

1. First read the Internship Report Writing Guidelines in order to learn about the compulsory internship for industrial engineering department.
2. Before you apply for your internship, you are required to get approval from the Department Internship Committee first. Then you need to prepare the following documents and merge them into one pdf file and send it to ie.staj@marmara.edu.tr at least 15 business days before the start of your internship. Name of the file should be in the form of “your school ID_yourname”. You are required to submit three copies of the original application forms signed in ink. Otherwise, your internship application will not be accepted. You could submit the original copies at the end of your internship too.

Documents for the application:

- Compulsory Internship Application Form
 - Copy of your ID card government provided to you
 - Öğrenci Staj Sözleşmesi (if internship is in Turkey)
 - SGK Güvence Beyanı (if internship is in Turkey)
3. After you complete the internship, you should prepare your report by following Internship Report Writing Guidelines. Internship Evaluation Form and İşveren Anketi (if internship is in Turkey) should also be submitted in the enclosed envelope together with the internship report. You need to submit your internship reports at the end of October if you do a summer internship, otherwise, you need to submit it at most 20 business days after the completion of the internship.
 4. Make sure that your submission documents are signed by an industrial engineer worked in the company. For the IT internships, computer engineers could sign them too.
 5. You are required to answer one field question for each 10 days of internship. It means that if your internship is 20 days, you need to answer 2 questions, if it is 30 days, you need to answer 3 questions, if it is 40 days, you need to answer 4 questions.
 6. If you have any question send your emails to ie.staj@marmara.edu.tr. Make sure that the subject of your email is your school ID.

Submission Documents

- Internship Report. The first page and the page for weekly schedule should be signed and stamped in ink. The other pages should be initialed.
- Internship Evaluation Form. It should be signed and stamped in ink and must be delivered in an enclosed and signed envelope.
- İşveren Anketi (if the internship is in Turkey). Check the link “Teslim Belgeleri” for the description.
- İşsizlik Fonu Katkı Çizelgesi (if the internship is in Turkey). Check the link “Teslim Belgeleri” for the description.
- Devlet Katkısı Formu (if the internship is in Turkey). Check the link “Teslim Belgeleri” for the description.
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