Online Internship Document Submission Application System

User Guide

We are pleased to announce about the new online system for students to submit their Social and Corporate Internships documents.

Following are the guidelines on how to submit your documents online:

1) Login to Student Facilitation System

Login to Student Facilitation system with your Wi-Fi credentials. Link is given below: https://ibaapps.iba.edu.pk/sfs

2) Select Internship Documents Submission Application

Select 'Submit Internship Documents' application from the available menu of applications.

3) Upload Internship Documents

Click 'Upload Internship Documents' option.

4) Fill out the form and submit

The system is integrated with the ERP therefore, your basic details such as name, ERP number, email address, phone, academic program and career/level will automatically appear on your screen. You are required to fill in the following details:

i. Nature of Internship: Select 'Social' or 'Corporate' whichever is applicable

ii. Company/Organization: Select the 'Company' or 'Organization' where you have interned. In case, you do not find the name of the organization in the list, email us the name of the company/organization at cdc@iba.edu.pk

iii. Supervisor's Name

iv. Supervisor's Designation

v. Supervisor's Phone number

vi. Supervisor's Email address

vii. Start Date: Date when you started your internship

viii. End Date: Date when you completed your internship

ix. Exp./Actual Graduation Year: Expected or Actual Graduation Batch

x. Upload Report: Upload your Internship Report

xi. Upload internship completion certificate/letter. Make sure that your letter should match the start and end date mentioned above

xii. Appraisal: Upload scanned copy of your Appraisal or Evaluation form, which is to be filled by your supervisor. The form is available on IBA Career Development Center's website at https://cdc.iba.edu.pk/News/internship-evaluation-form.pdf

All fields are mandatory except for the evaluation form which your supervisor may email/courier it to us directly. However, if you have the evaluation available with you, you can scan and upload it as well.

After completing all the requirements, click 'Submit' button. An automatic email will be sent on your email address (as per your ERP) from the system as an acknowledgment of your provided details and documents.

5) Wait for our Response

Your submitted documents will be reviewed by the CDC representatives. After scrutiny, your documents will either be 'Approved' or 'Rejected' accordingly. In both the cases, you will be notified by a system generated email. However, we advise you to check the status of your submission on the home page of the application under 'Action by CDC' header.

In case of rejection, students will be provided with the reason(s) which they will have to clarify/rectify either through email or by providing the missing information/document through another entry.

Contact:

Email: cdc@iba.edu.pk

Phone: 92-21-38104700 | Ext. 1179, 1176, 1183