

PROCEDURES FOR SELECTED STUDENTS

(Erasmus+ KA131 Student Mobility for Studies)

A. BEFORE THE MOBILITY

1) Application Documents (will be sent to Host University)

Every university has a different deadline for sending the documents. The required documents also vary by university. Information regarding the deadlines and required documents can be found on the web page of the host university.

2) Letter of Acceptance

After sending the application documents, the Letter of Acceptance is expected to be received within approximately 1-2 months.

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

- 1) A copy of the **Letter of Acceptance**
- 2) **Learning Agreement** (Before the Mobility – signatures completed) / OLA with signatures completed
- 3) **Academic Approval Form - Outgoing** (Akademik Onay Formu - Gidiş)
- 4) Letter which indicates that student obtained a **leave of absence** (The petition must be given to the department at least 1 month before mobility.)
- 5) **Health Insurance** (which has international validity - the policy number must be written on the grant agreement)
- 6) **Grant Agreement** (It will be prepared with your advisor after the student opens a Euro account at VakıfBank METU Branch and completes the Grant Agreement Draft)
- 7) **Photocopy of the visa** page of the passport (Please learn the documents required for visa from the webpage of embassy, visa procedures are under the liability of the student).

**Note: Students who accommodate at campus dormitories need to apply to Directorate of Dormitories to reserve the right to stay in dormitories before starting their mobility.

B. DURING THE MOBILITY (if necessary)

1) During the Mobility Learning Agreement / Changes to OLA

Only the students who changed the courses they take are required to fill this form. After the addition/removal of courses 30 ECTS criterion must be satisfied. This form (after being signed by the advisor in host university, and departmental coordinators in METU) must be e-mailed to ICO advisor in 4-6 weeks after the mobility starts. It corresponds to "Changes to Learning Agreement" part in the OLA system.

2) Additional Grant Agreement

Students who are going to study in the host university for a period longer than firstly decided on the agreement require to sign an additional grant agreement. This document must be signed by the student and then sent to ICO advisor 1 month before the mobility ends. Students who do not submit the additional grant agreement will not receive a grant for the extra time they stay abroad.

C. AFTER THE MOBILITY

- 1) **Transcript:** It must be ensured by the student that the transcript is sent to office address by the host university
- 2) **Certificate of Attendance:** It must be confirmed/signed by the host university.
- 3) **Entry-Departure Document "Yurda Giriş-Çıkış Belgesi"** which can be obtained via E-Devlet system.
- 4) **Academic Confirmation Form - Return** (Akademik Onay Formu - Dönüş)
- 5) **EU Mobility Survey** (sent automatically to the e-mail address stated in the Grant Agreement)