

SUMMER INTERNSHIP PROGRAM

ONLINE ACCESS USER GUIDE

Prepared by State Bank of Pakistan



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1. Brief Overview

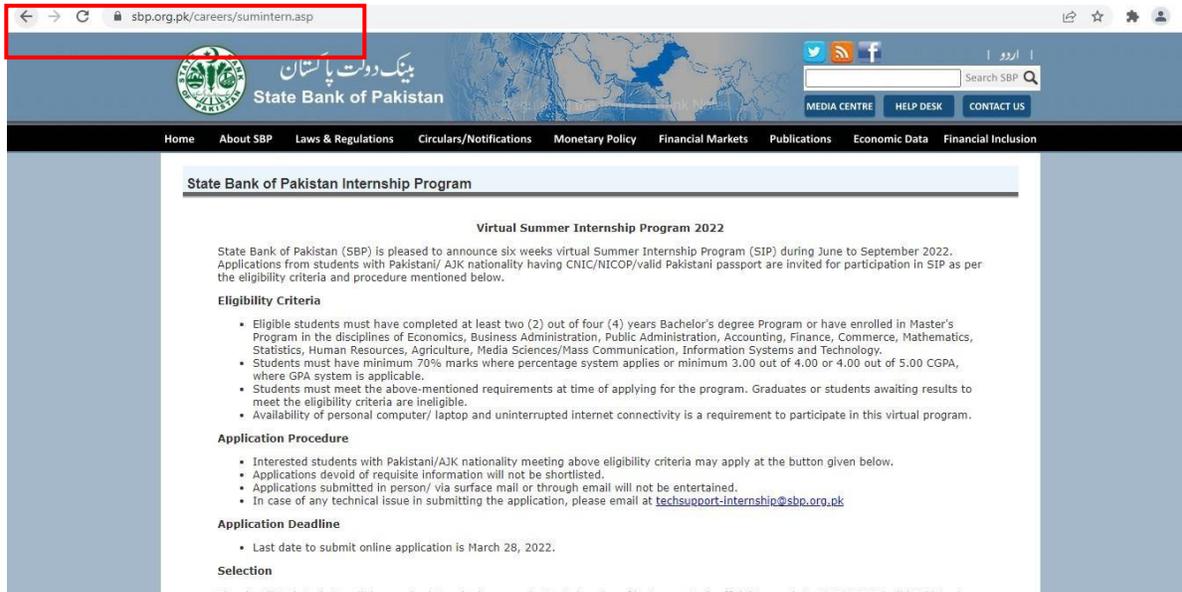
State Bank of Pakistan (SBP) is pleased to announce six weeks Summer Internship Program (SIP) during June to July 2023. Applications from students with Pakistani/ AJK nationality having CNIC/NICOP/valid Pakistani passport are invited for participation in SIP as per the eligibility criteria and procedure as mentioned on the website.

2. Technical Guidelines

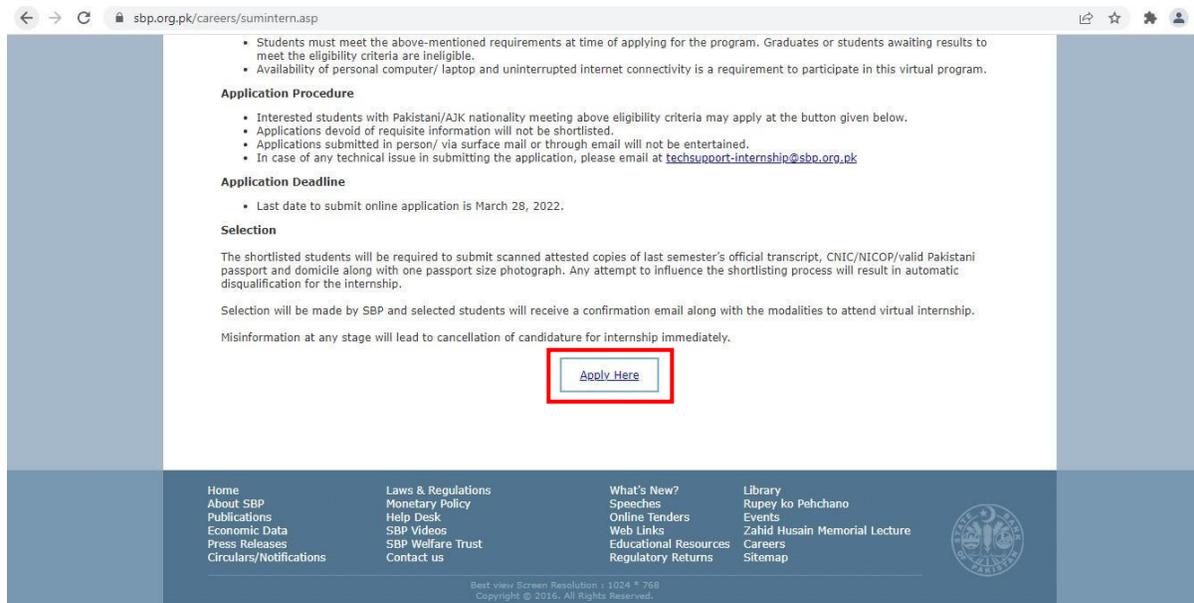
- It is recommended to use this web application on laptop, desktop and android devices.
- Fields with * sign are mandatory fields.
- Following is the incompatible web browsers for OS / Devices that are not intended to use for this application:
 - ✓ Internet Explorer (Windows OS / Android)

