**Eötvös Loránd University**

**Faculty of Informatics**

REFERENCE LETTER ABOUT COMPLETION OF INTERNSHIP

# *This reference letter certifies that the student of Mechanical Engineering BSc/MSc studies at ELTE Faculty of Informatics has completed the mandatory 12 / 4 weeks internship specified in the training and graduation requirements of the program at the chosen organization.*

**The Reference Letter can be submitted only if the Declaration of Acceptance was previously approved by our Faculty of Informatics!**

1. **Information about the student**

Student’s name:      Starting year of studies:

Neptun code:

Phone number:      E-mail:

1. **Information about the employing organization**

Name:

Address:

Phone number:      Web page:

|  |  |  |
| --- | --- | --- |
|  | Contact person | Student’s professional supervisor |
| Name |  |  |
| Department |  |  |
| Position |  |  |
| E-mail |  |  |
| Phone |  |  |

1. **Information about the completed internship**

Internship start date:      end date:

**duration: …….. weeks**  **schedule: ……. hours/week total: ……..… hours**

Department name:

3.1. Employer’s general feedback, comments for ELTE Faculty of Informatics (optional):

3.2. Short evaluation of the internship, summary **from the student** (in at least 4 sentences):

3.3. Short evaluation of the internship, summary **from the employing organization**:

1. **Statement**

In the name of the employing organization I certify that      (student’s name) has completed his/her internship in our organization at the expected level and quality.

1. **Submission of the Reference Letter**

The student has to submit the Reference Letter (certification of completion his/her internship) **within 30 days after finishing the internship period**. If the student does not fulfill his/her obligation to submit the Reference Letter by the deadline, the Office of Educational Affairs is entitled to impose a new service fee every week after the deadline. The service fee is 3000 HUF/week.

1. **Signatures**

**Electronic signature** of the contact person or the professional supervisor, or their **signature with blue ink plus a seal**.

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Readable name, signature, seal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

seal

After signing, please send this document to ta@inf.elte.hu

The Reference Letter is valid only with the approved Declaration of Acceptance. ELTE Faculty of Informatics certifies the completed internship.

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

Vice-Dean for Education