

STEPS TO BE FOLLOWED

BY THOSE WHO WILL DO AN INTERNSHIP

1

Log in to MyKhas



<https://stumyk.khas.edu.tr/home#>

2

1) Log in to MyKHAS with your username and password

2) Click on the "Career" button in the upper left corner

3

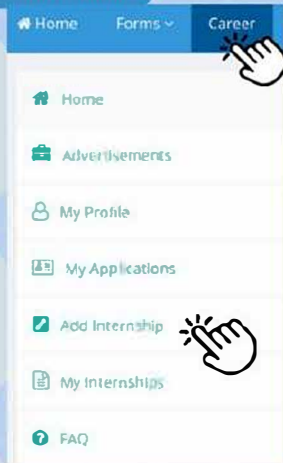
Click on "Add internship" and go to the internship application screen.

4

Fill out the internship form and send it for approval!!

5

Don't forget to check it in the My Applications section afterwards.



AFTER INTERNSHIP

- After you complete your compulsory internship, you must have the documents requested by your department (**internship notebook, internship form**) approved by the company at the end of each internship period.
- You must upload the approved **internship notebook and internship evaluation form** to MyKHAS by the **end of the fourth week of the academic semester following the internship.**
- Since some professors want to receive the internship notebook and/or form in person, **please contact your internship advisor to deliver the documents!**

IMPORTANT NOTES

- Before starting your internship, be sure to read the internship guidelines. You can access the guidelines on the faculty's website.
- If you want to do a volunteer internship and have your insurance paid by the university, you can apply by **selecting the volunteer internship option** without selecting a course code. If your advisor approves the internship, **your insurance will be covered by the school for a certain period of time.**
- You must enter your compulsory and voluntary internship applications through MyKHAS **at least 15 days before your internship begins.**
- Companies may ask you for an Insurance Entry Declaration and **Internship Form. You can download these documents from MyKHAS** after receiving approval from your internship advisor and financial affairs.
- You can request your Compulsory and Voluntary internship document via SPARKS and receive it with an e-signature.
- If you have any problems or questions regarding the process, you can send an e-mail to the Career Office :) **career@khas.edu.tr**



Career
Office