3. Steps to apply for ‘Summer Internship Program 2024’

- Open the Internship Link in one of the supported browsers.



- Click on ‘Apply Here’ button.



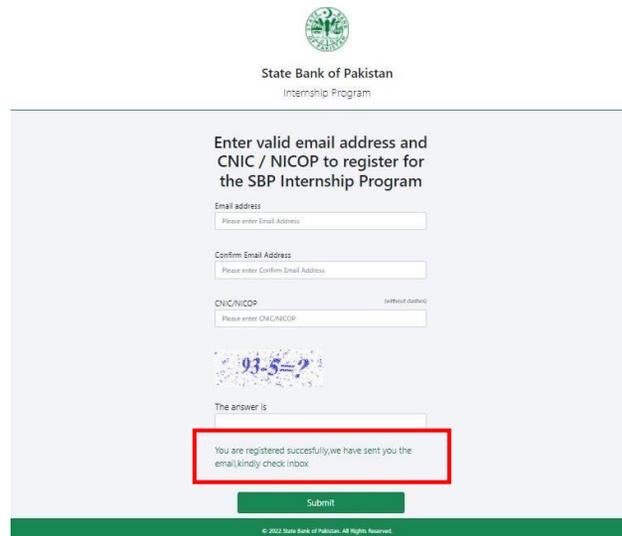
- Registration screen for Internship Program will be opened.

2.1 Registration Screen

- Enter valid email address in **‘Email Address’** field.
- Now, enter same email address in **‘Confirm Email Address’** field.
- **‘Email Address’** and **‘Confirm Email Address’** must match.
- The format of email address should be correct.
For e.g., ‘name@domain.com.pk’ or ‘name@domain.com’ like ‘Example@gmail.com’.
- Don’t enter spaces, as spaces are not allowed in email address field.
- Enter CNIC or NICOP number in **‘CNIC/NICOP’** field.
- **‘CNIC/NICOP’** must be 13 characters long.
- The format of field should be without dashes.
For e.g., ‘4250100000000’.
- Then enter ‘Captcha’ in highlighted field and click on **‘Submit’** button.

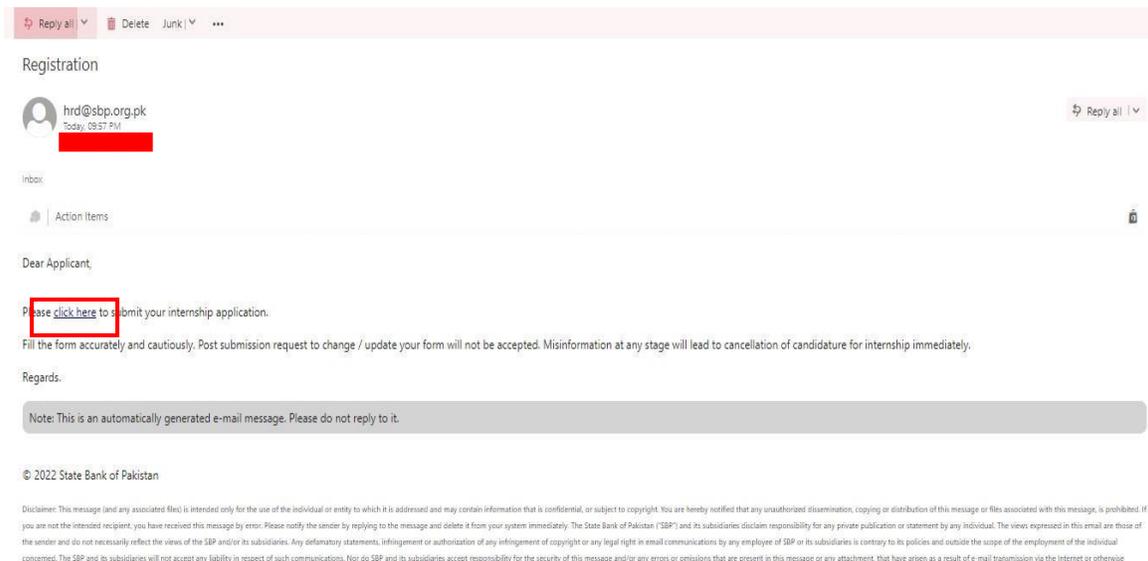
- A success message will be shown on screen above **‘Submit’** button:

‘You are registered successfully, we have sent you the email, kindly check inbox.’



The screenshot shows the registration page for the State Bank of Pakistan Internship Program. At the top, there is the SBP logo and the text "State Bank of Pakistan Internship Program". Below this, a heading reads "Enter valid email address and CNIC / NICOP to register for the SBP Internship Program". The form includes fields for "Email address", "Confirm Email Address", and "CNIC/NICOP" (with a note "without dashes"). A CAPTCHA image with the number "93-5-2" is displayed. Below the CAPTCHA, there is a field for "The answer is". A red box highlights a success message: "You are registered successfully, we have sent you the email, kindly check inbox." Below the message is a green "Submit" button. At the bottom, there is a small copyright notice: "© 2022 State Bank of Pakistan. All Rights Reserved."

- You will receive an email on the provided email address, for continuation of registration process.
- Click on **‘Click here’** link in order to submit the internship application.



- Now, the application screen is launched where two options are given and by-default **‘Pakistani national studying in domestic University’** radio button is selected:
 - ✓ Pakistani national studying in domestic University
 - ✓ Pakistani national studying in international University

- For any of the above selected option, relevant information is required to put into the subsequent sections:
 - ✓ Personal Information
 - ✓ Emergency Contact Details
 - ✓ Bachelor's Information
 - ✓ Master's Information (if required)



State Bank of Pakistan
Internship Program

Pakistan national studying in domestic University
 Pakistan national studying in international University

Personal Information

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>
<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	
<input style="width: 95%;" type="text"/>		

Emergency Contact Details

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>

Bachelor's Information

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
<input checked="" type="radio"/> CSRS	<input style="width: 30%;" type="text"/>	<input style="width: 95%;" type="text"/>	
<input type="radio"/> PAFIC/NUIC/CF	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>	
<input style="width: 95%;" type="text"/>			
<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 25%;" type="text"/>	<input style="width: 95%;" type="text"/>
<input style="width: 25%;" type="text"/>			

Submit

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2.1.1 Pakistani national studying in domestic University

2.1.1.1 Personal Information

Enter data in all mandatory fields and optional fields (if required) that exists in ‘**Personal Information**’ section.

➤ **Full Name**

- ✓ Only characters are allowed in this field.

Full Name *

Enter only characters in fullname

➤ **Father Name**

- ✓ Only characters are allowed in this field.

Father Name *

Enter only characters in father's name

➤ **Email Address**

- ✓ This field is auto-populated and read-only.

Email Address *

➤ **CNIC/NICOP**

- ✓ This field is auto-populated and read-only.

CNIC/NICOP *

➤ **Mobile Number**

- ✓ Only numbers without dashes are allowed in this field.

Mobile Number *

+

Enter only Numbers in Mobile Number

➤ **Gender**

- ✓ Select gender from drop-down list.

➤ **Date Of Birth**

- ✓ Age must be 18 years or above.

Date Of Birth *

09/Jun/2000



➤ **Landline Number (optional)**

- ✓ Only numbers without dashes are allowed in this field.

Landline Number

+ 92322-1234567

Enter only Numbers in LandLine

➤ **Domicile Province**

- ✓ Select a province from drop-down list.

➤ **Domicile City**

- ✓ Select a city from drop-down list.

➤ **Residential Address**

- ✓ Write your complete residential address.

2.1.1.2 Emergency Contact Details

Enter data in all mandatory fields and optional fields (if required) that exists in ‘Emergency Contact Details’ section.

➤ **Full Name**

- ✓ Only characters are allowed in this field.

