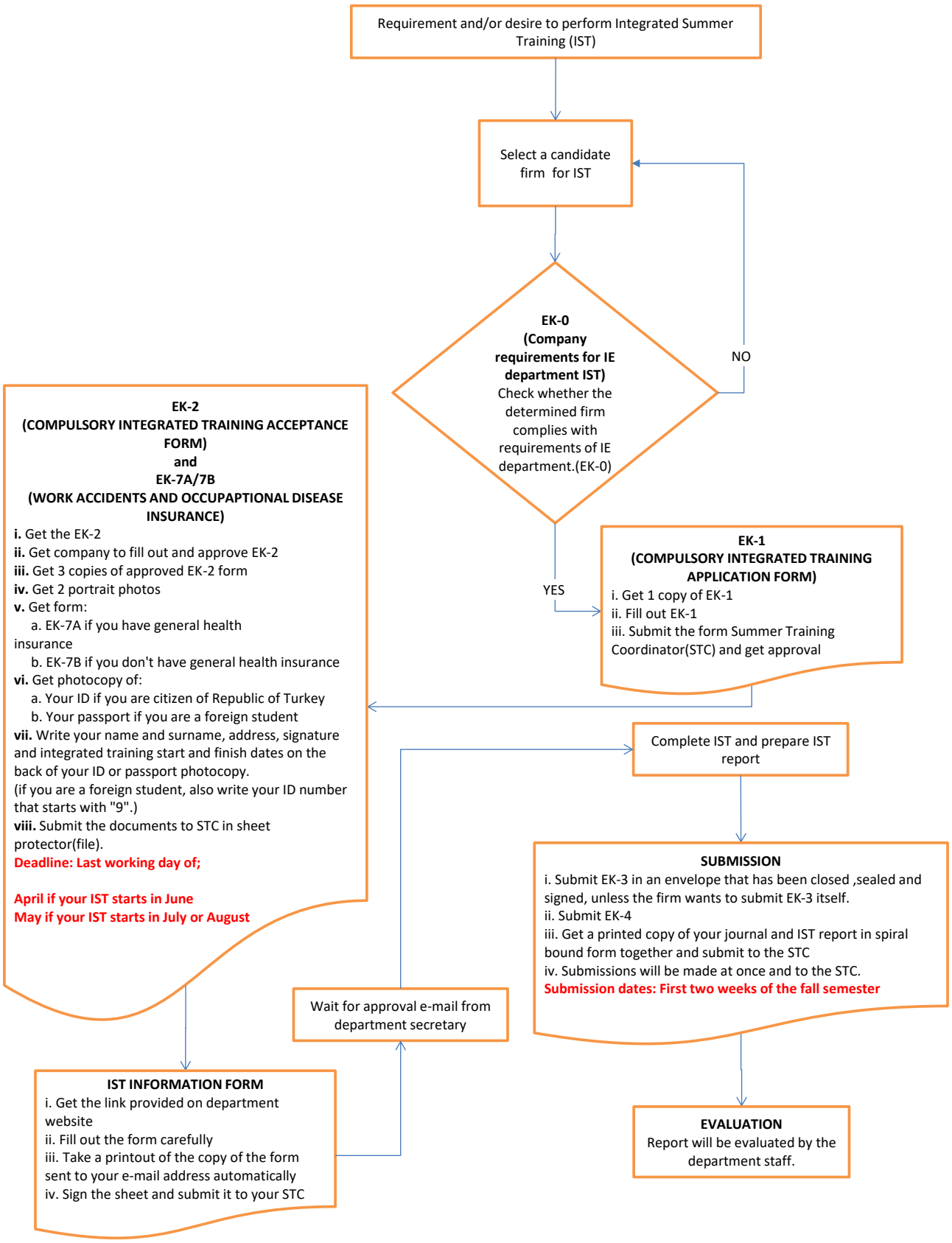
Requirement and/or desire to perform Integrated Summer Training (IST)
Select a candidate firm for IST
EK-0 (Company requirements for IE department IST) Check whether the determined firm complies with requirements of IE department.(EK-0)
NO
YES
EK-1 (COMPULSORY INTEGRATED TRAINING APPLICATION FORM)
i. Get 1 copy of EK-1
ii. Fill out EK-1
iii. Submit the form Summer Training Coordinator(STC) and get approval
EK-2 (COMPULSORY INTEGRATED TRAINING ACCEPTANCE FORM) and EK-7A/7B (WORK ACCIDENTS AND OCCUPAPTIONAL DISEASE INSURANCE)
i. Get the EK-2
ii. Get company to fill out and approve EK-2
iii. Get 3 copies of approved EK-2 form
iv. Get 2 portrait photos
v. Get form:
a. EK-7A if you have general health insurance
b. EK-7B if you don't have general health insurance
vi. Get photocopy of:
a. Your ID if you are citizen of Republic of Turkey
b. Your passport if you are a foreign student
vii. Write your name and surname, address, signature and integrated training start and finish dates on the back of your ID or passport photocopy.
(if you are a foreign student, also write your ID number that starts with "9".)
viii. Submit the documents to STC in sheet protector(file).
Deadline: Last working day of;
April if your IST starts in June
May if your IST starts in July or August
Complete IST and prepare IST report
SUBMISSION
i. Submit EK-3 in an envelope that has been closed ,sealed and signed, unless the firm wants to submit EK-3 itself.
ii. Submit EK-4
iii. Get a printed copy of your journal and IST report in spiral bound form together and submit to the STC
iv. Submissions will be made at once and to the STC.
Submission dates: First two weeks of the fall semester
Wait for approval e-mail from department secretary
IST INFORMATION FORM
i. Get the link provided on department website
ii. Fill out the form carefully
iii. Take a printout of the copy of the form sent to your e-mail address automatically
iv. Sign the sheet and submit it to your STC
EVALUATION
Report will be evaluated by the department staff.