

# What Documents Should I Prepare for My Internship Application?



## 1. Internship Form

Fill out the internship application form provided by your university.



## 2. Employer Information Form

This form must be completed by the organization where you will be interning.



## 3. Declaration and Undertaking

Fill out and sign the SGK Declaration and Undertaking form.



## 4. Copy of ID Card

Attach a copy of the front side of your T.C. ID card.



## 5. Additional Documents (If Applicable)

If you will work on weekends or public holidays, attach a signed and stamped letter from the company. You may also attach a Work Permit Exemption Certificate, etc., if applicable.



### Tip

Make sure your documents are up-to-date, complete, and legible. Proper preparation is essential for the successful evaluation of your application.

# Starter Pack: Submitting the Required Documents

Please visit [www.isikun.edu.tr/ogrenci/staj-isleri-birimi/formlar](http://www.isikun.edu.tr/ogrenci/staj-isleri-birimi/formlar) to access the required forms.

**1 Piece  
Internship Form**



**1 Piece  
Employer Information Form**



**1 Piece  
Declaration and Undertaking  
(Select as Applicable)**



**The entire process must be started at least 10–15 days before your internship start date.**

# Step 1: Anatomy of the Internship Form

| FEEL THE POWER OF SCIENCE<br>IŞIK UNIVERSITY   |   | INTERNSHIP FORM   |  |
|--|---|---|--|
| Dear Student,  |   |   |  |
| In accordance with the Internship Directive, please fill out this form completely, have it approved by the relevant units, and submit it to our university before the start date of your internship. |   |   |  |
| <b>A. STUDENT INFORMATION</b>  |   |   |  |
| Student ID No.   | 12345678923   |   | 11ENG005                                   |
| Faculty  | Engineering and Natural Sciences  | Department No.  |  |
| Department / Program   | Software Engineering  | Class   | 3  |
| Student E-Mail   | ad.soyad@isik.edu.tr  | Phone No.   | (212) 111 11 11                            |
| Full Address   | Student home address  |   |  |
| <b>B. INTERNSHIP INFORMATION</b>   |   |   |  |
| Company / Institution  | Isik Tech Solutions Inc.  |   |  |
| Internship Start / End Dates   | 10.06.2025 – 10.07.2025 (20 Working Days)   |   |  |
| Type of Internship Workplace   | On-site / Remote  |   |  |
| Date of Working  | City  | Title   | Istanbul                                   |
| Company Contact Title  | HR Specialist   | (212) 555 00 00   | E-Mail canyilmaz@isiktec.com               |
| Company Address  | Maslak Mah. Eski Büyükdere Cad. No: 12, 34398 Sarıyer / Istanbul                    |   |  |
| This Internship is:  | <input checked="" type="checkbox"/> Mandatory<br><input type="checkbox"/> Voluntary | <input type="checkbox"/> Domestic (In Türkiye)<br><input checked="" type="checkbox"/> Remote / Online |  |
| <b>C. APPROVALS</b>  |   |   |  |
| Faculty Advisor  | Prof. Dr. Ahmet Yılmaz  | Signature / Date  | 10.05.2025                                 |
| Department Internship Coordinator  | Asst. Prof. Ece Demir   | Signature / Date  | 10.05.2025                                 |
| Internship Affairs Unit  | Approved  | Signature / Date / Stamp  | IŞIK UNIVERSITY<br>INTERNSHIP AFFAIRS UNIT |
| <b>D. COMPANY APPROVAL</b>   |   |   |  |
| We confirm that the above student will carry out the internship at our company in accordance with the stated conditions.   | HR Manager<br>Signature / Date  | Relevant Unit Manager<br>Signature / Date   | Company Seal                               |
| Company Authorized Signature & Stamp   |   |   |  |

## Duration and Dates:

Enter the internship start/end dates and the total number of working days to be carried out completely and accurately.


1

## Type of Internship:

Indicate whether it is Mandatory/Voluntary and On-site/Remote options.

