The undersigned below:*

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| Nama*Name* | : | …………………………………………………………………………………… |
| NPM*Student ID Number* | : | …………………………………………………………………………………… |
| Tingkat / Semester *Level / Semester* | : | …………………………………………………………………………………… |
| Departemen*Department* | : | …………………………………………………………………………………… |
| Program Studi*Study Program* | : | S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio / Geo / Kel / Bahan / Medis / Geologi / Geofisika /Stat / Akt.*Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar /**Material / Medical / Geology / Geophysics / Stat /Act.* |
| No. Telp/HP*Phone Number* | : | …………………………………………………………………………………… |
| Alamat Email*Email Address* | : | …………………………………………………………………………………… |

Bersama ini mengajukan permohonan agar dibuatkan surat pengantar untuk kerja praktek di Instansi/Perusahaan: ……………….……………………………………………………….....................

Rencana kerja praktek pada tanggal ………………………… s/d .……..……………..…… 20 ……....

Adapun surat pengantar tersebut ditujukan kepada : ……...……………………………………………

*Hereby submit the request to make the recommendation letter for professional placement in the Agency/Company : ……………….………………………………………………………………………………... Practical work plan on ……………………… until .……………………………… 20 ………………………...*

*The recommendation letter is addressed to : …………………………………………………………………...*

Data - data yang saya perlukan yaitu:

*The data I need are:*

1. ………………………………………………
2. ……………………………………………..

Demikian permohonan ini saya ajukan, atas perhatian dan bantuannya saya ucapkan terima kasih.

*Thus the request that we convey, for your attention and assistance, I say thank you.*

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|  |  | Depok, ………………………20 ……. |
| Menyetujui ,Pembimbing Akademik *Approving,**Academic Advisor*( ………………………………….)NIP.*Employee ID Number* |  | Hormat saya,*Yours faithfully,*( ………………………………... )NPM.*Student ID Number* |

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| Manajer Pendidikan FMIPA UI*Manager of Education FMIPA UI* Rika Tri Yunarti, S.Si., M.Eng., Ph.D.NUP. 030903195 *Employee ID Number* | Mengetahui*Knowing* | Ketua Dept./Ketua Program Studi*Head of Dept./Head of Study Program*(……………………………………….)NIP.*Employee ID Number* |
| **Catatan:*** Pengajuan surat permohonan harus ditandatangani asli (bukan fotocopy) oleh Kadep/Kaprodi dan distempel Departemen
* Penyerahan formulir pengajuan surat di PAF sampai pukul 16.00 WIB.
* Surat dapat di ambil setelah 3-5 hari kerja (paling cepat 3 hari kerja dan paling lama 5 hari kerja)
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| ***Notes:**** *The application letter must be signed in original (not photocopy) by Head of Dept./Head of Study Program and stamped by the Department*
* *Submission of the application letter form at PAF until 16.00 WIB*
* *The letter can be picked up after 3-5 working days (minimum 3 working days and maximum 5 working days)*
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