Make sure that the company/institution send a letter to the Coordinator about your acceptance.

Fill in the **Summer Practice Application Form** and get it signed by the Summer Practice Coordinator.

Have the form stamped by Department Secretariat and leave a copy for her.

Hand in the original form to the company/institution.

Make sure that the company/institution send a letter to the Coordinator about your acceptance.

Fill out the **Student Information Form for summer practice on the webpage**.

Hand in the original form to the company/institution.

Have the form stamped by Department Secretariat.

Register for ENVE 300 or ENVE 400 in the following Fall Semester.

Submit your report at the beginning (Monday) of the 3rd week of the Fall Semester.

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Are you under the health insurance of your family/parents?

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Click “Var/Yes” for health insurance coverage in the form and submit it.

Fill out the **Form A**, sign it and submit it to Department Secretariat.

Fill out the **Form A**, sign it and submit it to Department Secretariat.

Click “Yok/No” for health insurance coverage in the form and submit it.

Fill out the **Form B**, sign it and submit it to Department Secretariat.

Fill out the **Form B**, sign it and submit it to Department Secretariat.

Remind them to mail the evaluation form to the Department securely.

Hand in the Evaluation Booklet to the company/institution when you start your practice.

Hand in the Evaluation Booklet to the company/institution when you start your practice.

Purchase the **Evaluation Booklet** from Mr. Cemalettin Akın. Attach 2 of your pics to the 3rd and 5th pages.

Fill in the 1st, 3rd, and 5th pages correctly. Have it signed and stamped by Department Secretariat.

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Form A: **ailesi_uzerinden_saglik_hizmeti_alanlar**

Form B: **ailesi_uzerinden_saglik_hizmeti_almayanlar**

In order to get the forms, go to the department’s webpage (http://www.enve.metu.edu.tr), click “Summer Practice”, and then, click “Steps to Follow”.

Your summer practice will be valid only for two semesters. If you do not submit your report in the following two semesters after your summer practice then you have to conduct another summer practice.