

User Guide for obtaining Internship Recommendation Letter





1. Log on to <https://webapps.iba.edu.pk/sfs/home/login>

2. Select tab "**Recommendation Letter for Internship**"

Recommendation Letter

[Apply Now](#)Search:

Self	Student Name	Program	Type of internship	Type of Letter	Semester	Recipient Name	Status
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No data available in table

of 0 entries

[Previous](#)[Next](#)

1. You will be directed to the Recommendation Letter page
2. Click on the tab "**Apply Now**" on left top corner of the page



Application for Internship Recommendation Letter

NOTE: If you want to change any personal details, please go to ERP, make the required change(s) then please refresh this page before proceeding.

Name:	<input type="text"/>
ERP ID:	<input type="text"/>
Email Address:	<input type="text"/>
Phone:	<input type="text"/>
Program:	<input type="text"/>
Intake:	<input type="text"/>
Gender:	<input type="text" value="Select Gender"/>
Nature of Internship:	<input type="text" value="Select Internship"/>
Existing Program:	<input type="text" value="Select Program"/>
Present Semester:	<input type="text" value="Select Present Semester"/>
Type of Letter:	<input type="text" value="Select Type of letter"/>

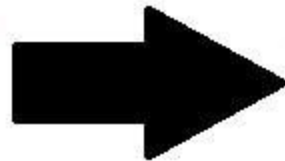
SUBMIT

1. You will be directed at "**Application for Internship Recommendation Letter**"
2. Your **Name, ERP ID, Email Address, Phone, Program & Intake Year** will be prefilled from the system
3. You will be required to insert information on following tabs; **Gender, Nature of Internship, Existing Program, Present Semester & Type of Letter**

Application for Internship Recommendation Letter

NOTE: If you want to change any personal details, please go to ERP, make the required change(s) then please refresh this page before proceeding.

Name:	<input type="text"/>
ERP ID:	<input type="text"/>
Email Address:	<input type="text"/>
Phone:	<input type="text"/>
Program:	<input type="text"/>
Intake:	<input type="text"/>
Gender:	<input type="text" value="Male"/>
Nature of Internship:	<input type="text" value="Social"/>
Existing Program:	<input type="text" value="Select Internship"/>
Present Semester:	<input type="text" value="Social"/>
Type of Letter:	<input type="text" value="Corporate"/>



1. To choose the nature of internship, you will have three options to choose from as per your requirements
 - a. Social Internship
 - b. Corporate Internship
 - c. Research Internship

Recommendation Letter

Apply Now

Search:

Case#	Student Name	Program	Type of internship	Type of Letter	Semester	Recipient Name	Status
1		MBA	Corporate	General	third		Print Letter

Showing 1 to 1 of 1 entries

Previous Next



1. Once your letter is been approved by a CDC official, your letter's status will be "**Print Letter**"
2. Click on "**Print Letter**" to proceed further



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

Jun 19, 2019

IBA-MC-CDC-CI-001-2019-001

To whom it may concern

This is to inform you that [REDACTED] is a student of [REDACTED] at the Institute of Business Administration, Karachi.

Attached is a copy of [REDACTED] resume for your kind consideration and to offer minimum 6 weeks' internship at your esteemed organization.

Sincerely,

Shiraz Ahmed
Senior Executive
Career Development Centre
UAN # 111-422-422 Ext # 1179
Email Address: shirazahmed@iba.edu.pk

Main Campus: University Road, Karachi. Postal Code 75270 UAN: 111-422-422 Tel: (92-21) 38104700 Fax: (92-21) 99261508
City Campus: Garden/Kayani Shaheed Road, Karachi. Postal Code: 74550 Tel: (92-21) 38104701 Fax: (92-21) 38103008
Website: www.iba.edu.pk Email: info@iba.edu.pk

1. Your letter will appear on the screen

Print

Total: 1 page

Save

Cancel

Destination

Save as PDF

Pages

All

Layout

Portrait

More settings



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Business Administration
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Leadership and Innovation for Tomorrow

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Website: www.iba.edu.pk Email: info@iba.edu.pk

1. Once you have the letter on the screen , you will have to press "CTRL + P "

2. Your destination must be "Save as PDF"

3. Click on "Save" to download your letter