



INTERNSHIP and APPLICATION PROCESS

<https://kariyer.ieu.edu.tr/tr>

<https://kariyer.ieu.edu.tr/tr/iletisim>

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What is internship?



- **Your career** starts when you step in the university for the first time. Instead of leaving your career planning to the last year or till after graduation, if you start doing it from the first day on, you will have enough knowledge to give your life the right orientation after your graduation.
- **Internship** is a period of applied learning spent in a workplace to acquire a profession in a field that the person desires to specialize. In addition, it is the learning process that a person spends by working in a department in an organization or company in order to improve his/her professional experience and increase his/her knowledge.
- Internship is the period of study in an organization or company related to the profession in which the student is educated in order to improve the knowledge s/he has gained within a certain time period. The person or student who does this work is called an **intern/trainee**. The employer is responsible for the intern/trainee's training, orientation and assessment of abilities.
- The **beginning of a good career** starts with a productive internship period by working meticulously in the right place. People who have had a **successful internship period** in the organization or company they work for increase their chances of getting a position there after graduation. Or they gain the opportunity to be referred to other organizations. This enables the student to start his/her career ahead of their peers.



Internship Application Process (1)



- Follow the internship application calendar and determine the company where you will do your internship. Internships are held during the summer months when classes are not held or during the midterm break.
- Have your internship acceptance form signed and stamped by the company. (<https://kariyer.ieu.edu.tr/tr/formlar>) The internship acceptance form should be prepared as 1 original and 2 photocopies.
- Have your internship acceptance form signed by one of the members of the internship committee. (<https://kariyer.ieu.edu.tr/tr/staj-komisyon-uyeleri>)
- You have to get a health provision document on e-Devlet (https://phoenix.ieu.edu.tr/betanix/uploads/cms/kariyer.ieu.edu.tr/6436_1644835272.pdf)
- You have to send all documents to staj@ieu.edu.tr or submit to the Career Center Office at least 2 weeks before the start of the internship. Overdue applications and documents will not be accepted.
- Submissions of internship application documents should be by using the "**@std.ieu.edu.tr**" e-mail addresses given to the students. Documents sent from a different e-mail address are not accepted. Applications with missing documents will not be accepted.

<https://kariyer.ieu.edu.tr/en/staj-basvurusunda-yapilmasi-gerekenler>

Internship Application Process (2)



- Internship documents are sent by e-mail at the latest 2 weeks before the internship start date. Internship applications and documents submitted late will not be accepted.
- Insurance is started only on the first working day of the week. Even if students start their internship in the middle of the week, their insurance is started at the beginning of that week.
- At the end of the internship, the original of the Internship Acceptance Form is delivered by the student to the internship commission members of the relevant department, together with the internship report.
- You can receive your "Employment Declaration" on the weekend before you start your internship via Devlet.
- Time extension requests are not accepted after the internship application documents are submitted.
- Internship Evaluation Form, bearing the institution's stamp and signature, needs to be submitted in a closed envelop at the end of the internship (Documents not enveloped and signed will not be accepted).
- Internship reports are delivered by the student to the Internship commission members of the relevant department.



Internship Application Process (3)



Students can also do their internship abroad unless it impedes their regular education program.



International internship acceptance documents are evaluated by the relevant Internship Commission, and they decide whether or not to approve the internship abroad.



Health, travel, etc. insurance costs for internships abroad are covered by the student.



The student, who is determined and notified by the institution that he/she has 10% absence without an excuse, is deemed to be absent. Public holidays are not counted within the internship period.



Students do their internships in institutions that comply with the internship criteria determined and announced by the relevant Internship Commissions.

For further information and questions: staj@ieu.edu.tr

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- For more resources on job/internship postings, career counseling services, and professional skills: <https://www.yetenekkapisi.org/>
- You can access various presentations and training through <https://ytnk.tv/>

