

# ITU Erasmus Office

## Step-by-step Guide for the Outgoing Erasmus Students

### STUDENT WALK-IN HOURS

**Monday – Tuesday – Wednesday – Thursday between 09:30-11:30 and 14:00-16:00.**

If these hours do not suit you, you must call our office to ask for an appointment at least 1 day before.

**Students must keep a copy of all of the documents they obtained/prepared from the beginning till the end of their Erasmus student mobility period.**

**ATTENTION: To be used from 2018-2019 academic year, old version of ITU Learning Agreement (LA) form will be used as Recognition Sheet. New LA form issued by the EU commission will be used as ITU LA form.**

### 1. FIRST STEP: Application to Receiving Institutions

The students, elected by ITU Erasmus Office, must learn the application procedure and criteria by looking through the web sites of the receiving institutions they are elected for and apply to them in compliance with their deadlines. Some institutions may require on-line applications. Therefore on-line application requirements must also be taken into consideration in addition to the application documents requested by the receiving institution.

**IMPORTANT:** The receiving institutions may request a “Learning Agreement (LA)” from students at the time of their applications. If the receiving institution has its own LA, that form must be filled out.

**Otherwise**, preparing and sending ITU’s LA (filled and all signatures completed) is **adequate**. **This procedure is acceptable only at the time of application to the receiving institutions. After obtaining the acceptance letter**, the student has to prepare ITU LA and “Recognition Sheet” and collect the signatures belonging to the Faculty/Institute Exchange Commission and Dean/Dean of the Institute at the recognition sheet.

LA document ([link](#))

Recognition Sheet – Undergraduate ([Link](#))

Recognition Sheet - Graduate ([link](#))

### 2. SECOND STEP: Obtaining Acceptance Letter

The student, who completed the first step, is regarded as “**Prospective Student**” after receiving his/her “acceptance letter” from the institution he/she was nominated to via e-mail or regular mail. ITU Erasmus Office **cannot carry out any kind of procedure** until this letter is presented to the office.

Some of the receiving institutions automatically send ‘congratulations’ messages as soon as they receive the nominations. These messages are not to be considered as “acceptance letter”. The student is responsible to track/inquire the delivery of “acceptance letter” via e-mail or phone from the receiving institution. ITU Erasmus Office does not get in contact with the receiving institutions for inquiries about acceptance letters. **The original acceptance letter will be presented to consulate, for visa application and the photocopy of it will be given to ITU Erasmus Office.**

**The student receives 2 PETITIONS after presenting the acceptance letter to ITU Erasmus Office.**

- **Petition for visa application (in English):** Original document should only be given to the relevant Consulate. If there is a need to present the letter to some other authority, photocopy of this document must be presented.
- **Petition confirming the student as an Erasmus+ student and the monthly grant (in Turkish)**

### 3. THIRD STEP: Documents to be Delivered Before Departure

Prospective students must deliver the following documents all together, without any missing ones, in a sheet protector to ITU Erasmus Office before their departure, after receiving all documents, “grant agreement” will be signed by students and ITU. Therefore, the document delivery must be done by student personally.

#### 3.1. Print-out or photocopy of acceptance letter

This is the first document to be present in your file. This is the document that is sent from the receiving institution to you either via e-mail (softcopy) or regular mail (hardcopy) and states that they accept you as an Erasmus+ exchange student.

#### 3.2. ITU LA [\(link\)](#) photocopy

A photocopy of your ITU LA (with ITU logo and format) which you have prepared by consulting your Departmental/Program Erasmus coordinator and indicates the courses you will take in the receiving institution with their ITU equivalents.

LA procedure [\(link\)](#)

#### 3.3. Recognition Sheet photocopy

A photocopy of completed form. This document will be used only in ITU and will not be signed by the receiving institution. This form indicates which courses will correspond to the courses you will take in the receiving institution and will be used for course transfer.

LA procedure [\(link\)](#)

#### 3.4. Faculty/Institute Permission

Prospective Student’s list will be sent to related faculty and institute by our office so the students do not have to apply for a faculty/institute permission personally. However, if students would like to change mobility semester or cancel their mobility, they immediately have to inform/apply to Erasmus Office and their faculty/institute.

#### 3.5. Student Information Form

You must make the necessary changes according to your personal info over the exemplarily filled out form which you can download from website [\(link\)](#) and take a print-out.

#### 3.6. Grant Agreement

The Grant Agreement will be prepared by the office personnel at the time you hand over all of your documents to the Erasmus Office and will be signed by you personally.

#### 3.7. Photocopy of Account Book

You must hand over the photocopy of the pages consisting your name and IBAN number in your account book for your **Euro** account which you have opened in Vakıfbank Maslak branch (to avoid charges).

#### 3.8. Account Declaration Petition

You must download this document from website [\(link\)](#) and edit it according to your Erasmus+ exchange academic year and personal information. This is the petition in which you state the **Euro** account IBAN number for your grant(s) to be transferred to. The document mentioned on the previous clause (clause 3.6) is the attachment of this petition. (Note: Copy and paste the links to your web browser)

### 3.9. Photocopy of Health Insurance

This is a photocopy of the health insurance which must cover all the expenses, either for outpatient or inpatient treatment, worth at least 30.000 Euros in case of any health issues you may face during your Erasmus+ Study Exchange while you are abroad.

This insurance can be obtained from any insurance agency, which you are sure that is valid in the country of your destination, either face-to-face or online. This document might also be one that you must present to the Consulate in your visa/residence permit application. ITU Erasmus office cannot suggest any specific company.

