EATEK-ISTANBUL
the training agency

PROFESSIONAL INTERNSHIP PROGRAMME

MANUAL

INTERNSHIPS in ISTANBUL

General Internships Program

As a result of the rapid evolution of the market and the economic globalization, we offer you the opportunity to broaden your horizons with these programmes that are particularly dedicated to improving specific technical language and gain a real work experience.

Throughout the internship, you will be assigned to a mentor from ERTEK who will be in regular contact with you and the placement company to ensure you have a smooth transition into the host company.

As soon as you arrive in Istanbul you will be proposed a one-week group course in Turkish (optional but we strongly recommend it) so that you can better familiarize yourself with the language. These classes are always in Turkish and serve as a support in addition to the internship.

Internship Work Areas

Economy, Bookkeeping, Finance, Marketing, Management, Law, Banking, Tourism, Journalism, Philology, Architecture, Design, Environment, Agriculture, Medicine, Veterinary, Sociology, Company Organization, Informatics Engineering, Industrial Engineering, Agronomic and Mountain Engineering, Chemical Engineering, Publicity, Nursery, History, Natural Parks, Mechanics, Pedagogy, Biology, Geology, Musicology, Art, Pharmacy, Geography, Social Education, Restoration, Theatre.

We are at your disposal to advise you if there is any vacancy in your particular area of interest.

Requirements of the internship:

- Maturity and responsibility.
- Ability to gain new experience and obtain Knowledge
- Age: from 19 to 30 years
- Intermediate or higher level of English.
- To be registered in an accredited University or similar academy or school.

Process:

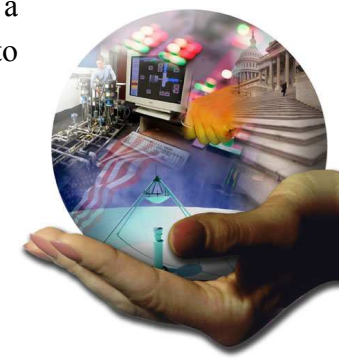
For processing it is necessary to present the required documents a minimum of 2 months in advance (though short-term applications are accepted if necessary). Once we received the application documents completely, they will be sent to several companies, until one of them is interested in the candidate. Approximately one week before the beginning of the internship we will send you all the documents, in which you will find the offer of the different work possibilities and the housing. The internship will be confirmed before the arrival and is not remunerated. It is possible that some companies can help the participant with the housing, subsistence etc ... though it is possible that they first make a decision once the internship begins and the efficiency of the candidate has been evaluated. The company is not convenated to support the candidate financially because they only do it on an optional basis.

Accommodation in Istanbul :

Ertek - Istanbul also offers housing in the city centre of Istanbul. We offer single and double rooms in shared flats / apartments together with other students (room to share), without you having to take care for anything. A single room in a shared apartment costs 240 € per month plus a one month deposit (the deposit is returned at the end of the stay if everything is in a good condition) and 40 € of administration fee.

Turkish courses in Istanbul: (when booked)

Before the beginning of the internship in Turkey we advise you to take part in a group Turkish course of at least one week duration.. This course takes 5 days (Monday to Friday) with four units per day at 50 minutes each.



Documentation to present:

- Curriculum Vitae in English
- 4 passport photos
- Completely filled in application form (in English)
- Photocopies of E-111 or private medical insurance for accidents (medical insurance for abroad)
- Specification of required field of business activity (interests, targets), the desired period and a cover letter for the company.
- Medical certificate
- Photocopy of University enrollment or photocopy of student´s union card Photocopy of passport
- Prepayment of 200 € (will be set against the total) for the application for an internship in Turkey

Notice: After the placement is confirmed we need to receive the contract from your university which permits the internship abroad and covers the period. The process will not begin till all documents have been received (by email and normal mail)

Included:

- **Search and placement in a Turkish company**
- **Sending of complete information before the arrival in Istanbul**
- **Transfer of the keys of the apartment after the arrival**
- **Mutual introduction of the company and the student by our coordinator of Ertek - Istanbul (Explanation of how to go to work)**
- **Feed back programme**

Not included:

- **Accommodation. Neither the facilitation of accomodation nor the payment of the rent is included. This has to be paid directly by the participant (one month's deposit is required).**
- **No medical insurance, or insurance for travel, accidents, or other injuries. In the case of an illness we do not assume liability**
- **Any other services not outlined in the previous paragraph (Included)**

Programme costs for an internship in Istanbul:

390 €

Accomodation booking fee: 40 € / person

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