Make sure about the company/institution where you want to conduct your summer practice.

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

Have the form stamped by Ms. Gülçin Şahin and leave a copy for her.

Hand in the original form to the company/institution.

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

**Yes**

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

Fill out the **Form A**.

Sign it and submit it to Ms. Gülçin Şahin.

Fill in the 1st, 3rd, and 5th pages correctly. Have it signed and stamped by Ms. Gülçin Şahin.

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

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

**No**

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

Fill out the **Form B**.

Sign it and submit it to Ms. Gülçin Şahin.

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

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.

**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.**