Full Name *

Aaliya Ali1

Enter only characters in Emergency Full Name

➤ **Residential Address**

- ✓ Write your complete residential address.

➤ **Relation**

- ✓ Only characters are allowed in this field.

Relation *

Sister1

Enter only characters in Emergency Realtion

➤ **Contact**

- ✓ Only numbers without dashes are allowed in this field.

Contact *

+

Enter only Numbers in Emergency Contact Number

➤ **Email**

- ✓ Email address must be in correct format and without spaces.

Email *

Invalid Email Address , spaces are not allowed

2.1.1.3 Bachelor's Information

Enter data in all mandatory fields and optional fields (if required) that exists in '**Bachelor's Information**' section.

➤ **Qualification**

- ✓ Select your qualification from drop down list.
- ✓ 'Current Semester' drop will be populated when 'Qualification' is selected.

Qualification *

Select Qualification Type

OTHERS

BS

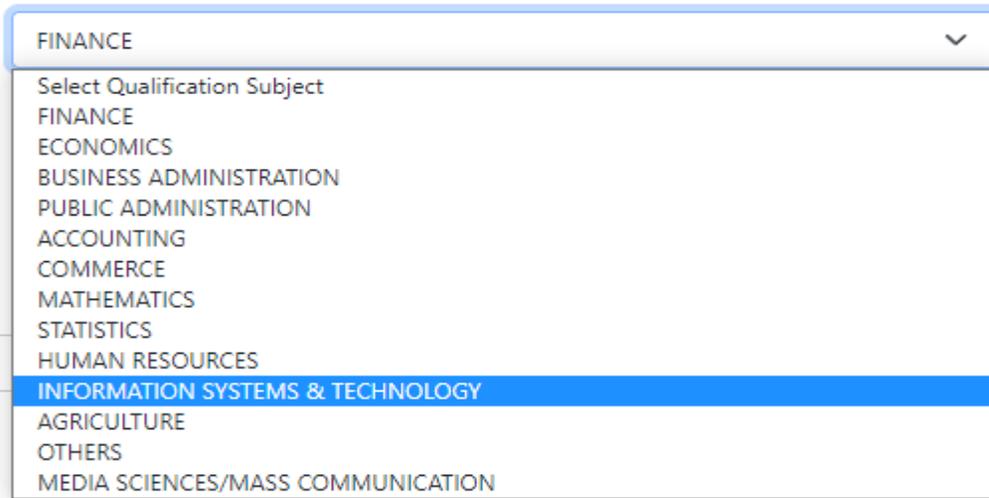
BBA

B.COM

➤ **Field Of Study**

- ✓ Select your field of study from drop down list.

Field Of Study *



A dropdown menu with a blue border and a downward arrow on the right. The selected item is "FINANCE". The list of options includes: "Select Qualification Subject", "FINANCE", "ECONOMICS", "BUSINESS ADMINISTRATION", "PUBLIC ADMINISTRATION", "ACCOUNTING", "COMMERCE", "MATHEMATICS", "STATISTICS", "HUMAN RESOURCES", "INFORMATION SYSTEMS & TECHNOLOGY" (highlighted in blue), "AGRICULTURE", "OTHERS", and "MEDIA SCIENCES/MASS COMMUNICATION".

➤ **Program Title**

- ✓ Only characters are allowed in this field.

Program Title *



A text input field containing the text "BS (CS)".

Enter only characters in Program Title Bachelor

➤ **Specialization**

- ✓ Only characters are allowed in this field.

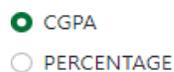
Specialization *



A text input field containing the text "Information - Systems".

Enter only characters in Bachelor's specialization

- Select the applicable radio button.

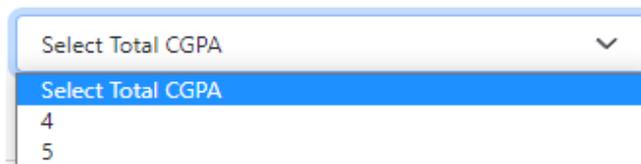


Two radio buttons are shown. The first is labeled "CGPA" and is selected (indicated by a green dot). The second is labeled "PERCENTAGE" and is not selected (indicated by an empty circle).

➤ **CGPA – Total CGPA**

- ✓ Select an option from drop down list.

Total CGPA



A dropdown menu with a blue border and a downward arrow on the right. The selected item is "Select Total CGPA". The list of options includes: "Select Total CGPA", "4", and "5".

