

ERASMUS PROCESS CONTROL

Documents which must be delivered to ICO advisor in order to receive my 80% grant:

- I must give a copy of the Letter of Acceptance to my advisor.
- Learning Agreement - Before the Mobility, I chose the courses together with the Department Erasmus Coordinator and I have to get it signed by the Department Erasmus Coordinator and the host university.
- Academic Approval Form - Outgoing, I have completed all signatures and I must give a copy to my advisor.
- I must give to letter which indicates that the student obtained a leave of absence to my advisor. (The petition must be given to the department at least 1 month before mobility.)
- I must have a Compulsory Health Insurance which has international validity and I must give a copy to my advisor.
- I must complete the Online Language Support (OLS) exam.
- I have to open a Euro account at Vakıfbank METU Branch, I must write the IBAN number on the grant contract.
- I have to fill in the personal information part, my account number, health insurance and EK4 sections of the grant agreement and send an email to my advisor. (I have to sign a wet signature before I go.)
- I must email a copy of my visa to my advisor.
- If I am staying in a dormitory, I must obtain a document from my ICO advisor and submit it to the Directorate of Dormitories.

What to do During the Mobility?

- If there has been a change in my courses, I have to fill out the "Learning Agreement During the Mobility" and have it signed by both the host university and the Department Erasmus Coordinator of METU.
- If there has been a change in my dates of stay, I must inform my advisor and if necessary, make an additional grant agreement.

What I need to do to receive my 20% grant:

- Transcript: I must be successful at least 20 ECTS credits.
- Certificate of Attendance: It must be confirmed/wet signed by the host university.
- I must bring my plane tickets.
- Learning Agreement: Before - During - After the Mobility must be confirmed by the host university and Department Erasmus Coordinator of METU.
- Academic Confirmation Form - Return, signatures must be completed.
- Mobility Tool Survey (will be sent by email to me, I must fill it out as soon as it arrives.)
- Online Language Support (OLS) Exam (there is 1 month, after the email arrives to me and I must do the exam without delay.)
- Partner Information Form (I have to fill it out and send an email to my advisor.)