

Summer Internship Procedures

Student Roadmap

Pre-Internship Procedures

1. Via department webpage ("Student" tab → Guidelines and Documents" link):
 - Internship Application Form (2 copies approved by host company)
 - ABET Summer Internship Questionnaire (company approved)

Post-Acceptance Documents

2. Approved Internship Application Form
3. Intern Information Form (computer filled)
4. National ID Card (or Passport) + Student ID Copy
5. 4 Passport-size Photos
6. Petition form (filled according to your health service status)
7. KZS0-SA01-F04 Form must be sent to mukaddes@metu.edu.tr on the day of document submission after finalizing internship dates
8. Internship Guide pages 1-3-5-7 printed on A4 paper, filled and delivered with photos on first internship day
9. All documents must be submitted to **Student Affairs Secretary Mukaddes Ünver**

Important Reminders

- Insurance declaration can be viewed via E-government portal **3 business days before** internship start
- Internship Guide and ABET form must be submitted with final reports to Student Affairs upon completion

For detailed information: Department website / Student Affairs Secretariat