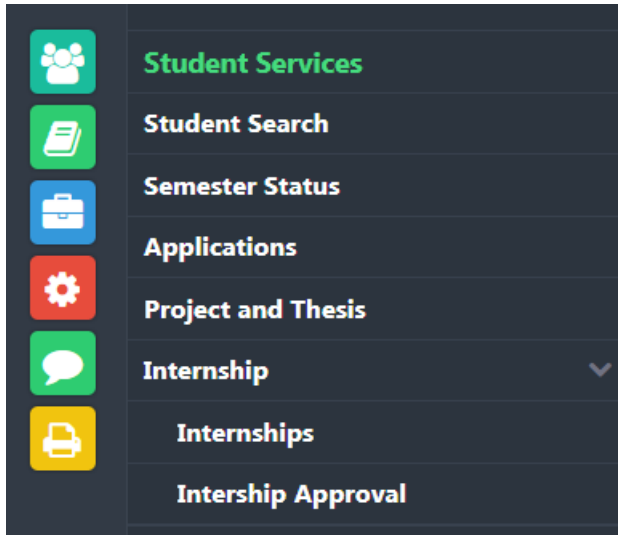




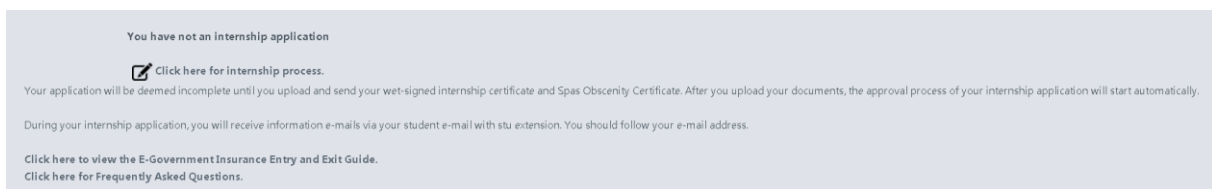
INTERNSHIP GUIDE FOR STUDENTS

Students will be able to apply for internships digitally via OIS following.

First, log into OIS. On the left you will see a menu. Under Course Operations, click on “My Internships” to begin the application process.



If you are applying for the first time, the screen below will appear. Otherwise, your prior applications will appear.



Choose the "Click for the internship application" option. The internship application form will appear. Complete the required information completely and click “Save” to store your application. Note you must click "I Have Read and I Approve the Internship Directive" to activate the Save option.

If you specify you are applying for a "Compulsory" internship, a separate section named "Course" will open. Choose the course in which you are doing your internship. If there is not a compulsory internship in your curriculum, you will not be offered a course affiliated with an internship.

I have read the internship directive,I approve it

Internship Type *

Start Date *

End Date *

Workplace Name *

Department to Work *

Workplace Address *

Workplace E-mail *

Workplace Phone Number *

Workplace Authorized Name Surname *

Workplace Authority Title/Duty *

Insurance Status *

After completing and saving your application you must upload 2 forms to initiate your internship approvals. The first form is the Wet Signature Internship Certificate, which you will receive from the company/company hosting your internship. Click **INTERNSHIP APPLICATION FORM Document** to download this document from the screen below; the form will open and you can track the status of your internship.

| Workplace | Start Date | Status |
|-----------|------------|--|
| test | 25/01/2024 | <div style="display: flex; justify-content: space-between;"><div><p> Awaiting internship document upload.</p></div><div><p> Internship Application Form Document</p><p> Upload Internship Application Form Document</p><p> Upload SPAS Certificate of Eligibility</p></div><div><p>No Insurance Entry</p><p>No Insurance Release</p></div></div> |

Your application will be deemed incomplete until you upload and send your wet-signed internship certificate and Spas Obscenity Certificate. After you upload your documents, the approval process of your internship application will start automatically.

During your internship application, you will receive information e-mails via your student e-mail with stu extension. You should follow your e-mail address.

[Click here to view the E-Government Insurance Entry and Exit Guide.](#)

[Click here for Frequently Asked Questions.](#)

The second form you must upload is the SPAS Insurance Certificate (SPAS Müstehaklık Belgesi); you will receive this via e-Government. After uploading these documents, the approval process of

your internship application will start automatically. You can track your internship approval process using the information in the **Status** column on the same screen.

If your internship application is canceled, you can see the identity of the person who canceled it and the reason for cancellation on the screen where you track your application.

| Workplace | Start Date | Status | | |
|-----------|------------|----------|---|--|
| test | 10/01/2024 | Canceled | <p> Reason for Cancellation:</p> <p>No forms Apply New Application</p> <p> Internship Application Form Document</p> <p> Upload Internship Application Form Document</p> <p> Upload SPAS Certificate of Eligibility</p> <p> Download SPAS Certificate of Eligibility Download Internship Application Form Document</p> | <p>No Insurance Entry No Insurance Release</p> |

Your application will be deemed incomplete until you upload and send your wet-signed internship certificate and Spas Obscenity Certificate. After you upload your documents, the approval process of your internship application will start automatically.

During your internship application, you will receive information e-mails via your student e-mail with stu extension. You should follow your e-mail address.

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When the internship status is "Approved by the Career Center", your internship application is complete. An "Internship Approval Document" will be e-mailed to your ISU email account.

| Workplace | Start Date | Status | | |
|-----------|------------|------------------------|---|--|
| test | 10/01/2024 | Career Center Approved | <p> Internship Application Form Document</p> <p> Upload Internship Application Form Document</p> <p> Upload SPAS Certificate of Eligibility</p> <p> Download SPAS Certificate of Eligibility Download Internship Application Form Document</p> | <p>No Insurance Entry No Insurance Release</p> |

Your application will be deemed incomplete until you upload and send your wet-signed internship certificate and Spas Obscenity Certificate. After you upload your documents, the approval process of your internship application will start automatically.

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