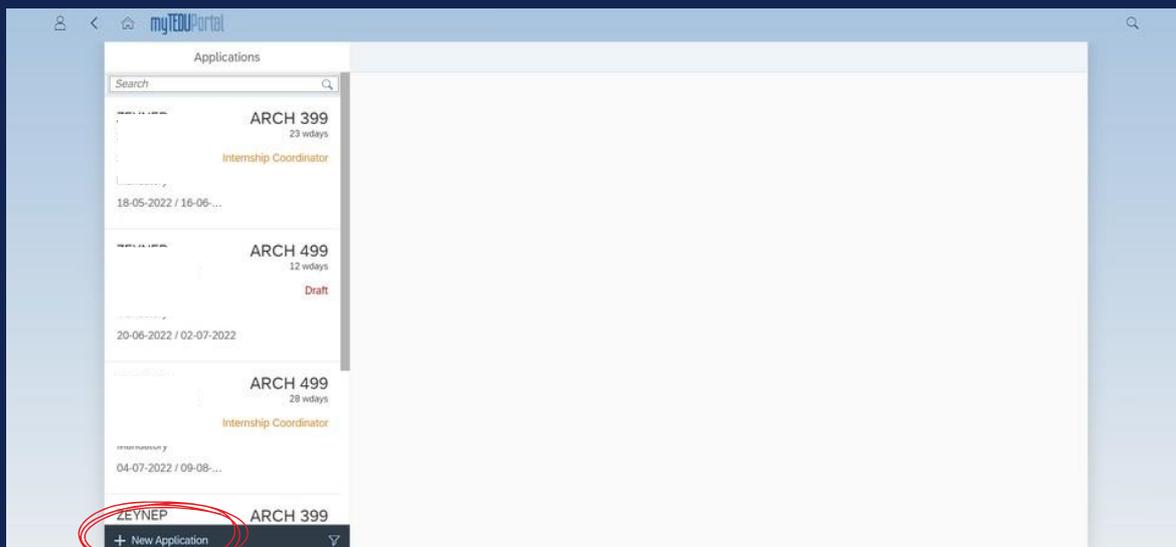


You can access the **internship** application page by clicking on the **"Applications"** box located on the **"Internship"** tab in your MYTEDUPORTAL.



When you click on the **New Application** button in the lower left corner of the page that opens, the page where you can add the details of your application to the system will open.

Applications

Search

ELIF TÜYSÜZ - 20 wdays Approved

Voluntary  
15-06-2022 / 18-07-2022

ELIF TÜYSÜZ - 19 wdays Approved

Voluntary  
22-08-2022 / 16-09-2022

+ New Application

Applications

New Internship Application

1. General Information

Internship Number:

\*Type of Internship: Please Select ...

\*Demand for SGK?: Mandatory, Voluntary, Senior Project, Candidate/Long-term Internship

2. Date Information

⚠ You can create a new application at least 3 days before starting your internship.

+ New Application Save as Draft Cancel

Please select your internship type from the **"Type of Internship"** options in the **General Information** section.

Applications

Search

ARCH 399  
23 wdays  
Internship Coordinator  
Mandatory  
18-05-2022 / 16-06-...

ARCH 499  
12 wdays  
Draft  
Mandatory  
20-06-2022 / 02-07-2022

ARCH 499  
28 wdays  
Internship Coordinator  
Mandatory  
04-07-2022 / 09-08-...

ZEYNEP ARCH 399

+ New Application

New Internship Application

1. General Information

Internship Number:

\*Type of Internship: Mandatory

\*Program Of Study: Architecture (100%)

\*Internship Course: ARCH 399 - Summer Practice I\_Constructio

\*Are your internship dates partial?:  Yes

\*Demand for SGK?: Please Select ...

\*Academic Calendar Conflict?:  There is a time conflict with academic calendar.

Student Identity Number:

2. Date Information

You can create a new application at least 3 days before starting your internship.

Save as Draft Cancel

If your internship is a **Mandatory** internship, please select your department from the "Program of Study" options and your internship course from the "Internship Course" options.

Applications

Search

ZEYNEP ARCH 399  
23 wdays  
Internship Coordinator  
18-05-2022 / 16-06-...

ARCH 499  
12 wdays  
Draft  
Mandatory  
20-06-2022 / 02-07-2022

ARCH 499  
28 wdays  
Internship Coordinator  
Mandatory  
04-07-2022 / 09-08-...

ZEYNEP ARCH 399

+ New Application

New Internship Application

1. General Information

Internship Number:

\*Type of Internship: Mandatory

\*Program Of Study: Architecture (100%)

\*Internship Course: ARCH 399 - Summer Practice I\_Constructio

\*Are your internship dates partial?:  Yes

\*Demand for SGK?: Please Select ...

