

# Online Internship Document Submission Application System

## User Guide

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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 ERP credentials. Link is given below:  
<https://webapps.iba.edu.pk/sfs/home/login>

### 2) Select Internship Documents Submission Application

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

The screenshot displays the 'Students Facilitation System' dashboard. At the top, the IBA Institute of Business Administration Karachi logo is visible on the left, and navigation links for 'USER GUIDE', 'DASHBOARD', and 'LOGOUT' are on the right. Below the header, a dark red bar contains the text 'STUDENT'S NAME (ERP NUMBER)'. The main area features a grid of application categories, each with a representative image and text. The categories are: MAKEUP EXAM, ATTENDANCE, CREDITS TRANSFER, INTERNATIONAL SUMMER PROGRAMS, INFORMATION SESSIONS FOR INTERNATIONAL OPPORTUNITIES, WELFARE FUNDING, VISA LETTERS, NOC FOR USEFP UGRAD PROGRAMS, EXCHANGE PROGRAMS, OTHER ACADEMIC ISSUES, FINANCIAL ISSUES, FEEDBACK, INTERNAL TRANSFER, and SUBMIT INTERNSHIP DOCUMENTS. The 'SUBMIT INTERNSHIP DOCUMENTS' category is circled in red.

### 3) Upload Internship Documents

Click 'Upload Internship Documents' option.

The screenshot shows the IBA Institute of Business Administration Karachi Students Facilitation System. The main heading is "Online Internship Doc Submission". A red circle highlights the "Upload Internship Document" button. Below this is a table with the following data:

Reference #	Nature of Internship	Company Name	Date of Submission	Action Date	Comments	Action by CDC
11	Social	IBA	29/08/18			IN REVIEW/PROCESS

At the bottom, it says "Showing 1 to 1 of 1 entries" and has "Previous" and "Next" navigation buttons.

### 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](mailto: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.

## Application for Internship Documents Submission

NOTE: If you want to change any personal details, please go to ERP, make the required change(s) then please refresh this page before proceeding.

Name:	<input type="text" value="Student Name"/>
ERP ID:	<input type="text" value="Student's ERP"/>
Email Address:	<input type="text" value="Student's Email"/>
Phone:	<input type="text" value="Student's Number"/>
Existing program:	<input type="text" value="Program"/>
Academic Career:	<input type="text" value="Academic Career"/>
Nature of Internship	<input type="text" value="Select Nature of Internship"/>
Company/Organization	<input type="text" value="Select Company"/> <input type="checkbox"/> I do not find my company in the list.
Supervisor's Name:	<input type="text"/>
Supervisor's Designation:	<input type="text"/>
Supervisor's Phone:	<input type="text"/>
Supervisor's Email Address:	<input type="text"/>
Start Date:	<input type="text"/> <input type="button" value="📅"/>
End Date:	<input type="text"/> <input type="button" value="📅"/>
Exp./Actual Graduation Year	<input type="text" value="Select Exp./Actual Graduation Year"/>
Upload Report:	<input type="button" value="Choose File"/> No file chosen
Upload internship completion certificate/letter:	<input type="button" value="Choose File"/> No file chosen
Appraisal:	<input type="button" value="Choose File"/> No file chosen

### 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.

### Online Internship Doc Submission

Upload Internship Document Search:

Reference #	Nature of Internship	Company Name	Date of Submission	Action Date	Comments	Action by CDC
7	Social	The Citizens Foundation	28/08/18	29-08-2018	NA	<b>APPROVED</b>
9	Corporate/Research	A.F Fergusons	28/08/18	28-08-2018	Incomplete Document(s)	<b>REJECTED</b>

Showing 1 to 2 of 2 entries Previous **1** Next

Contact:

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