**To Whom It May Concern**

(Confirmation of Acceptance for Enrolment in a Training Programme)

**Basic Details**

|  |  |
| --- | --- |
| **Trainee Name** |  |
| **Affiliation** | King Faisal University |
| **Trainee Start Date** |  |
| **Trainee End Dat** |  |

**Host Institution Details**

|  |  |
| --- | --- |
| **Name of Host Institution** |  |
| **Country of Host Institution** |  |
| **Training Programme Name** |  |
| **Total Training Hours** |  |
| **Skills Expected to be Gained** | 1.  2.  3.  4.  5. |
| **Training Fees (if applicable)** |  |

**Benefits Provided by the Hosting Institution:**

|  |  |  |  |
| --- | --- | --- | --- |
| **( )** | Training Completion Certificate | **( )** | Health Insurance |
| **( )** | Wi-Fi | **( )** | Flight Tickets |
| **( )** | Accommodation | **( )** | Meals |
| **( )** | Transportation | **( )** | Financial Allowance |
| **( )** | Laboratory Access | **( )** | Office Space |
| **( )** | Other, please specify... | **( )** | Other, please specify... |

**Host Organization Contact Details**

|  |  |
| --- | --- |
| **Name of Person in Charge** |  |
| **Position** |  |
| **Date** |  |
| **Signature** |  |