\*Academic Calendar Conflict?:  There is a time conflict with academic calendar.

Student Identity Number:

2. Date Information

You can create a new application at least 3 days before starting your internship.

Save as Draft Cancel

If you are a student at the Faculty of Architecture and you are going to do your internship by dividing it in half, "Are your internship dates partial?" check the box.

Applications

Search

ARCH 399  
23 wdays  
Internship Coordinator  
18-05-2022 / 16-06-...

ARCH 499  
12 wdays  
Draft  
Mandatory  
20-06-2022 / 02-07-2022

ARCH 499  
28 wdays  
Internship Coordinator  
Mandatory  
04-07-2022 / 09-08-...

ZEYNEP ARCH 399

+ New Application

New Internship Application

1. General Information

Internship Number:

\*Type of Internship: Mandatory

\*Program Of Study: Architecture (100%)

\*Internship Course: ARCH 399 - Summer Practice I\_Constructio

\*Are your internship dates partial?:  Yes

\*Demand for SGK?: Please Select ...

\*Academic Calendar Conflict?:  There is a time conflict with academic calendar.

Student Identity Number:

2. Date Information

You can create a new application at least 3 days before starting your internship.

Save as Draft Cancel

Select your insurance claim from the "Demand for SGK" options. If the institution does not cover your internship insurance, your insurance will be covered by TEDU, regardless of whether it is voluntary or compulsory.

*\*If you are on a Study Scholarship, this insurance will be terminated and new insurance will be made within the scope of internship insurance.*

In the **Date Information** section; Enter your internship start - end dates and your work status on Saturdays.

**Your internship dates should not coincide with the academic calendar.**

*(Within the scope of compulsory internship, it is obligatory to do an internship for at least 30 working days for the Faculty of Architecture and at least 20 consecutive working days for all other faculties)*

*(You can follow the instruction on Page 5 to calculate the internship day.)*

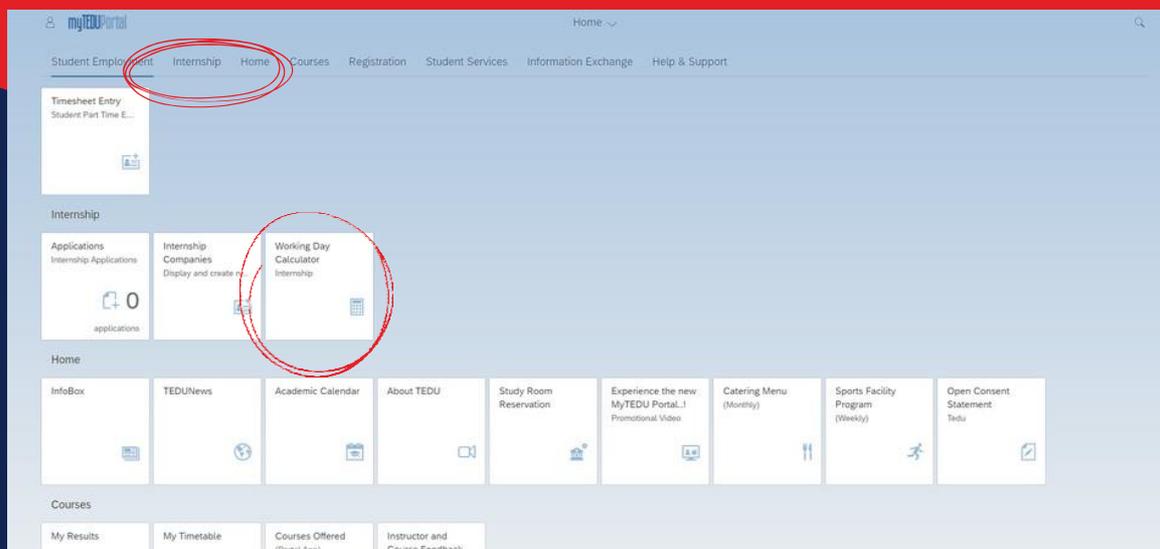
Fill in the sections in the **"Company Information"** section completely according to the company where you will do your internship, and complete your internship application by clicking on the "Save as Draft" button located at the bottom right. The application will be registered as a "Draft" first, **and it will be approved when you register it the second time.**

*(If the company you are going to do an internship is not among the options, you can add it by following the steps on page 6.)*

