# CHECKLIST FOR ERASMUS + MOBILITY FOR STUDIES

# *\*If the student decides not to participate in the Erasmus program, the waiver petition must be submitted to the International Office within the period specified in the announcement. \**

# BEFORE MOBILITY:

* I visited the host university's webpage to learn about the application details and process.
* I contacted the International Office to confirm whether my application had been submitted to the universities.
* I attended the Erasmus Information meeting organized by the Office.
* I got my passport or extended its duration.
* I also started the visa application process.
* I opened a euro account for grant payments.
* I prepared my Online Learning Agreement (OLA) by selecting 30 ECTS courses from <https://learning-agreement.eu/> After meeting with my Department Erasmus Coordinator, I received his/her approval for the suitability and equivalence of the courses. (The code for the Sending Institution is: TR ANKARA 23.)
* I gathered information about the accommodation options available at the university where I was accepted for mobility. (Some partner universities offer accommodation, while others do not, so it is essential to contact the relevant university to understand their specific process.)
* Once the OLA document was signed both by the Erasmus coordinator of the sending institution, and the Erasmus coordinator of the host university, I submitted my application documents to the Dean's Office or the Institute, which included:
  + Exchange student permission form
  + Academic approval form
  + Acceptance letter

\*\**To prepare for the grant agreement, permission must be requested from the Faculty at least 15 days before applying to the International Office.*

* After receiving approval for the Learning Agreement and the necessary permit, I handed the required documents listed below to the International Office for them to initiate the 80% grant payment process and to prepare the grant agreement:
  + Passport copy with visa information
  + Insurance policy
  + Learning Agreement
  + Acceptance letter
  + Petition for 80% of the grant (available on the Erasmus website)
  + Document from the relevant Faculty and Institute on my leave within the specified date range (via Ebys)

\*\*After this step is completed, the first payment of the grant (80% of the total) will be made to your account within ten days following the start of the mobility.

**DURING MOBILITY:**

* I informed my faculty/ınstitute of my departure date for the Erasmus program.
* I had the arrival letter signed by the host university representatives and emailed it to the International Office's Erasmus unit.
* I ensured the Learning Agreement was re-signed in case of any course changes by informing the Departmental Erasmus+ Coordinator, the Faculty, and the Institute.
* I updated my Online Learning Agreement (OLA) document in case my chosen courses changed.
* I checked that my transcript is up to date.
* I received my certificate of attendance indicating that I was at the host university during the Erasmus mobility period.

**AFTER MOBILITY:**

I submitted copies of the following documents to the Dean’s Office/Department/Faculty for the recognition and adjusting procedures:

* Certificate of Attendance
* Transcript
* Learning Agreement

To receive the remaining 20% of the grant payment, I delivered the following documents to the International Office within one month of my return from mobility:

* + Transcript (approved by the host university)
  + Certificate of Attendance (indicating the start and end dates of my Erasmus mobility)
  + Arrival/Departure Form (available on e-government)
  + The current version of the Learning Agreement
  + Petition for 20% of the grant (available on the Erasmus webpage)
  + I also completed the online EU Survey.

*\*\*After this step is completed, the final payment of the grant (20% of the total) will be made to your account within ten days.*