Department of Architecture Internship Application Guide

For the 4th and 6th semester students who have compulsory internship in their curriculum, after receiving acceptance from their internship places;

• Must fill in and sign the **Pandemic Period Face-to-face Education Agreement** on the "Internship" tab of the Department of Architecture website.

• After completing and signing the **Internship Application Form in 3 copies**, which can be found in the "Internship" tab of the Department of Architecture website, should receive the approval of the internship institution (signature and stamp).

• A scan (or a photo) of the signed document should be sent to the address mimarlik@istinye.edu.tr for the control of the internship commission. At this step, the suitability of the internship institution will be checked. Students who have completed their office internship are expected to do their construction site internship, and students who have completed their construction internship are expected to do their office internships.

• After the confirmation e-mail from the internship commission, the student must complete the original signed and stamped application form (3 copies) by receiving the signatures of the Head of Architecture Department and the Dean of Faculty of Fine Arts, Design and Architecture.**

• -Internship Application Form (with 3 copies),
  -Pandemic Period Face-to-face Education Agreement,
  - Passport photo
  - Copy of identity card
 It must be hand-delivered to ÖMER at least 20 days before the start of the internship.***

** Students are expected to comply with the following office hours to receive the signatures of the Head of the Department and the Dean.

Head of the Architecture Department
Zehra Tonbul
Office: V-505
Office Hours: Tuesday / 14.00-16.00

Dean of Faculty of Fine Arts, Design and Architecture
Uğur Tanyeli
Office: V- 430B
Office Hours: Thursday / 14.00-16.00

***Students can receive a copy of the completed Internship Application Form from ÖMER in order to give to the internship institution.