



OJT REQUIREMENTS

Qualified 4th year engineering students must submit the following requirements:

1. Medical Certificate
2. JBESS Certificate
3. Psychological Test Result (Note from Ate Roiselle)
4. Copy of Birth Certificate
5. Signed Memorandum of Agreement (MOA)
(or Acceptance Letter from the Company if MOA is not yet available)

Enrollment Procedure:

1. Students must submit all requirements to the Department Chairperson and copy furnish secretary and Dean in these e-mail address:

Civil Engineering	civil@su.edu.ph
Computer Engineering	computer@su.edu.ph
Electrical Engineering	electrical@su.edu.ph
Mechanical Engineering	mechanical@su.edu.ph
Secretary	cedsec@su.edu.ph
Dean	eng_g@su.edu.ph
2. Once accepted by the company a MOA will be forwarded for students for processing – filling up the information and having it signed by company representatives.
3. Only one (1) MOA will be processed per company. Students must decide who will communicate with the Dean's office through the secretary to process the MOA.
4. Student pays tuition to the Business and Finance Office.
5. Chairperson will approve the student's name for enrollment during the Interim Period, June – July 2020.



6. Once MOA is signed and notarized, student representative will be given a copy, along with an Evaluation Instrument for their supervisors to complete.
7. Evaluation forms and other course requirements must be submitted to the Advisers/Chairpersons as soon as they are done with their OJT.