2

3

**Wet Signature:** Both your wet signature and the company's authorized signature and stamp are required. 



# Step 2: Employer Information Form and İŞKUR Detail

T.R.  
EMPLOYER INFORMATION FORM

|  |  |       |  |
|--|--|-------|--|
| Employer Name                                  |  | FEK   |  |
| Address  |  | Phone |  |
| Authorized Person                              |  |       |  |
| Name   |  |       |  |
| Number of Employees                            |  |       |  |
| Number of Personnel Working in the Institution |  |       |  |
| Year of Establishment                          |  |       |  |
| Number of Years                                |  |       |  |
| Bank Branch                                    |  |       |  |
| (IBAN)   |  |       |  |
| Bank Account Number                            |  |       |  |
| Branch Name                                    |  |       |  |
| Branch Address                                 |  |       |  |
| Branch Phone                                   |  |       |  |
| Branch Fax                                     |  |       |  |
| Branch E-mail                                  |  |       |  |
| Branch Website                                 |  |       |  |
| Branch Social Media                            |  |       |  |
| Branch Other Information                       |  |       |  |

The "Number of Personnel Working in the Institution" field must never be left blank.

Will Fee Be Paid?

Yes

For İŞKUR incentive, the employer's IBAN and bank information must be filled completely.

No

The bank information section can be left completely blank.




T.R.  
FMV IŞIK UNIVERSITY  
EMPLOYER INFORMATION FORM

INSTITUTION WHERE INTERNSHIP IS CONDUCTED (\*Mandatory fields)

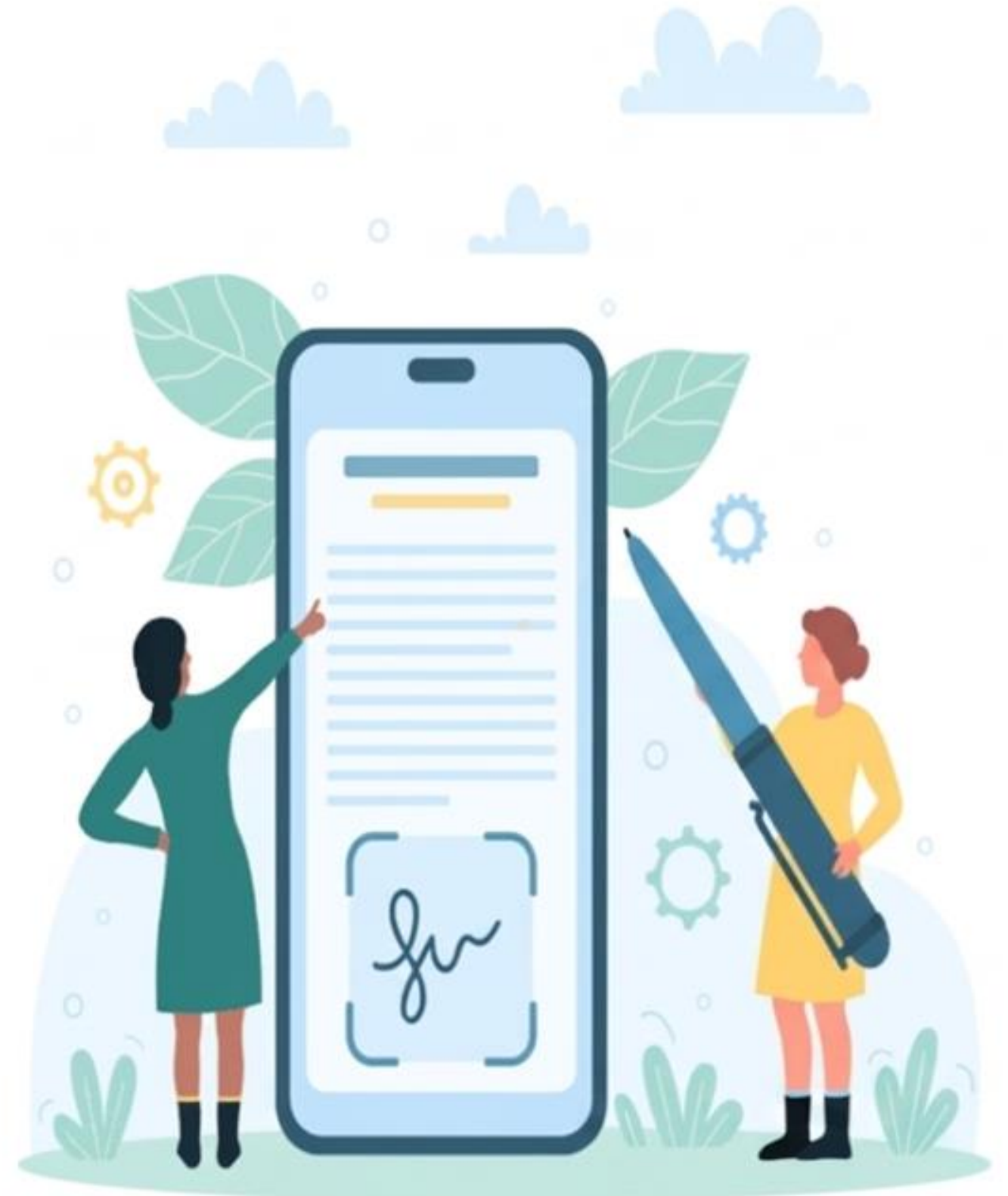
|   |   |             |  |
|---|---|-------------|--|
| *Name                                   | Marshall Paint and Varnish Industry Co.   |             |  |
| *Address                                | Dilovası Organized Industrial Zone 1. Section Tuna Street No: 1 41455 Kocaeli, Turkey |             |  |
| *Production/Service Area                | Quality   |             |  |
| *Phone                                  | +90 262. 221 1000   | *Fax        | +90 262 221 1000                         |
| *E-mail Address                         | ...@marshall.com  | Web Address | www.marshallboya.com<br>www.marshall.com |
| *Number of Employees in the Institution | 1200  |             |  |