➤ **CGPA – Academic Standing (CGPA)***

- ✓ Enter your current CGPA. The minimum requirement of CGPA is '3' out of '4' and '4' out of '5'.

Total CGPA	Academic Standing(CGPA) *
<input type="text" value="4"/>	<input type="text" value="3.8"/>

Total CGPA	Academic Standing(CGPA) *
<input type="text" value="5"/>	<input type="text" value="4.8"/>

➤ **Percentage**

- ✓ Select the applicable radio button.

CGPA
 PERCENTAGE

➤ **Academic Standing (Percentage)**

- ✓ Enter your current percentage. The minimum requirement is at least '70'.

Academic Standing(Percentage) *

➤ **University**

- ✓ Select your university from drop down list.

Select Qualification Institute

- UNIVERSITY OF AGRICULTURE FAISALABAD
- IQRA UNIVERSITY
- QUAID-E-AZAM UNIVERSITY
- NATIONAL UNIVERSITY OF SCIENCE (NUST)
- LAHORE SCHOOL OF ECONOMICS
- PAKISTAN INSTITUTE OF ENGINEERING AND APPLIED SCIENCES (PIEAS)
- INSTITUTE OF BUSINESS ADMINISTRATION (IBA)
- UNIVERSITY OF THE PUNJAB
- UNIVERSITY OF VETERINARY SCIENCES
- INSTITUTE OF MANAGEMENT SCIENCE (IMS)
- COMSATS INSTITUTE OF INFORMATION TECHNOLOGY
- SUKKUR INSTITUTE OF BUSINESS ADMINISTRATION
- SZABIST
- GIKI
- THE SUPERIOR UNIVERSITY LAHORE
- IOBM
- INSTITUTE OF SPACE TECHNOLOGY
- UNIVERSITY OF KARACHI
- UNIVERSITY OF CENTRAL PUNJAB

UNIVERSITY OF KARACHI

➤ **Bachelor Start Date**

- ✓ Select your bachelors start date.

Bachelor Start Date *

17/Mar/2022

Prev Next

Mar 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

➤ **Current Semester**

- ✓ Select your current semester from drop down list.
- ✓ Please select the option 'Complete' in case if you have completed your bachelor's program.

Current Semester *

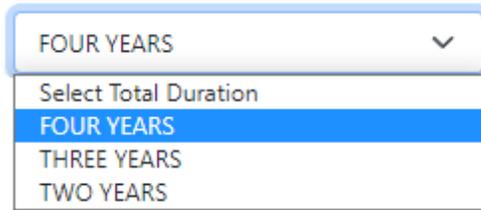
COMPLETE

Choose Current Semester

- SEVEN
- SIX
- COMPLETE
- EIGHT
- FIVE

- **Total Duration Program**
 - ✓ Select total duration of your program from drop down list.

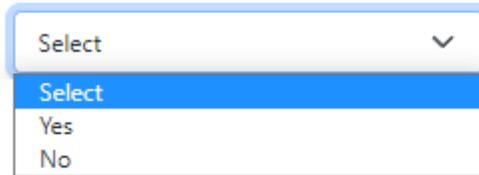
Total Duration Program *



A screenshot of a dropdown menu titled "Total Duration Program *". The menu is open, showing the selected option "FOUR YEARS" at the top. Below it, the text "Select Total Duration" is displayed. The menu lists three options: "FOUR YEARS" (highlighted in blue), "THREE YEARS", and "TWO YEARS".

- **Are you enrolled in Master's Degree?**
 - ✓ If you have completed your bachelor's degree program, then you must be enrolled in a master's program. Please note that graduates are not eligible for this internship program.

Are you enrolled in Master's Degree? *



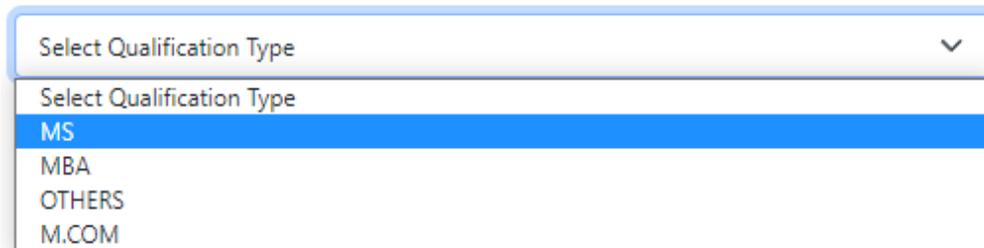
A screenshot of a dropdown menu titled "Are you enrolled in Master's Degree? *". The menu is open, showing the selected option "Select" at the top. Below it, the text "Select" is displayed. The menu lists three options: "Select" (highlighted in blue), "Yes", and "No".

