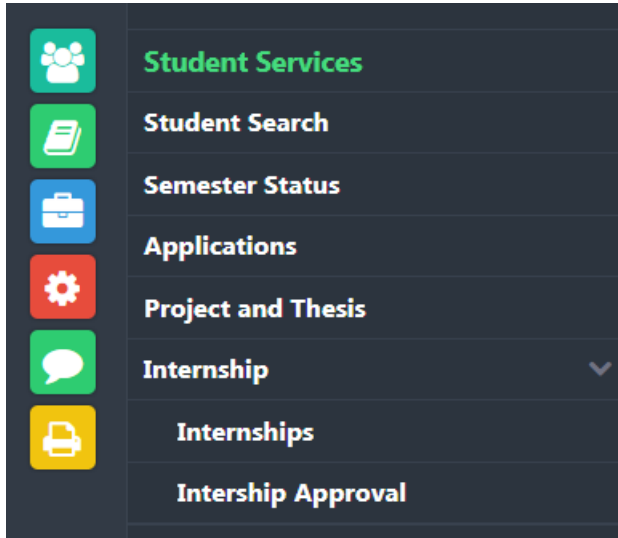




INTERNSHIP GUIDE FOR ACADEMICIANS

Students will apply for internships online via OIS. A summary follows of the internship application module's terms, conditions, procedures and requirements.

After logging into OIS, you will see Student Operations on the menu on the left; Internships is located under Student Operations.



There are options here: Internships and Internships Approval. The first screen enables you to list the internship applications made to your faculty/department. The second screen enables you to approve internship applications in Quick Approval format.

The Quick Approval screen is as follows.

Name	Major	Class	Institution	Start Date	End Date	Who Found	Status	Type	Acceptance Certificate	Insurance Entry Made	Insurance Exit Made	A
Show S.M.B	██████	██████	4	test	10.01.2024	02.02.2024	APPLICATION MADE PENDING APPROVAL	Compulsory Internship	Download Internship Application Form Document	NO	NO	☐ Approve ☐ Cancel

For the internship application to be approved, the students must upload 2 documents. You cannot approve the applications without these documents.

Check the uploaded documents using the "Show Internship Acceptance Certificate" and "Download Internship Acceptance Certificate" options. You will be redirected to the "Internships Approval" screen. There you will be able to view students' documents and give your approval.

Before giving approval, it is important to check whether the student has uploaded a document and the accuracy of the uploaded document.

I confirm that the documents uploaded by students are correct.. ☐

The approval process proceeds sequentially from Department Head to Dean to the Career Center.

If you suspect an error/problem in the internship application, you can cancel the application. Enter the reason for cancellation in the appropriate field on the "Internships Approval" screen, then click "Cancel" to terminate the application. Your reasons for cancelling the application will be visible to the applicant on the internship status screen.

Workplace	Start Date	Status		
test	10/01/2024	Canceled	Reason for Cancellation: No forms Apply New Application Internship Application Form Document Upload Internship Application Form Document Upload SPAS Certificate of Eligibility Download SPAS Certificate of Eligibility Download Internship Application Form Document	No Insurance Entry No Insurance Release

Your application will be deemed incomplete until you upload and send your wet-signed internship certificate and Spas Obscenity Certificate. After you upload your documents, the approval process of your internship application will start automatically.

During your internship application, you will receive information e-mails via your student e-mail with stu extension. You should follow your e-mail address.

[Click here to view the E-Government Insurance Entry and Exit Guide.](#)
[Click here for Frequently Asked Questions.](#)