Summer Training System (STS) Instructions

After logging into STS with your Bilkent student ID via SRS, please follow the steps below:

Step-1: Create your internship application by clicking on "**Create New Application**" button on the opening page.

Your Applications

+ Create New Application

Type	Course & Prerequisite	Company / Institution	Training Start Date	Training End Date	Status

Step-2: Select your training type from the "**Select Training Type**" pull-down menu

Select Training Type

Mandatory Summer Training
Voluntary Summer Training

Step-3: Search for the company where you are planning to conduct your internship from the "**Company**" section. If you click the "**Search**" button, you can see the entire list of approved companies. If the company that you are planning to conduct your internship with is available on the list, select the company.

Search Company or Institution

Company / Institution Title	City	Country	Department Approval	
		Türkiye	All	Q Search

Search Results

Company / Institution Title	City	Country	Department Approval		
: Sosyo Plus Bilgi Bilisim Teknoloji Ticaret Anonim Sirketi(Insider)	İstanbul	Türkiye	Not Approved	✓ Select	Details
AB Mikro Nano - Aselsan Bilkent Mikro Nano Teknolojileri San. ve Tic. A.Ş.	ANKARA	Türkiye	Not Approved	✓ Select	Details
Abalıoğlu Lezita Gıda San. A.Ş.	İzmir	Türkiye	Not Approved	✓ Select	Details
ABC Deterjan San. Tic. A.Ş.	İstanbul	Türkiye	Not Approved	✓ Select	Details
ABS Alçı Ve Blok Sanayi A.Ş.	Mersin	Türkiye	Not Approved	✓ Select	Details
ACCELERATE SİMÜLASYON BİLİŞİM TEKNOLOJİLERİ MÜHENDİSLİK DANIŞMANLIK A.Ş.	Ankara	Türkiye	Approved	✓ Select	Details
Ace Trading	İstanbul	Türkiye	Not Approved	✓ Select	Details
Acıbadem Sağlık Grubu Genel Müdürlük	İstanbul	Türkiye	Not Approved	✓ Select	Details
Acrome Robotics	İstanbul	Türkiye	Approved	✓ Select	Details
Acrome Robotik Mekatronik Sistemleri Sanayi Ticaret A.Ş.	İstanbul	Türkiye	Approved	✓ Select	Details

Showing 1 to 10 of 1470 results   ‹ 1 2 3 4 5 6 7 8 9 10 ... 146 147 ›

+ Add New Company or Institution

Step-4: After making sure that the company you are planning to conduct your internship is not available on the list, click "**Add New Company or Institution**" button and register your company on STS by entering all the required information of the company. Specify the unit/department in which you will conduct your internship within the company.

> **NOTE:** Please enter the full trade name of the company as the "Company Title" (e.g. "Türk Havayolları A.Ş.", NOT "THY"!)

Step-5: Upload your Acceptance Letter as a `pdf` file on STS.

Step-6: If the company that you are planning to conduct your internship with is available on the list but not approved by your department, select the company, and click "**Submit for Approval**" button. If your Department Internship Coordinator approves the company for your department, you will receive an approval email from STS, and can continue with your application process.

Application Type	Mandatory Summer Training
Course	ME 299
Prerequisite	Not Satisfied
Company / Institution	ANİMARİ VETERİNERLİK İLAÇ HAYVANCILIK KOZMETİK İTH. İHR. SAN. VE TİC. LTD. ŞTİ.
Department / Unit	Üretim
Acceptance Letter	View

Save as Draft   Submit for Approval

Step-7: Select your internship dates from the calendar on STS.

Application Type
Voluntary Summer Training

Application Steps

1. Company / Institution   Mandatory
2. Acceptance Letter   Mandatory
3. Training Dates   Mandatory
4. Insurance   Mandatory
5. Preview & Submit

← Return to Home Page

Training Dates

Training Start Date
2025-06-03

Training End Date
2025-06-30

☐ Saturdays are included in the training period.

Number of Days: 20

Save and Continue →

Step-8: Select your insurance status during your internship from the list menu on STS.

- If your internship is in Türkiye, your insurance will be covered by the university. If you would like to do so, select "**University will provide the insurance**".

- In some cases, the company would like to cover your insurance. If this is the case, select "**The company will provide the insurance**"

- If your internship is abroad, select "**Company abroad will provide the insurance**"

Insurance

● University will provide the insurance.
○ The company will provide the insurance.
○ Company abroad will provide the insurance.

Save and Continue →

Step-9: After completing Step-1 to Step-8, click "**Submit for Approval**". If your application is not complete, you can click on "**Save as Draft**" at any point to continue later with your application process.

> **NOTE:** Once you submit your application, your application summary will be available on the screen including your Acceptance Letter.

Step-10: Once the mentor for your Summer Training is assigned, click on "**Add New Mentor**" button and fill out the required information of your mentor on STS.

Step-11: Upon the completion of your Summer Training, you must upload your Summer Training Report on STS according to your department's guidelines.