2.1.1.4 Master's Information

Enter data in all mandatory fields and optional fields (if required) that exists in 'Master's Information' section.

- **Qualification**
 - ✓ Select your qualification from drop down list.
 - ✓ 'Current Semester' drop will be populated when 'Qualification' is selected.

Qualification *



A screenshot of a dropdown menu titled "Qualification *". The menu is open, showing the selected option "Select Qualification Type" at the top. Below it, the text "Select Qualification Type" is displayed. The menu lists four options: "MS" (highlighted in blue), "MBA", "OTHERS", and "M.COM".

- **Field Of Study**
 - ✓ Select your field of study from drop down list.

Field Of Study *

Select Qualification Subject

- Select Qualification Subject
- FINANCE
- ECONOMICS
- BUSINESS ADMINISTRATION
- PUBLIC ADMINISTRATION
- ACCOUNTING
- COMMERCE
- MATHEMATICS
- STATISTICS
- HUMAN RESOURCES
- INFORMATION SYSTEMS & TECHNOLOGY**
- AGRICULTURE
- OTHERS
- MEDIA SCIENCES/MASS COMMUNICATION

➤ **Specialization**

- ✓ Only characters are allowed in this field.

Specialization *

Information - Systems

Enter only characters in Bachelor's specialization

➤ **Program Title**

- ✓ Only characters are allowed in this field.

Program Title *

BS (CS)

Enter only characters in Program Title Bachelor

➤ **Current Semester**

- ✓ Select your current semester from drop down list.
- ✓ If you are 'Enrolled' or in your 'First' semester then academic result is not required.

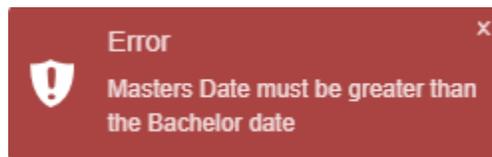
Current Semester *

Select

- Select
- ENROLLED
- THIRD
- SECOND
- FOURTH
- FIRST

➤ **Masters Start Date**

- ✓ Masters Start Date must be greater than Bachelor's completion date.



➤ **University**

- ✓ Select your university from drop down list.

University *

NED UNIVERSITY OF ENGINEERING

- Click on '**Submit**' button after providing information in all pertinent fields.
- A message will appear on screen showing successful submission.



State Bank of Pakistan
Internship Program

Your Information have been submitted
successfully.

Please Click [here](#) for active Internship Posts

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2.1.2 Pakistani national studying in international University

2.1.2.1 Personal Information

Enter data in all mandatory fields and optional fields (if required) that exists in ‘**Personal Information**’ section.

➤ **Full Name**

- ✓ Only characters are allowed in this field.

Full Name *

Enter only characters in fullname

➤ **Father Name**

- ✓ Only characters are allowed in this field.

Father Name *

Enter only characters in father's name

➤ **Email Address**

- ✓ This field is auto-populated and read-only.

Email Address *

➤ **CNIC/NICOP**

- ✓ This field is auto-populated and read-only.

CNIC/NICOP *

➤ **Mobile Number**

- ✓ Only numbers including country code without dashes are allowed in this field.

Mobile Number *

+

Enter only Numbers in Mobile Number

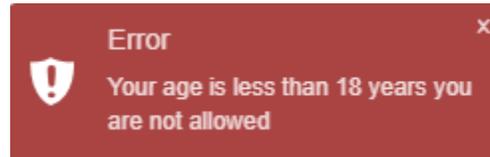
➤ **Gender**

- ✓ Select gender from drop-down list.

- **Date Of Birth**
 - ✓ Age must be 18 years or above.

Date Of Birth *

09/Jun/2000



- **Landline Number (optional)**
 - ✓ Only numbers including country code without dashes are allowed in this field.

Landline Number

+ 92322-1234567

Enter only Numbers in LandLine

- **Residential Address**
 - ✓ Write your complete residential address.

2.1.2.2 Emergency Contact Details

Enter data in all mandatory fields and optional fields (if required) that exists in ‘Emergency Contact Details’ section.

- **Full Name**
 - ✓ Only characters are allowed in this field.

Full Name *

Aaliya Ali1

Enter only characters in Emergency Full Name

- **Residential Address**
 - ✓ Write your complete residential address.
- **Relation**
 - ✓ Only characters are allowed in this field.

