

# Becoming an Intern – Documents and Procedures

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## FAQs

### 1. What documents are required to become an intern?

To start your internship at BAU School of Medicine, you must prepare and submit the following documents:

- **3 passport-size photos**
- **Proof of residence** (downloadable from the e-Government portal)  
→ *International students must also provide a copy of their passport*
- **Photocopy of your national ID card (front and back)**  
→ *International students must submit their residence permit or temporary protection card*
- **DenizBank IBAN number** (in your name)
- **Declaration and Undertaking Form 1** (*for Turkish citizens*)
- **Declaration and Undertaking Form 2** (*for international students*)
- **Work Permit Exemption Certificate** (*only for international students*)
- **Occupational Health and Safety Training Certificate**  
→ *To be obtained after completing the online Basic OHS Training on Its Learning and signed by the OHS Specialist*

### 2. Where and when should I submit these documents?

All documents must be submitted **in person** to the **Student Affairs Office at least one week before** your internship start date.

Early submission is highly recommended to avoid delays.



**Location:** Block A (Green Building), 1st Floor



**Office Hours:** Weekdays (Monday to Friday), **08:30 – 17:00**



*Closed for lunch between 12:00 – 13:00*

### 3. Can I submit the documents via email or online?

No, all documents **must be submitted in person**. Online or email submissions are **not accepted**. You need to hand in printed and signed copies directly to the Student Affairs Office.

### 4. What happens if I miss the deadline for document submission?

Failing to submit your documents on time may cause a delay in the official start of your internship.

You will **not be registered as an intern** until all required documents are received and approved.

This may also affect your **graduation timeline**.

### 5. Where can I get the Declaration and Undertaking Forms?

You can obtain the forms in two ways:

1. **Physically** from the **Student Affairs Office**
2. **Online** via the following link:



[Declaration and Undertaking Forms – Download Here](#)

### 6. How can international students obtain the Work Permit Exemption Certificate?

This step is **only for non-Turkish citizen students**.

You must apply for the **Work Permit Exemption Certificate** through the official website:



<https://emuafiyet.csgeb.gov.tr/signin>







**Important Notes:**

- Please complete this step **as early as possible**. Document approval may take time and **delay your internship registration**.
- The application requires you to upload the following documents:
  1. **Passport scan** – including both the main ID page and your most recent **entry stamp page**
  2. **Proof of residence (İkamet Belgesi)** – downloadable from the e-Government portal (*same document used for your residence permit*)
  3. **Internship Certificate** – to be provided by the Faculty (Student Affairs)

## 7. How do I complete the Occupational Health and Safety (OHS) Training and get the certificate signed?

As you approach the transition to the internship phase, it is essential for all intern students to complete the **Basic Occupational Health and Safety (OHS) Training**. This is a **mandatory** requirement.




### Steps to Access the Training

1.  **Log in to your Its Learning account**  
 → Open your browser and log in to your account before clicking the training link.  
 → *If you try to access the link without logging in, the system may show an error.*
2.  **Go to the training page**  
 → Copy and paste this link into your browser after logging in:  
[Basic OHS Training Link](#)
3.  **Register for the course**  
 → Click the “**Register**” button on the page.
4.  **Access the training**  
 → After registration, go to the **Courses** section of Its Learning to begin the training.

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### Certificate Signature Process

Once you complete the training:

-  **Get your certificate signed** by the **OHS Specialist, Mehmet Emin Kılıç**, located on the **ground floor of Block B**, Göztepe Medical Faculty Campus.
-  **Make an appointment** before visiting:  
 → Email: [mehmetemin.kilic@bau.edu.tr](mailto:mehmetemin.kilic@bau.edu.tr)
-  **Working hours:** Fridays, **09:00 – 17:00**