



VISAYAS
STATE UNIVERSITY

INSTITUTE FOR
**STRATEGIC RESEARCH
AND DEVELOPMENT
STUDIES**

10 September 2024

DR. PROSE IVY G. YEPES

President, Visayas State University
Baybay City, Leyte

Subject: Request to sign the Internship Contract and Health Safety Environment of a foreign student who will conduct her internship at VSU from September 23- November 5, 2024

Dear President Yepes,

Warm greetings!

A student from a partner university - KU Leuven of Belgium applied to VSU to conduct her internship and master thesis data collection. She will be at VSU starting September 23 until November 5, 2024. Her application documents were already submitted to VSU International Affairs Office on August 20, 2024.

As part of the requirement of KU Leuven for its students who will do internship, an Internship Contract and Health and Safety Form should be accomplished. Attached here are the two internship documents that we kindly ask for you to sign.

Thank you very much and hoping for favorable action.

Sincerely yours,

GINA A. DELIMA
ISRDS Faculty

Noted by:

LILIAN B. NUÑEZ
Chair, ISRDS Department Personnel Committee
Director, ISRDS
Dean, College of Management and Economics



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