Relation *

Sister1

Enter only characters in Emergency Realtion

➤ **Contact**

- ✓ Only numbers including country code without dashes are allowed in this field.

Contact *

+

Enter only Numbers in Emergency Contact Number

➤ **Email**

- ✓ Email address must be in correct format and without spaces.

Email *

Invalid Email Address , spaces are not allowed

2.1.2.3 Bachelor's Information

Enter data in all mandatory fields and optional fields (if required) that exists in '**Bachelor's Information**' section.

➤ **Qualification**

- ✓ Select your qualification from drop down list.
- ✓ 'Current Semester' drop will be populated when 'Qualification' is selected.

Qualification *

Select Qualification Type

OTHERS

BS

BBA

B.COM

➤ **Field Of Study**

- ✓ Select your field of study from drop down list.

Field Of Study *

FINANCE

Select Qualification Subject

FINANCE

ECONOMICS

BUSINESS ADMINISTRATION

PUBLIC ADMINISTRATION

ACCOUNTING

COMMERCE

MATHEMATICS

STATISTICS

HUMAN RESOURCES

INFORMATION SYSTEMS & TECHNOLOGY

AGRICULTURE

OTHERS

MEDIA SCIENCES/MASS COMMUNICATION

➤ **Program Title**

- ✓ Only characters are allowed in this field.

Program Title *

BS (CS)

Enter only characters in Program Title Bachelor

➤ **Specialization**

- ✓ Only characters are allowed in this field.

Specialization *

Information - Systems

Enter only characters in Bachelor's specialization

➤ Select the applicable radio button

CGPA
 PERCENTAGE
 OTHERS

➤ **CGPA – Total CGPA**

- ✓ Select an option from drop down list.
- ✓ In case, your total CGPA is not defined in the drop down list kindly select ‘Others’ (refer to highlighted option as above).

Total CGPA

Select Total CGPA

Select Total CGPA

4

5

➤ **CGPA – Academic Standing (CGPA)***

- ✓ Enter your current CGPA. The minimum requirement of CGPA is ‘3’ out of ‘4’ and ‘4’ out of ‘5’.

Total CGPA Academic Standing(CGPA) *

Total CGPA Academic Standing(CGPA) *

➤ **Percentage**

- ✓ Select the applicable radio button.

CGPA
 PERCENTAGE
 OTHERS

➤ **Academic Standing (Percentage)**

- ✓ Enter your current percentage. The minimum requirement is at least '70'.

Academic Standing(Percentage) *

➤ **Others**

- ✓ Select the applicable radio button

CGPA
 PERCENTAGE
 OTHERS

➤ **Remarks**

- ✓ Select ‘Others’, if you cannot enter your result as per criteria defined in ‘CGPA’ or ‘Percentage’.
- ✓ Write detailed explanation of your academic structure and result in ‘Remarks’ field.

Remarks *

➤ **University**

- ✓ Enter your University name.

University *

➤ **Bachelor Start Date**

- ✓ Select your bachelors start date.

Bachelor Start Date *

Prev Next

Mar 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

➤ **Current Semester**

- ✓ Select your current semester from drop down list.
- ✓ Please select the option 'Complete' in case if you have completed your bachelor's program.

Current Semester *

COMPLETE

Choose Current Semester

SEVEN

SIX

COMPLETE

EIGHT

FIVE

➤ **Total Duration Program**

- ✓ Select total duration of your program from drop down list.

Total Duration Program *

FOUR YEARS

Select Total Duration

FOUR YEARS

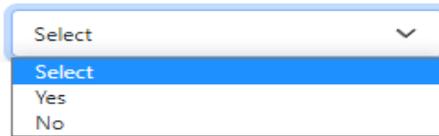
THREE YEARS

TWO YEARS

➤ **Are you enrolled in Master's Degree?**

- ✓ If you have completed your bachelor's degree program, then you must be enrolled in a master's program. Please note that graduates are not eligible for this internship program.

Are you enrolled in Master's Degree? *



A dropdown menu with a white background and a blue border. The top bar is white with the text 'Select' and a downward arrow. The menu is open, showing three options: 'Select' (highlighted in blue), 'Yes', and 'No'.

