Internal Use	INDIVIDUAL STUDENT LETTER OF INTENT FOR INTERNATIONAL TRAVEL Reference No.: _____	Document No.: FM-IL-24-00 Effective Date: 01 March 2025

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DR. JIMMY G. CATANES
Director IV
Commission on Higher Education - National Capital Region
Metalcasting Building, Quezon City University
673 Quirino Highway, San Bartolome
Novaliches, Quezon City

Dear Dr. Jimmy G. Catanes,

I am writing to express my intention to undertake an international educational trip (IET) to _____ on _____. This educational trip is part of my curricular requirements for "Student Global Experience (SGE)". I am a _____ year level in the academic program of _____ _____ with Passport No_____.
I understand that my parents/guardian and I are responsible for all expenses related to this IET. I commit to upholding
and following the policies of Mapua University (MU) as stipulated in the MU Student Academic Handbook always especially during the conduct of SGE activities.

I am hopeful that I will be granted the necessary endorsement to the Bureau of Immigration and the permit to travel. This will enable me to process all documents related to my SGE travel and complete my SGE requirements.

Thank you.

Respectfully yours,

_____
Signature Above Printed Name
Student No.: _____

_____
Program Chair or Faculty Adviser
Employee No.: _____

Endorsed by:

_____
Dean
_____
_____

_____
Delia B. Senoro, PhD
AVP, Office of International Linkages,
Relations, and Development Cooperation

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