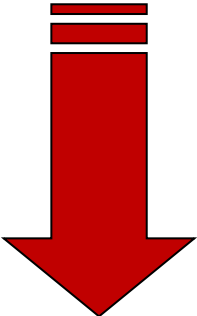
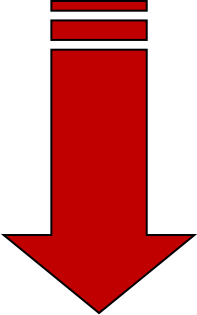




PROCEDURES TO FOLLOW IN MEVLANA EXCHANGE PROGRAM (AFTER YOUR PLACEMENT)

BEFORE THE MOBILITY

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- Candidate student application form (downloadable from the webpage of ICO) + student transcript + official result document of English proficiency exam (EPE (English Proficiency Exam) result document will be provided by the Office while the other documents are within the responsibility of students)
 - Student statement Delivery Sheet which must be signed by the student will be received (Student statement Delivery Sheet can be downloadable from the webpage of ICO)
 - After finishing host university's application procedures, the Letter of Acceptance will be expected (for Letter of Acceptance, address of International Cooperations Office must be given; after the letter comes, your advisor will let the students know)
 - Learning Protocol (after being signed by Erasmus coordinator at your department, the document should be handed to the Office. The Institutional Coordinator's signature will be received through our Office.)
 - Academic Confirmation Form-Outgoing (the original document must be submitted to your department for leave of absence and a copy of it must be brought to ICO.)
 - Leave of Absence (petition for leave of absence must be demanded from your department. The students must follow the process for leave of absence and our Office should be informed about ultimate decision regarding leave of absence)
 - Dormitory Permit (students staying at METU dorms can get a dorm permit letter from their advisor at ICO so that their rights can be reserved after their return from the program.)
 - E-mail regarding obtaining the visa (our Office can write an official visa support letter for the student in the case of demand. ICO should be informed at least one week in advance so that e-mail can be created)
 - Student Liability Grant Agreement (it will prepared with your advisor; the students are expected to open a TL account at Vakıfbank METU Branch and give their account / IBAN information to their advisor)
In order to sign Student Liability Grant Agreement, documents & procedures must be completed in addition to those of above:
 - a. Decision of Leave of Absence must arrive at ICO
 - b. Compulsory Health Insurance (policy number of the insurance, which will be used in Grant Agreement, can be e-mailed to the Office.)
 - c. Flight ticket (electronic copy of it can be e-mailed to the Office advisor)
 - d. E-mail statement regarding visa result (photograph of visa permission page on your passport can be e-mailed to the Office.)
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All procedures& documents and grant agreement must be completed 20-30 days before departure. Since the grant transfer to the bank takes approximately 10-15 workdays, any delay may result in a risk for late transfer of your grant and students may not receive their grant before departure.)

- In order to receive 80% grant, dates on Letter of Acceptance are taken into account and total amount of grant is calculated accordingly. Then, it is delivered to your account before your leave. (Based on Mevlana exchange program rules and regulations, maximum grant agreement calculation cannot be for more than 4 months.)

DURING THE MOBILITY

- Changes in Learning Protocol: In the event that there are alterations in the courses or course hours that students are planning to take before, this document must be prepared and sent to the Office advisor after getting signatures of responsible person. This document must be sent to the Office at latest within 30 workdays after the mobility begins.

AFTER THE MOBILITY

- Certificate of Attendance (original document-signed by the host university)
- Copy of Passport (pages with identity information and entrance-exit stamps)
- Official transcript taken from the Host university
- Student Final Form / Survey
- Student Information form
- Academic Confirmation Form-return (Original document will be submitted to your department for course substitution transactions; one copy of the document will be submitted to the Office as well.)
- In order to receive 20%grant, Certificate of Attendance received by the host university and entrance-exit dates on your passport are taken into account. Moreover, payment of the remaining (20%) grant is made on the basis of ratio of total credits of the successful courses to the total credits of the courses, which the students must take. (Based on Mevlana exchange program rules and regulations, maximum grant agreement calculation cannot be for more than 4 months.)

All documents to be used during Mevlana Exchange program can be downloaded from the web-page below

<http://ico.metu.edu.tr/useful-documents-0>

Ofis Adresi

- Uluslararası İşbirliđi Ofisi, Üniversiteler Mah. Dumlupınar Bulv. No:1, Çankaya/Ankara, Kütüphane Binası - Solmaz İzdemir Salonu yanı

Ofis Ziyaret Günleri

- Pazartesi, Salı, Perşembe, Cuma
- Çarşambaları ziyarete kapalı

Ofis Ziyaret Saatleri

- 10.00-12.00
- 14.00-16.00

E-mail

- icm@metu.edu.tr

Web sitesi

- <http://www.ico.metu.edu.tr>
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