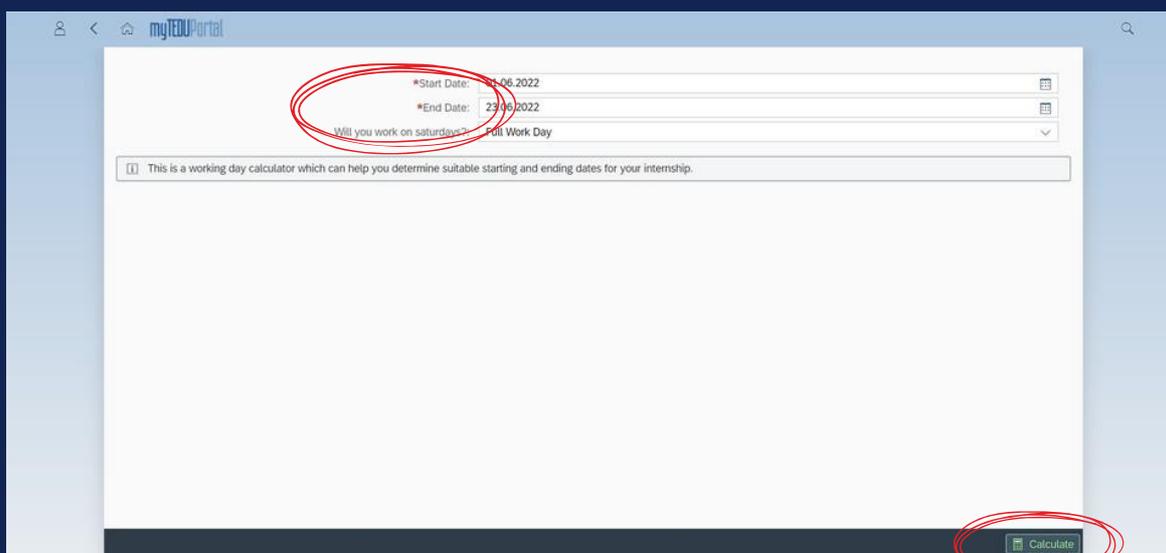
After your application is completed, you will receive approval from the **Internship Coordinator, Career Center, Financial Affairs**, respectively. You can follow the stage of your application from the field marked in red.

T.C. Our students who are citizens can download the SGK Job Entry Declarations from the 4A İşe Giriş Çıkış Bildirgesi section in the e-government on the last working day before the start of their internship.

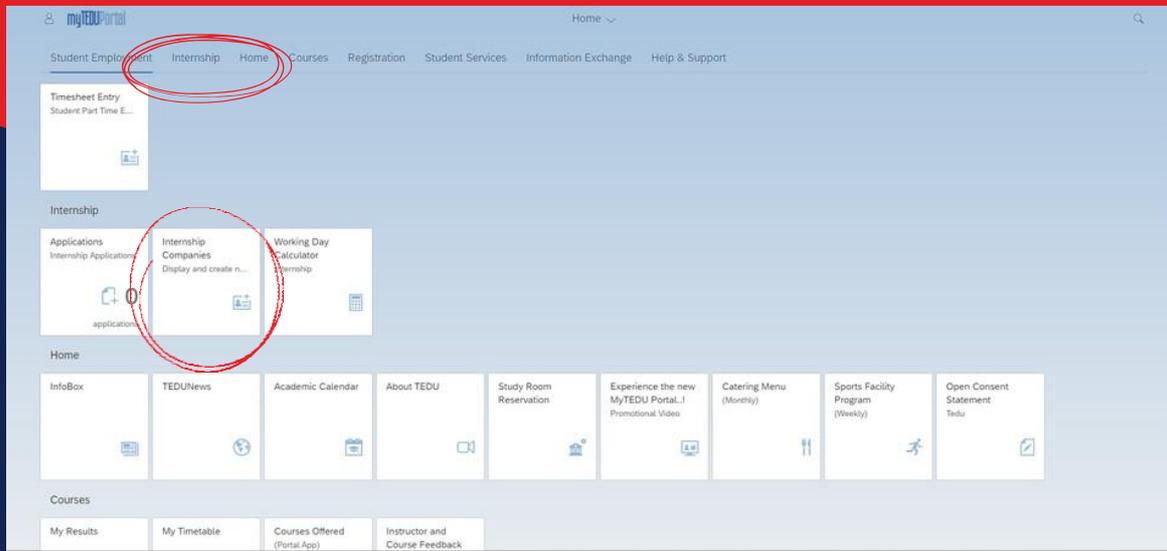
Our international students can download the SGK Job Entry Declarations for their internships in Turkey from the "Download SGK Document" section marked in red on the last working day before the start of their internships.



