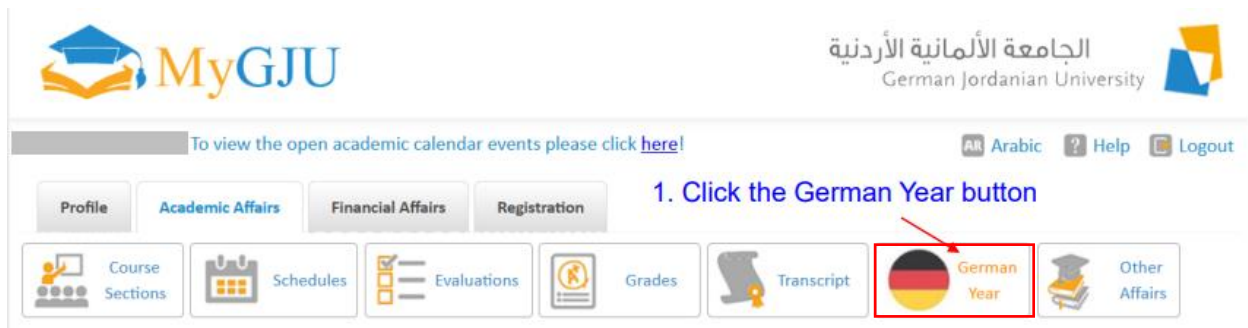
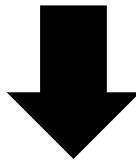
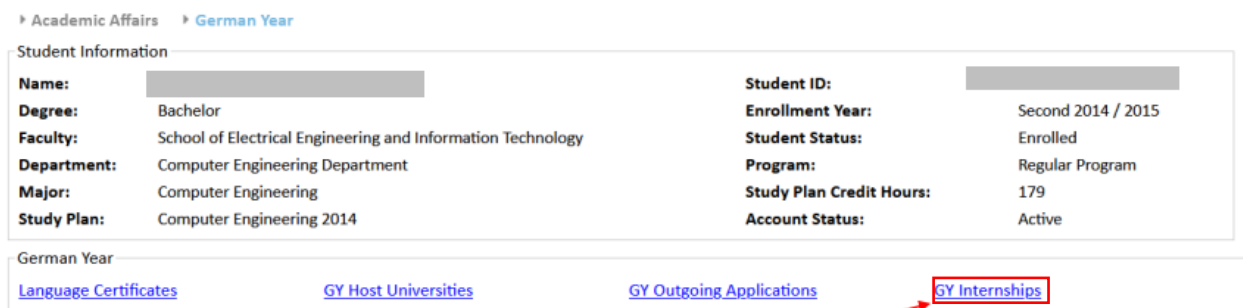


Adding internship contract

In order to get our official approval, you need to upload your contract on **MyGJU** as soon as you receive it, please make sure that these requirements are included in your contract:

1. Duration of your internship.
2. Tasks and responsibilities should be related to your major.
3. Working hours, at least 35 hours per week.
4. Signed by you and the company.

to upload your contract on **MyGJU**, please follow the steps:

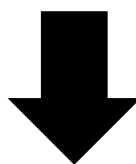




Student Information	
Name:	[Redacted]
Degree:	Bachelor
Faculty:	School of Electrical Engineering and Information Technology
Department:	Computer Engineering Department
Major:	Computer Engineering
Study Plan:	Computer Engineering 2014
Student ID:	[Redacted]
Enrollment Year:	Second 2014 / 2015
Student Status:	Enrolled
Program:	Regular Program
Study Plan Credit Hours:	179
Account Status:	Active

German Year

[Language Certificates](#) [GY Host Universities](#) [GY Outgoing Applications](#) [GY Internships](#)

2. Click the GY Internships link

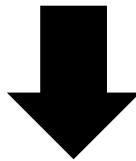


Note: For eligibility to apply to the GY internship, you must have an approved GY outgoing application

GY Internships				
	Internship Id	Internship Status	Year	Semester
	1	Approved	2020	First
<div> Edit  Delete</div>				

Total Rows: 1

 Back  Add  Click the Add button to add a new GY internship










After clicking the Add or Edit internship button, you will be navigated to this page

Enter the information of the internship company

Enter the internship duration

Make sure to always save the entered information

 Course Sections  Schedules  Evaluations  Grades  Transcript  German Year  Other Affairs

Academic Affairs > German Year > GY Internships > Edit Application

GY Internship

Internship Year: 2020

Internship Semester: First

Internship Status: Pending

Company Information

Company Name: *

Street/P.O. Box: *

City: *

ZIP Code: *

Country: *

Website:

Contact Person: *

Email: *

Phone No.: *

Internship Duration




From Date: *

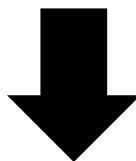
To Date: *

Number of Weeks: 21

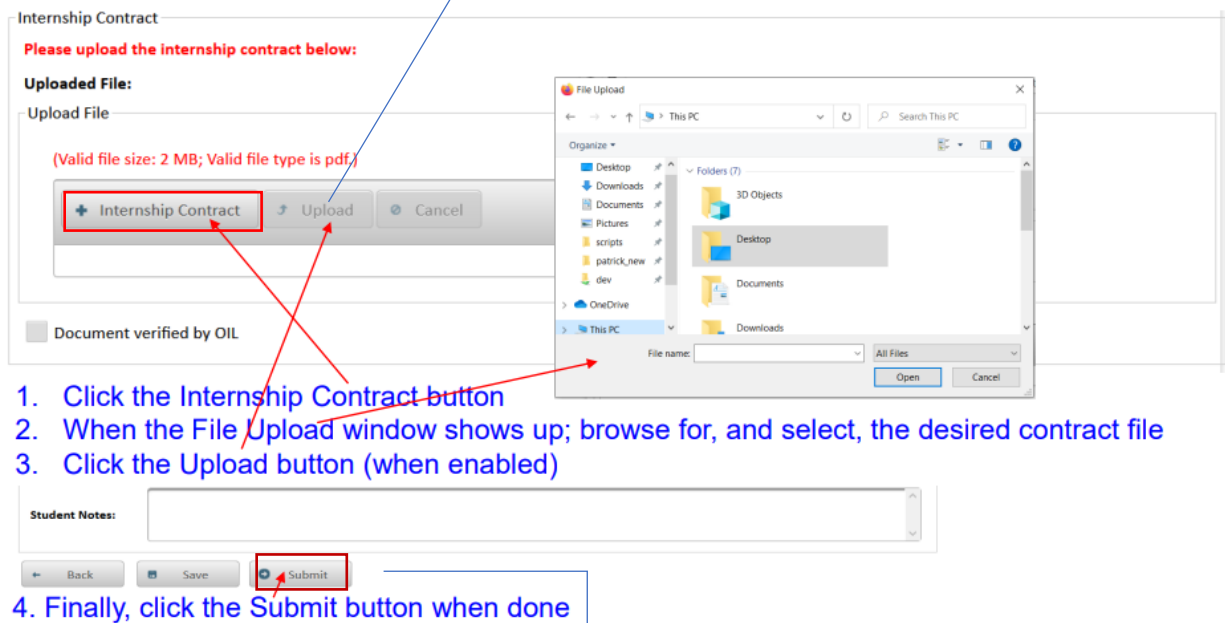
Number of Extra Days: 6

Student Notes:

 Back  Save  Submit



- If the pdf's size is more than 2MB, compress the pdf then try to upload it again.
- the contract can't be uploaded, convert the file to image and then re-convert it to PDF and then try to upload it again.



Don't forget to press the submit button in order to Approve your internship application.

We wish you all the best of luck 😊