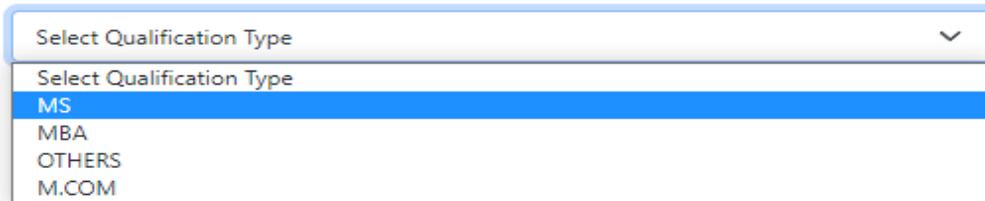
2.1.2.4 Master's Information

Enter data in all mandatory fields and optional fields (if required) that exists in 'Master's Information' section.

➤ **Qualification**

- ✓ Select your qualification from drop down list.
- ✓ 'Current Year' drop will be populated when 'Qualification' is selected.

Qualification *

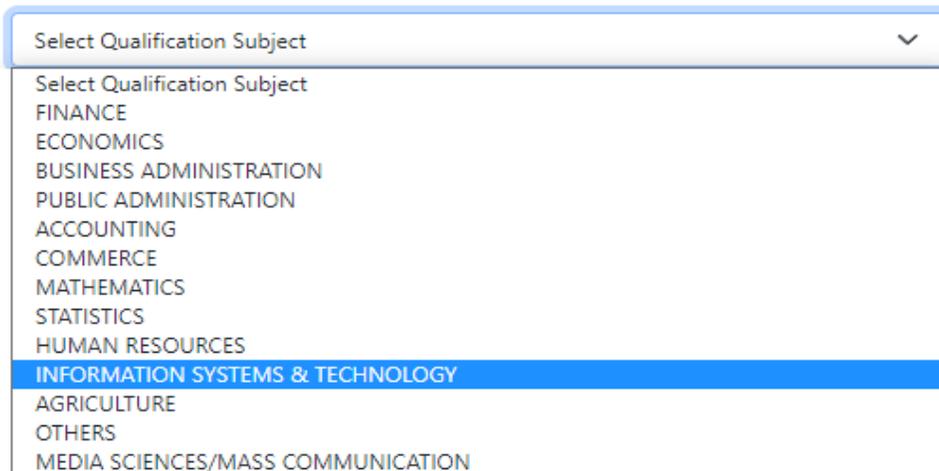


A dropdown menu with a white background and a blue border. The top bar is white with the text 'Select Qualification Type' and a downward arrow. The menu is open, showing four options: 'Select Qualification Type', 'MS' (highlighted in blue), 'MBA', 'OTHERS', and 'M.COM'.

➤ **Field Of Study**

- ✓ Select your field of study from drop down list.

Field Of Study *



A dropdown menu with a white background and a blue border. The top bar is white with the text 'Select Qualification Subject' and a downward arrow. The menu is open, showing a list of subjects: 'Select Qualification Subject', 'FINANCE', 'ECONOMICS', 'BUSINESS ADMINISTRATION', 'PUBLIC ADMINISTRATION', 'ACCOUNTING', 'COMMERCE', 'MATHEMATICS', 'STATISTICS', 'HUMAN RESOURCES', 'INFORMATION SYSTEMS & TECHNOLOGY' (highlighted in blue), 'AGRICULTURE', 'OTHERS', and 'MEDIA SCIENCES/MASS COMMUNICATION'.

➤ **Specialization**

- ✓ Only characters are allowed in this field.

Specialization *



A text input field with a white background and a blue border. The text 'Information - Systems' is entered in the field.

Enter only characters in Bachelor's specialization

- **Program Title**
 - ✓ Only characters are allowed in this field.

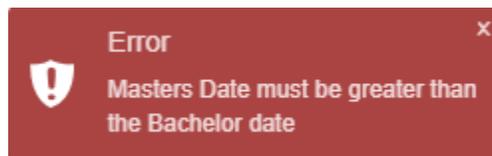
Program Title *

Enter only characters in Program Title Bachelor

- **Current Year**
 - ✓ Select your current year from drop down list.
 - ✓ If you are 'Enrolled' or in your 'First' year then academic result is not required.

Current Year *

- **Masters Start Date**
 - ✓ Masters Start Date must be greater than Bachelor's completion date.



- **University**
 - ✓ Enter your University name.

University *

- Click on '**Submit**' button after providing information in all pertinent fields.
- A message will appear on screen showing successful submission of request information.



State Bank of Pakistan
Internship Program

Your Information have been submitted
successfully.

Please Click [here](#) for active Internship Posts

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