EMPLOYER OR AUTHORIZED PERSON'S (\*Mandatory fields)

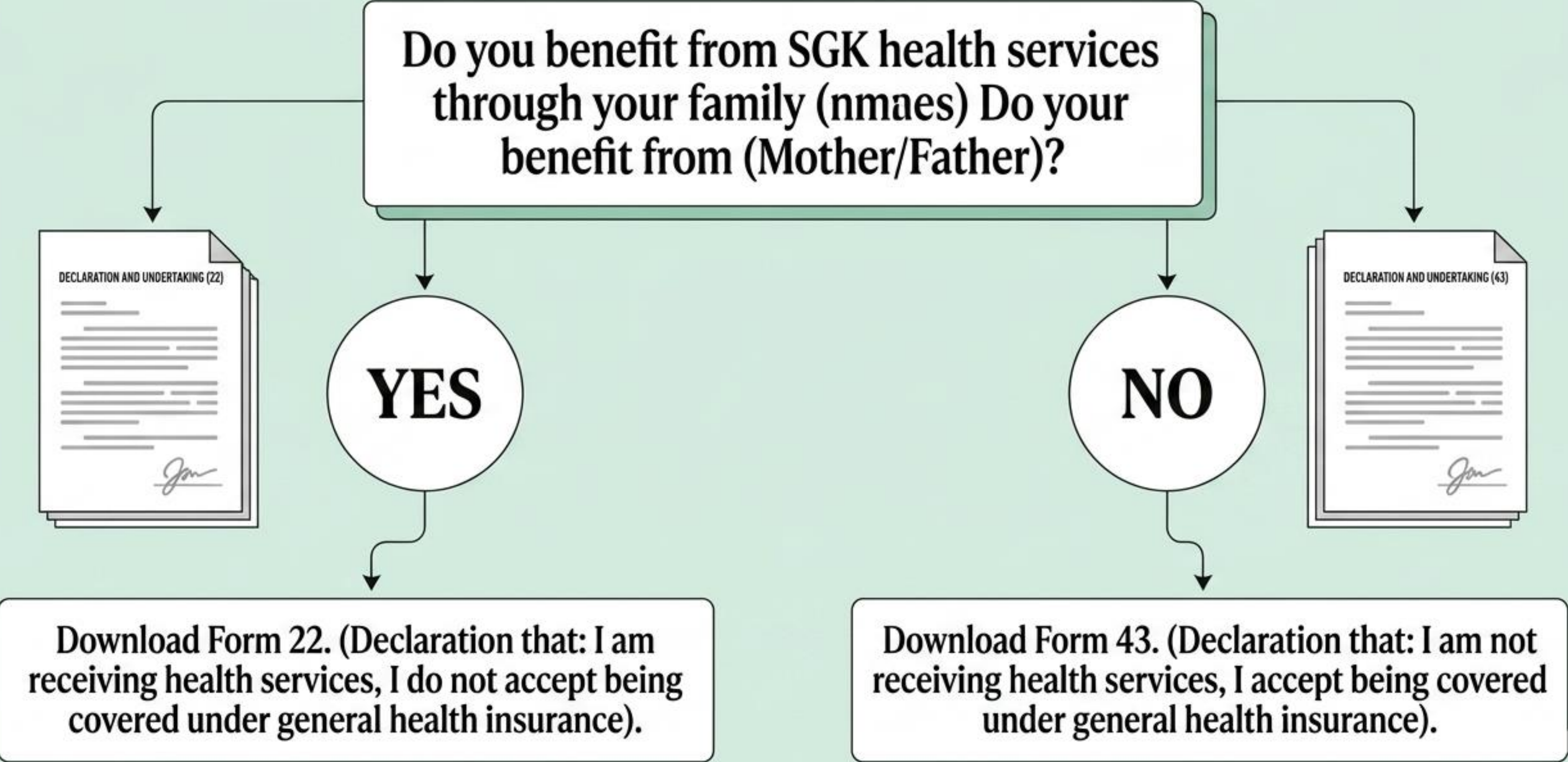
|                     |                  |  |
|---------------------|------------------|--|
| *Name and Surname   | ...              |  |
| *Position and Title | HR Specialist    | *Signature / Stamp<br> |
| *E-mail Address     | ...@marshall.com |  |
| *Date               | 29.03.2026       |  |

|   |   |                             |
|---|---|-----------------------------|
| *INTERN STUDENT'S NAME - SURNAME        | ARAS                                    | ŞEN                         |
| *Student's Date of Birth - Student No:  | ... **                                  | ...                         |
| *Internship Dates:                      | Start: 29/06/2026                       | End: 27/07/2026             |
| *WILL THE INTERN STUDENT BE PAID A FEE? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |

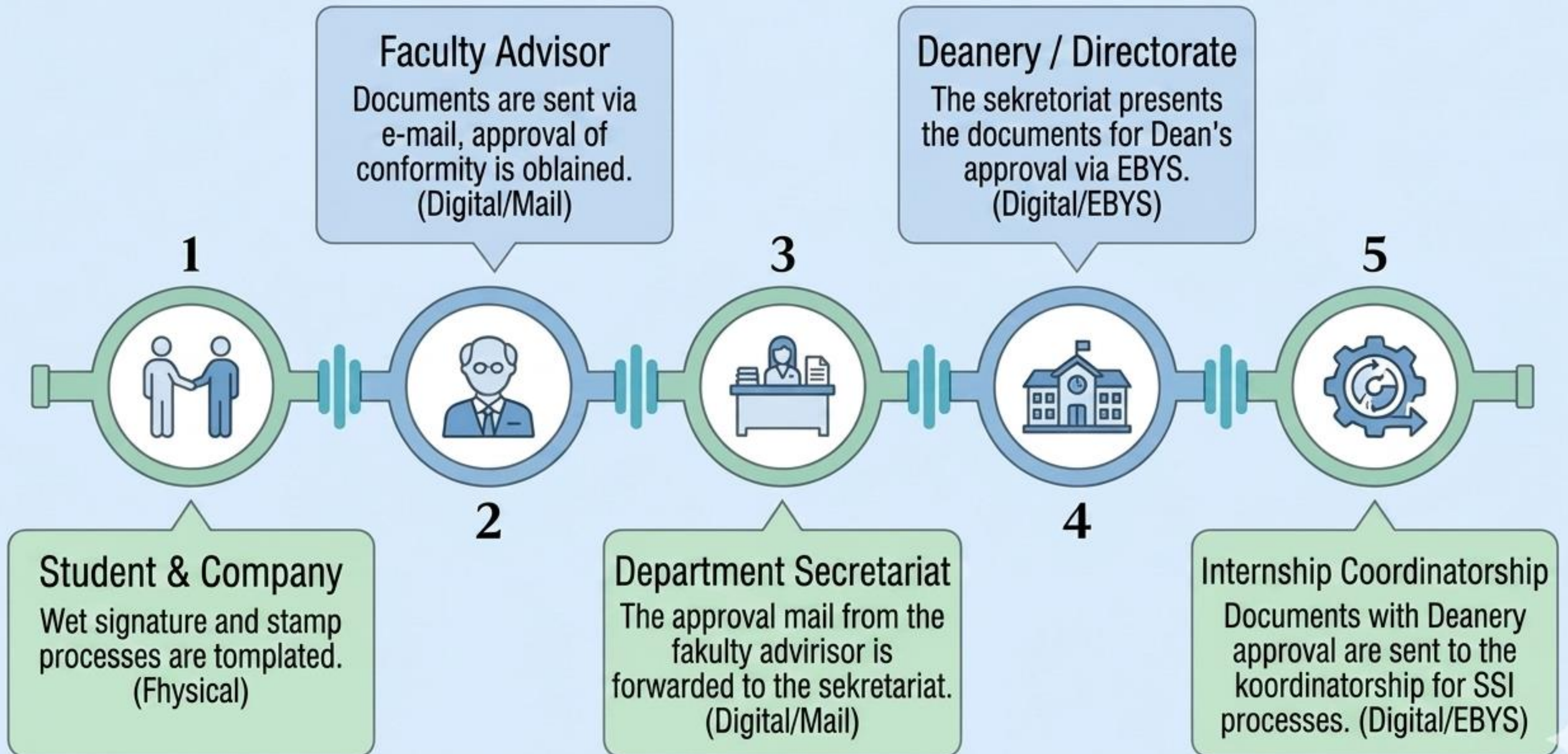
|   |   |
|---|---|
| *INSTITUTION'S TITLE (FOR INTERNSHIP)                                 | Marshall Paint and Varnish Industry Co. |
| *INSTITUTION'S SGK REGISTRATION NUMBER (36 Digit) / TAX NO (10 Digit) | XXXXXXXXXXXXXXXXXXXXXXXXXXXX/000        |
| *INSTITUTION'S IBAN NO  | TRxx XXXX XXXX XXXXXXXX XXX XX          |
| *INSTITUTION'S ACCOUNT NO   | 001                                     |
| *INSTITUTION'S BANK NAME - BRANCH CODE                                | IŞBANK                                  |



# CRITICAL CHOICE: Which Health Declaration to Fill Out?



# Step 3: Signature and Approval Relay Race



# Physical File Completion: Additional Documents



Foreign students who will be doing internships in Türkiye must obtain a work permit exemption certificate.  
Türkiye'de staj yapacak yabancı öğrencilerin çalışma izni muafiyet belgesi alması zorunludur.



# IF YOU ARE GOING TO DO AN INTERNSHIP ABROAD



- Completed Internship Application Form



- Photocopy of National ID Card or Passport



# Background: SGK Employment Notification

How does the system work in the background after you submit the documents?



# Finish Line: Delivery and Archiving



## To Be Delivered to the Company

- 1 Approved Internship Form
- 1 SGK Employment Start Notification
- EBYS Approval Letters



## To Be Kept for Yourself

Make sure to keep the scanned (soft-copy) versions of all documents in your own archive.

The entire process is complete. We wish you a successful internship period! ✨