

- **Which documents should be submitted at the start of the internship?**

Please [click](#) here for the required documents.

- **What is the deadline for submitting the required documents for internship?**

After all due approvals are obtained, internship documents must be submitted in their entirety to the faculty administrative secretary either in person or via email at least three days before the start day of internship. Please [click](#) here for the contact details of the faculty secretary.

- **Will I be enrolled in Social Security by the University?**

Yes, the University will cover part-time employee insurance.

- **Can I complete my internship in the Fall and Spring semesters?**

You can. However, make sure that your internship days do not overlap with the courses you take during the semester, and you have at least two free days, including Saturdays.

- **How many days of internship do I have to complete?**

You must complete 40 days of internship in total in order to be eligible for graduation. You can complete your 40-day internship in one go, or break it down into two separate 20-day stages (20+20). For more, you may contact your faculty administrative secretary. Please [click](#) here for the contact details of the faculty secretary.

- **Can I complete my internship in another city or abroad?**

Yes, you can.

- **I will complete my internship abroad. Will I have social security coverage?**

The University will cover your part-time employee insurance.

- **I have been enrolled in social security for my internship but I wish to cancel my internship. What should I do?**

You may request your employer to issue a letter regarding your intent to terminate your internship, and then you may submit your internship termination request together with your employer's letter to the [faculty administrative secretary](#). The letter issued by your employer must include the start and end date of your internship.

- **I have been enrolled in social security for my internship but I wish to change the dates of my internship. What should I do?**

You must revise your mandatory internship form with the new dates, and you must have your date change request and the revised mandatory internship form approved (and stamped) by your employer. Once you obtain the necessary approvals, you must submit your request and the revised form to the [Faculty Administrative Secretary](#).

- **When and to whom do I have to submit my internship report?**

You must submit your internship report to your academic advisor within 1 month after the end of the internship.

- **My internship sponsor will pay my Social Security premiums. Will the University still enroll me in Social Security?**

Yes. In mandatory internships, it is legally required to enroll the student in Social Security. Specifically, the University covers short-term insurance for internships (i.e. against workplace accidents and occupational diseases, or illnesses.) The intern will be enrolled in Social Security under a different status, even if s/he has Social Security coverage by his/her employer. In summary, in dual coverages provided by different employers, one plan does not affect the other.

- **I am a double major student. Do I need to complete an internship in my secondary major as well?**

Faculty of Business students who double major in the programs of the Faculty of Business are not required to complete internships in their secondary majors. It is sufficient for these students to complete the internship requirements of their primary majors.

- **I hear about two types of internships at OzU. What is the difference between mandatory (credit) and optional (non-credit) internship?**

Optional Internship (Non-Credit Internship): These are NON-CREDIT internships overseen by the Professional Development Unit. You may consult the Professional Development Unit for this type of internships.

Mandatory Internship (Credit Internship): These are the CREDIT internships listed among your academic program's graduation requirements. Mandatory internships are overseen by the Faculty of Business.