

2018-2019 SUMMER INTERNSHIP PROCESS BEFORE YOU START

GUIDE		DESCRIPTION
STEP 1	REGISTER to the Course MEC298 or MEC300 at Spring Term	<ul style="list-style-type: none"> *At 4th term register to MEC298 *At 6th term register to MEC300 *If you are not Senior Student you are not allowed to take the internship courses together. *You are responsible for following announcements and processes. Generally internship application deadline is end of March. Acceptance Results announced in May.
STEP 2	Fill in APPENDIX 1	<ul style="list-style-type: none"> *Forms and requirements are given at Mechanical Engineering Web Site > Students > Integrated Training *Selected firms have to fit MEC298 or MEC300 Requirements/Subjects. *Fill in the App1 and get approval from the Internship Coordinator before proceeding for the next steps *Submit App1 to the firm.
STEP 3	Fill in APPENDIX 2	<ul style="list-style-type: none"> *Firstly contact with the approved firm and be sure the App2 is signed and stamped by responsible staff. *Training start and end dates must be written. *For each training, 20 works days must be fitted and the date conflict with Summer School more than 3 days is not accepted.
STEP 4	SUBMIT the Documents	<ul style="list-style-type: none"> *Submit followings to the Internship Coordinator(Lec.Erol GÜLTEKİN): (Due dates for June internship; 17.05.2019, For July; 24.06.2019, For August; 26.07.2019, For September; 26.08.2019) #App2 #App7A or App7B which is appropriate for you(International students App7B) #Unemployment Fund Information Form (You could download from Mechanical Engineering Web Site > Students > Integrated Training) #Two portrait photos for the official documents(Write back your Name Surname) #Photocopy of Turkish ID card . International student submit followings additionally instead of Turkish ID: <li style="padding-left: 20px;">Get "Recidence Permit Number" or "Temporary Identification Number" <li style="padding-left: 20px;">Photocopy of passport <li style="padding-left: 20px;">Photocopy of your residence permit