If the health insurance you are about to obtain while you are still in Turkey will not be valid in your destination country and you will need to obtain one when you arrive your destination country or if your receiving institution will issue a health insurance for you, you have to send a copy of this insurance to ITU Erasmus Office via e-mail upon your arrival at your receiving institution.

### 3.10. Online Linguistic Support (OLS) Assessment Result – Before departure

This is an assessment, prepared by the European Union, given to students before they start and after they finish their Erasmus+ exchange, to evaluate their language improvement. Moreover, the OLS system also provides online language courses to the students who has to or wish to improve their language proficiency.

The OLS system invitation link is sent to the students' e-mail addresses with @itu.edu.tr domain before they travel abroad for Erasmus+ exchange. The students must complete their first assessments and present the evaluation result together with all the remaining documents before departure.

**P.S.:** In case of a delivery of the OLS licenses to our office later than the expected date, the OLS invitations may be sent to the students after their departure.

## 4. FOURTH STEP: Arriving at the receiving institution – To get your grant

Upon arrival to the receiving institution, there are **2 important documents** to be signed by the relevant institution's Erasmus Office:

**Confirmation of Stay ([link](#)):** Student must get the top of this document signed **without wasting any time**. The most crucial criteria for student to receive the first installment of the grant is this document to be scanned and sent to ITU Erasmus Office via e-mail. Departure part on this document will be signed after the mobility. Therefore, students must keep original documents during the mobility.

**ITU LA Form:** Student must deliver the original (i.e. wet signed) ITU LA document to the receiving institution and get the "Receiving Institution" part signed and sent to ITU Erasmus Office via e-mail..

**The original versions of both of these documents are kept and secured by the student to be handed over to ITU Erasmus Office upon student's return.**

## 5. FIFTH STEP: Add/Drop Period – LA Change (if necessary)

If any of the following situations occur, changes need to be made to the initially prepared LA:

- if you would like to drop some of the courses,
- if you would like to take extra courses,
- if the name or ECTS of any course has changed and eventually the course name on your primary LA will not match with the course name on the receiving institution's transcript

LA Change procedure ([link](#)) has to be carried out **within the 7 weeks after the lectures start at the receiving institution.**

**P.S.:** The students have to prepare their LA change documents within the framework of following periods:

- **For Winter Semester (WS):** within 7 weeks after the start of WS at receiving institution.
- **For Summer Semester (SS):** within 7 weeks after the start of SS at receiving institution. The students cannot change any courses from WS during the SS.
- **For whole year (2 semesters):** within 7 weeks after the start of WS at receiving institution.

LA Change documents ([link](#))

LA Change recognition sheet – undergraduate ([link](#))

LA Change recognition sheet – graduate ([link](#))

## 6. SIXTH STEP: Return

There are **2 important documents** that need to be taken from the receiving institution's Erasmus Office:

**Confirmation of Stay ([link](#)):** The bottom of the document, which has previously been signed upon your arrival to the receiving institution (see. Clause 4 above), must be signed by the receiving institution's Erasmus Office. The most crucial criteria for the student to receive the remaining grant is the original of this document to be handed over to ITU Erasmus Office.

### Transcript

- **Lecture Phase:** The ones who took lectures must receive transcripts.
- **Thesis Phase:** The ones who carried out thesis/research studies and cannot obtain a transcript for their thesis work must obtain a signed document from their thesis supervisors at the receiving institution. This document must contain **the name-surname of the student, the subject of the thesis, the ECTS value and the beginning and ending dates of the exchange period.**

**P.S.:** Due to the internal procedures of some of the institutions, the transcript of records might not be prepared before the departure of the student from the institution. In this case you should get confirmation that your transcript of records will be sent to ITU Erasmus Office's or your residence address in Turkey once it is issued.

## 7. SEVENTH STEP: Documents to be Delivered After Arrival

Students must complete and collect the following documents upon their return from their receiving institutions and deliver them in a sheet protector, without any missing ones to ITU Erasmus Office.

### 7.1. Confirmation of Stay

Original document and 1 photocopy

### 7.2. Passport

The photocopies of the pages with the stamps of arrival/departure dates  
Original passport must also be available for control

### 7.3. ITU LA

Original document

#### **7.4. Recognition Sheet**

Original document

#### **7.5. ITU LA Change (If any courses have been changed)**

Original document

#### **7.6. Recognition Sheet of ITU LA Change (If any courses have been changed)**

Original document

#### **7.7. Transcript**

Photocopy

#### **7.8. Online Linguistic Support (OLS) Assessment Result – After return**

Once your mobility period you stated on the OLS platform comes to the end, your 2<sup>nd</sup> assessment will be available on your OLS profile. This second assessment must be taken and the print-out of the result must be delivered to Erasmus Office.

#### **7.9. EU Survey**

Upon the delivery of all the documents, your information will be logged in to the European Union's online system. The system will automatically send a survey invitation to your e-mail address. This survey must be filled-out and submitted online. Your remaining grant will be transferred after the completion of this survey.

### **IMPORTANT PROCEDURES**

- Important Procedures [\(link\)](#)

### **ABOUT COURSE RECOGNITION**

Those who delivered all documents to Erasmus Office after their mobility must visit the responsible persons of student affairs stated below to course recognition with following documents.

For undergraduate students -----> Mr. İlyas Mollaoğulları

For graduate students -----> Ms. Canan Çalışkan

Documents:

1. Photocopy of signed & stamped ITU LA and ITU recognition form.
2. If available, photocopy of signed & stamped ITU LA change and Recognition Sheet of ITU LA Change.
3. Original transcript of records.