



**Intern's Document Check List**

Ref. No.	
Intern Name	
University /Institute	
IT Company	

Sr. No.	Description	Status (Y/N)	Date
1.	Intern Data Form		
2.	Academics Certificates		
	a) . SSC		
	b) . HSSC		
	c) . Bachelor		
	d) . Masters(If Applicable)		
3.	Applicant Personal Bank Account Detail (Bank name, A/C No. ,Branch ,City )		
4.	NIC Copy (New Computerize)		
5.	1 Passport Size Photograph		
6.	University /Institute Application Form		
7.	University Recommendation Letter Attention to Project Manager Internships-Phase III		
8.	IT Company Application Form		
9.	IT company Internship joining Letter Attention to Project Manager Internships-Phase III		
10.	Internship Completion Certificate Attention to Project Manager Internships-Phase III		
11.	CV		

Prepared by  
 (For official use only)

Checked by  
 (For official use only)