**REQUIRED PROCEDURES ABOUT INSURANCE TO BE COMPLETED BEFORE INTERNSHIP**

[www.staj.itu.edu.tr](http://www.staj.itu.edu.tr)

login with user name and password

**Internship Liability Document**

Should be printed and filled in.

**Company**

Date of the internship will be determined.

**Internship Registration**

Should be filled in and registered in accordance with the agreement with the company.

**My internships>Details**

Registered information will be confirmed if it is correct and acurate.

**D2 Document**

After confirmation this document is formed.

**Company**

D2 document will be sealed and signed by the company.

**Internship Office**

D2 document will be signed and submitted.

\* Saved information can be changed later.

\*It must be made at least 15 days before.

\*After the confirmation, there is no chance to make any changes.

\*It must be submitted at least 5 days before.

**DETAILED DESCRIPTIONS ARE LISTED BELOW, PLEASE READ CAREFULLY.**

**1-)** Login to **www.staj.itu.edu.tr** with user name and password.

**2-)** If there is a request from the company, trainee student should download from the Document part and print the “**Internship Liability Document**” which indicates the obligation of the internship and shows that insurance is made by the faculty, then fill and deliver it to the company.

**3-)** Company specifies suitable date range for trainees.

* If the company also works on Saturdays, this should be taken into consideration while determining the date range and a paper showing that the company works on Saturdays should be taken from the company so that Saturdays can be accepted.

**4-) “Internship Registration”** link is clicked then information are filled.



· One of the 7 different training programs which are engineering workshop, yarn production, weaving, knitting, finishing, ready-to-wear (garment), organization-planning-laboratory, should be written to the Internship Type field. When students fill the information about their internships in the Internship Registration System, **information must be filled separately for each internship program, even if the company is the same.**

·The Company’s full name and the city where company locates should be written to the Company Name field. (For example: ETF Tekstil Konfeksiyon İhr. Turizm San. Tic. A.Ş. İstanbul) (Writing Textile Faculty is enough for Engineering Workshop Internship)

· The number of working days between beginning-ending of the internship must not exceed the required days for internship. (For information about required days for internship see.)

·The filled information will be used for SGK insurance processes. In addition, since entered date range for beginning-ending of internship and company information are used while assessing your internship, it is important to enter them as accurate and complete as it should be. (The filled information can be modified or changed until the confirmation is made.)

**5-)**After all information are entered, registration is done by clicking Save.

**Note:** Registration process is not a final process, it just takes your information into a memory under the part “My Internships”, **so information can be changed later.**

**6-)**By clicking “My Internships > Detail” link, confirmation screen can be encountered. Information can be changed until 15 days to the beginning of the internship. The entered information is confirmed by clicking the “Confirm” button.



**Note:** The internship information cannot be changed after the confirmation.

**Note:** The confirmation is allowed until 15 days before the beginning of the internship. Therefore, **at the latest** it is required **to confirm** your internship **15 days before** the internship begins**.**

**7-)** D2-D3 and D4 documents are displayed on the same page after the internship is confirmed.



D2 document is the “Letter of Internship Acceptance”, D3 document is the “Document of Internship Start”, D4 document is the “Document of Internship End”.

D2 form “Letter of Internship Acceptance” located in this page must be signed and certified by the company and then should be delivered to the internship office.

D3-D4 forms not required by theinternship office but during the evaluation of your internship they will be requested by the internship commission, so they must be signed and certified by the company and kept in.

**8-)** The trainee students, who enter their internship information to the system and confirm them, must deliver D2 documents signed and certified by the company to internship office at latest 5 days before the beginning of the internship.

**9-)** The students are requested to have a pre-registration in the web system so that the entry of the related Internship result into the system (after evaluation of your Internship Report) will be possible. This is a technical requirement. It will not be possible to enter an Internship Result to the system if the student doesn’t have an Internship registration in the web system.

**10-)** After confirming your internship in the web system and submitting the necessary documents to the Internship Office, you can check the up-to-date information about the status of your internship using ‘My Internship’ section. The status of ‘The Procedure for Employment is Completed’ shows that the necessary insurance procedure is complete. ‘Insurance-Employment Document’ can be prepared by Internship Office on request of the company.