

## **Steps for the insurance process for those who will do the summer practice in North Cyprus or in Turkey**

1. Compulsory “Summer Practice Form” must be filled by student and sent to an appropriate company (3 Copies).
2. Confirmation from company (the company confirms by signing and stamping the “Summer Practice Form” that was sent by student).
3. Mechanical Engineering Department summer practice committee confirmation (approves and signs the “Summer Practice Form”).
4. Confirmation of the Faculty of Engineering (approves and signs the “Summer Practice Form”).
5. For each working day, 5 TL deposited to the bank account by student (bank receipt should be taken).
6. Bank receipt, compulsory “Summer Practice Form”, a form showing eligibility for national insurance\*, photocopy of ID card should be given to student’s registration office

**\*Only for students from the Turkish Republic (Müstehaklık belgesi)**

**Note: These steps should be completed at most 15 days before the student begins their summer training.**