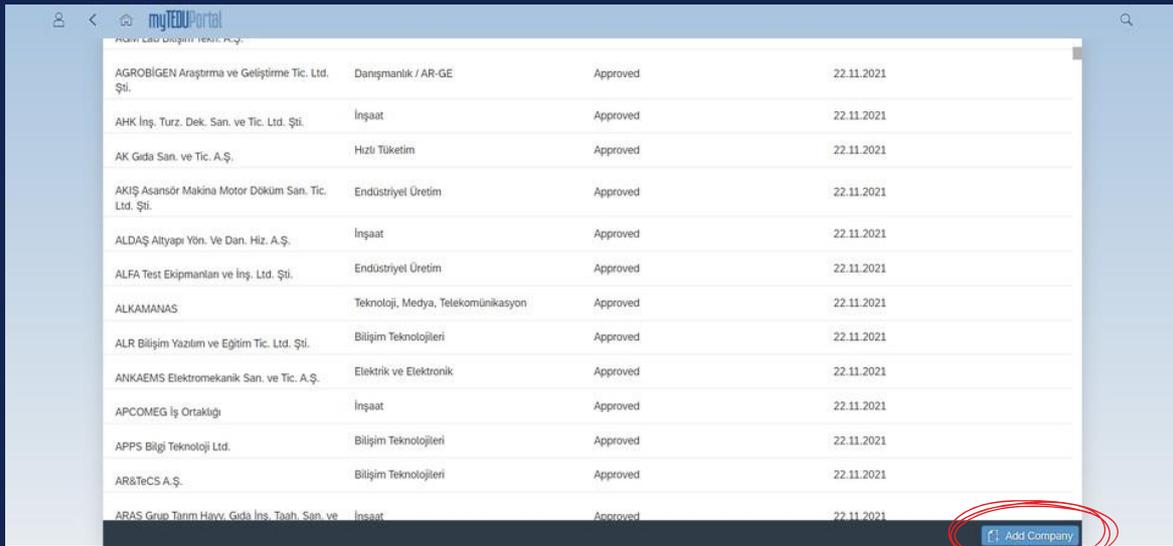
To calculate the number of internship days, you can use the **Working Day Calculator** located on the Internship tab in your MYTEDUPORTAL.



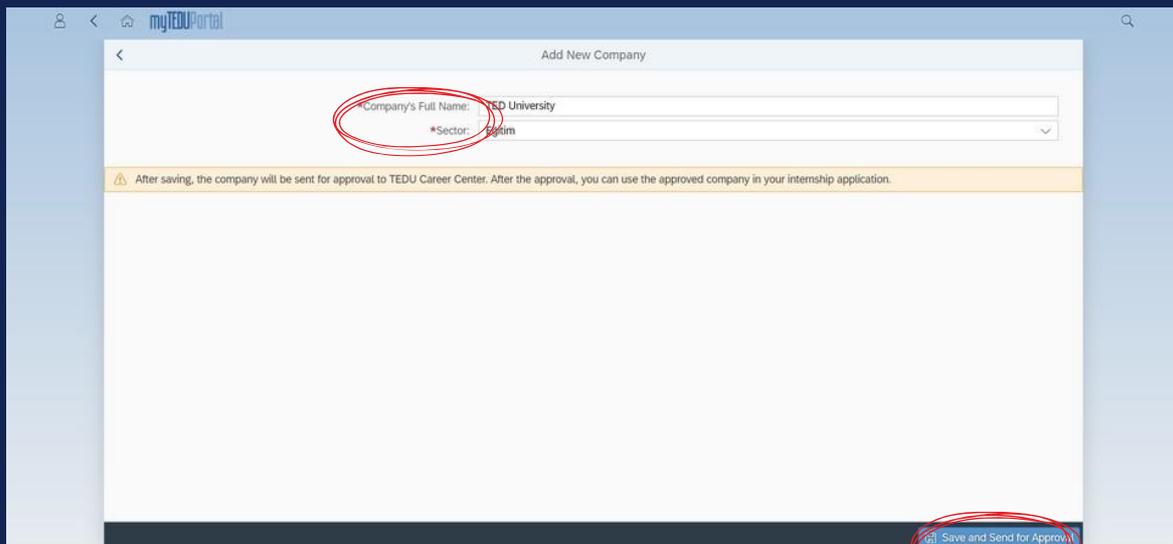
After clicking on the **Working Day Calculator**, you can enter your internship start and end dates and calculate the number of internship days by clicking on the **Calculate** button located at the bottom right.



By clicking on the **Internship Companies** box on the **Internship** tab in your MYTEDUPORTAL, you can add the institution where you will do your internship if it is not in the list.



To add a company, you can proceed to the next step by clicking on the **"Add Company"** button located at the bottom right on the page that opens.



After typing the full name and sector of the company you want to add, click on the **"Save and Send for Approval"** button located at the bottom right.

*(You will receive an information e-mail when the company you have added is approved by the career center. You can complete your internship registration after receiving the confirmation e-mail.)*