

Select a candidate company for IST and check whether it meets the requirements of EEE department or not

## STEP 1

### EK 1 (COMPULSORY INTEGRATED TRAINING FORM)

1. Get a copy of "EK 1" and get it signed by the summer training coordinator. Use the MS TEAMS assignement.
2. .Take "EK 1" filled and signed to the selected company

## STEP 2

Ask the company to fill out and approve :

- 1- (EK 2 (COMPULSORY TRAINING ACCEPTANCE FORM
- 2- STAJ ÜCRETLERİNE İŞSİZLİK FONU KATKISI BİLGİFORMU

## STEP 3

Bring these documents to your integrated summer coordinator

1. Three copies of EK 2
2. Two portrait photos
3. Staj Ücretlerine İşsizlik Fonu Katkısı Bilgi Formu
4. a. EK-7A if you have general health insurance  
b. EK-7B if you don't have general health insurance
5. Two photocopies of:
  - a. Your ID if you are citizen of Republic of Turkey
  - b. Your passport if you are a foreign student

and 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".)

6. Fill the following Google Form:

[https://docs.google.com/forms/d/e/1FAIpQLSe3uv\\_GrpJgMviQa0cMPW2fxm3BuSgkd\\_bdlrbcGcOmmr9Tg/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe3uv_GrpJgMviQa0cMPW2fxm3BuSgkd_bdlrbcGcOmmr9Tg/viewform)

## STEP 4

Complete your summer training in the selected Company and prepare your training report

## STEP 5

For the submission of your report

1. Submit EK-3 in an envelope that has been closed ,sealed and signed, unless the firm wants to submit EK-3 itself.
2. Submit EK-4
3. Get a printed copy of your journal and IST report in spiral bound form together and submit to the STC.

Submission dates: First two weeks of the fall semester