

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

Search Results

| Company / Institution Title | City | Country | Department Approval | | |
|----------------------------------------------------------------------------|----------|---------|---------------------|---------------------------------------|----------------------------------------|
| : Sosyo Plus Bilgi Bilişim Teknoloji Ticaret Anonim Şirketi(Insider) | İstanbul | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| AB Mikro Nano - Aselsan Bilkent Mikro Nano Teknolojileri San. ve Tic. A.Ş. | ANKARA | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| Abaloğlu Lezita Gıda San. A.Ş. | İzmir | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| ABC Deterjan San. Tic. A.Ş. | İstanbul | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| ABS Alçı Ve Blok Sanayi A.Ş. | Mersin | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| ACCELERATE SİMÜLASYON BİLİŞİM TEKNOLOJİLERİ MÜHENDİSLİK DANIŞMANLIK A.Ş. | Ankara | Türkiye | Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| Ace Trading | İstanbul | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| Acıbadem Sağlık Grubu Genel Müdürlük | İstanbul | Türkiye | Not Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| Acrome Robotics | İstanbul | Türkiye | Approved | <input type="button" value="Select"/> | <input type="button" value="Details"/> |
| Acrome Robotik Mekatronik Sistemleri Sanayi Ticaret A.Ş. | İstanbul | Türkiye | Approved | <input type="button" value="Select"/> | <input type="button" value="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”!)

Add New Company or Institution ×

Company / Institution Title **Mandatory**

Phone **Optional**

Address **Mandatory**

City **Mandatory**

Country **Mandatory**

Türkiye ▼

Email Address **Optional**

Web Address **Mandatory**

Sector **Optional**

Enter below the department or unit within the company/institution where you will be doing your summer training.
Please check the CS internship FAQ page: “How can I add a new company”.

Department / Unit **Mandatory**

Justification for Approval **Mandatory**

Save & Select Close

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

Acceptance Letter

You must upload a document which states that you have been accepted for summer training by the company/institution. This acceptance letter can be a file in PDF format or a picture taken of the document in JPG format.

Click “Choose File” to find the acceptance letter file on your computer. Then click “Upload”.

Acceptance Letter File **Mandatory**

Dosya Seç Dosya seçilmedi

Upload

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 | Training Dates |
| Application Steps | Training Start Date |
| 1. Company / Institution Mandatory | 2025-06-03 |
| 2. Acceptance Letter Mandatory | Training End Date |
| 3. Training Dates Mandatory | 2025-06-30 |
| 4. Insurance Mandatory | <input type="checkbox"/> Saturdays are included in the training period. |
| 5. Preview & Submit | Number of Days: 20 |
| ← Return to Home Page | 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.

Preview and Submit

| | |
|------------------------------|----------------------------------------|
| Application Type | Voluntary Summer Training |
| Company / Institution | Acrome Robotics |
| Department / Unit | Üretim |
| Acceptance Letter | View |
| Training Start Date | Tue, Jun 3, 2025 |
| Training End Date | Mon, Jun 30, 2025 |
| Number of Days | 20 days |
| Insurance | University will provide the insurance. |

[Save as Draft](#) [Submit for Approval](#)

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.

Your Applications

[+ Create New Application](#)

| Type | Course & Prerequisite | Company / Institution | Training Start Date | Training End Date | Status | Actions |
|-----------|-------------------------------|------------------------------------------------|---------------------|-------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mandatory | CS 399 Satisfied | ASELSAN ELEKTRONİK SAN. VE TİC. A.Ş. (GÖLBAŞI) | Mon, Jun 24, 2024 | Mon, Aug 5, 2024 | Approved | View Mentors Edit Description of Scope Upload Training Report Training Evaluation Form (English) Training Evaluation Form (Turkish) |

Mentors

[+ Add New Mentor](#)

| Name | Email Address | Phone Number | Position |
|--------------------------------|---------------|--------------|----------|
| No mentor entry has been made. | | | |

Add New Mentor

Name Mandatory

Email Address Optional

Phone Number Optional

Position Optional

[Save](#)

[Close](#)

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