**T.R.N.C.**

Picture

**EASTERN MEDITERRANEAN UNIVERSITY**

**MANDATORY INTERNSHIP FORM (\*)**

**TO WHOM IT MAY CONCERN**

Our university students are obliged to do internships in institutions and businesses until the end of their education period. We would like to thank you for your interest in the internship of the student whose information is given below, and wish you success in your studies.

|  |  |  |  |
| --- | --- | --- | --- |
| Name - Surname |  | **ID/Passport Number \*** |  |
| Student Number |  | Academic Year |  |
| Department/Program |  | Faculty/School |  |
| E-mail |  | Phone Number (GSM) |  |
| Address |  | | |

**- INFORMATION ABOUT THE PLACE OF INTERNSHIP**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Start Date of Internship** |  | **End Date** |  | | **Duration (Working Days)** |  |
| **Company Name** |  | | | | | |
| **Company Address** |  | | | | | |
| **Field** |  | | |  |  | |
| **Phone Number** |  | | | | | |
| **E-mail Address** |  | | | **Website** |  | |

**EMPLOYER or AUTHORITY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Surname** |  | | |
| **Position** |  | It is suitable for the student to do internship.  Signature / Stamp | *Official Acceptance letter containing the student information of the company is sufficient.* |
| **E-mail Address** |  |
| **Date** |  |
| **Employer S.G.K. No.** |  |

**- STUDENT REGISTRATION INFORMATION (If the internship application is accepted, it is filled by the student.)**

|  |  |
| --- | --- |
| Surname |  |
| Name |  |
| **Father Name \*** |  |
| **Mother Name \*** |  |
| **Place of Birth \*** |  |
| **Date of Birth \*** |  |
| **ID/Passport Number \*** |  |
| **Date of issue \*** |  |
| **The period of validity \*** |  |

**STUDENT'S SIGNATURE INTERNSHIP COMMISSION APPROVAL FACULTY APPROVAL**

|  |  |  |
| --- | --- | --- |
| I confirm that the information written on the document is correct.  Date: | Date: | Date: |

**(\*)**This form is prepared in 3 original copies (not a photocopy) in the **computer environment** and a picture is attached to each form. At the latest 15 days before the internship start date, It is obligatory to submit 1 copy of approved forms to the Department Secretary office, and 2 copies (together with **3 copies of ID/Passport**, 3 **Acceptance Letters from Company**, 3 **Certificates of Health Insurance Eligibility Verification** to be obtained from SGK(Social Security Institution), and 2 additional **passport photos**) to Student Affairs. *(It is necessary to comply with the specified period for the transactions to be made between our university and SGK).*