

DOCUMENTS NEEDED FOR THE INTERNSHIP LETTERS

- **Documents needed for the students who are studying at TRNC or abroad and will do their internship at TRNC Government Offices:**

1. Internship application form obtained from <https://yobis.mebnet.net> (Staj Bilgisi ve Formu)
2. Student letter (up to date).
3. Internship requirement letter written by university.

Note: Students who are planning to do their internship at any departments of the Ministry of Health and hospitals, should apply to the related ministry directly.

- **Documents needed for the international students who are studying at TRNC universities and will do their internship at private companies:**

1. Internship application form obtained from <https://yobis.mebnet.net> (Staj Bilgisi ve Formu)
2. A petition written by the company to the Department of Higher Education and Foreign Affairs.
3. Student letter (up to date).
4. Internship requirement letter written by university.
5. Personal health insurance (done by the company).

Note: If the student is going to do his/her internship at the food department, a medical board report is needed.

- **Documents needed for the international students who are studying at TRNC universities and will do their internship at local hotels:**

1. Internship application form obtained from <https://yobis.mebnet.net> (Staj Bilgisi ve Formu)
2. A petition written by the hotel to the Department of Higher Education and Foreign Affairs.
3. Student letter (up to date).
4. Internship requirement letter written by university.
5. Personal health insurance (done by the university or the hotel).
6. Medical board report for the student. (Can be obtained either from the school or our department can require it from the Department of Basic Health Services. If the student brings a report from a private laboratory, it is sent to the Department of Basic Health Services for confirmation)

- **Documents needed for the students who are studying at the universities abroad and will do their internship at local private companies, hotels or food departments:**

1. Internship application form obtained from <https://yobis.mebnet.net> (Staj Bilgisi ve Formu)
2. A petition written by the hotel to the Department of Higher Education and Foreign Affairs.
3. Student letter (up to date).
4. Internship requirement letter written by university.
5. ID of Passport copy.
6. Personal health insurance (done by the company or the hotel).
7. Medical board report for the student. (If the student has one, it is sent to the Department of Basic Health Services for confirmation. If not, a letter is written to require it from the aforementioned department. When a positive answer comes, a conformity letter is written to the hotel or company.
8. When the conformity letter is written, an attached distribution will be done to;
 - a) Police Headquarters
 - b) The Ministry of Interior
 - c) The Ministry of Labour and Social Security
 - d) Internship period of a student cannot be more than 90 days.**
 - e) Students who are studying at the universities abroad and will do **VOLUNTARY** internship at local hotels or food departments, **A LETTER FROM SCHOOL IS NOT NEEDED.**



**KUZEY KIBRIS TÜRK CUMHURİYETİ
MİLLİ EĞİTİM VE KÜLTÜR BAKANLIĞI
YÜKSEK ÖĞRENİM VE DİŐİLİŐKİLER DAİRESİ**

Date: ___/___/_____

INTERNSHIP FORM

STUDENT INFORMATION			
Name - Surname:			
ID No: <i>(If Available)</i>		Place Of Birth:	Date Of Birth:
Passport No: <i>(For Foreign Students)</i>			
University:			
Department:		Mobile:	
Class:		E-Mail:	
<u>Address:</u>	SIGNATURE:		
PLACE OF INTERNSHIP / COMPANY INFORMATION			
NAME – TITLE:			
ADDRESS:			
PERIOD OF INTERNSHIP:		STARTING DATE:	COMPLETION DATE:
DEPARTMENT OF UNIVERSITY / INTERNSHIP SUPERVISOR:	SIGNATURE – STAMP:		
Name - Surname:			
Position & Title:			
Telephone Number:			
THIS AREA WILL BE FILLED BY THE OFFICAL (To be filled in case of need.)			
<u>STATEMENT:</u>			