

I am entitled to Erasmus Program. What are the next steps?



Before Mobility

• Application at Partner University

Our students who are on the 'confirmed' list in the results announced on our website, will be notified as 'candidate' students to the partner university they are placed in. After the partner university approves the candidacy, the student will be informed by them in detail about the application process, required documents and other tasks required by Erasmus office of partner university. This information shall be received within 2-3 weeks after nomination and sometimes later depending on the partner university's response time. If no notification has been made within 1 month after the nomination, you should get information by contacting the erasmus office of the partner university by e-mail. The partner university may refuse the application for any reason and Üsküdar University cannot be held responsible for this.

Most common documents to be asked during application by our partner universities:

- Passport Copy
- Official/signed & sealed Transcript of Records
- Language Certificate (Most of our partner universities accept the preparatory school result document, which you can obtain from Üsküdar University Preparatory School- If you took the preparatory year).
- Learning Agreement for Studies

Note: Additional documents may be requested according to the procedure applied at the partner university. Please also note that the issue date of the submitted documents should not be older than 1 month.

After the application process at the partner university is completed, your application is generally concluded within 4-6 weeks and the "Acceptance Letter" or "Registration Letter" is sent to you. You can read our information pack on what to do after receiving an acceptance letter.

• Requirements at Üsküdar University

While you are dealing with the processes in the partner university, you must also carry out the processes in your own university at the same time. These responsibilities are listed below and additional documents may be requested depending on student profile and erasmus destination.

- Learning Agreement for Studies (signed by student and academic coordinators at both home and host university))

NOTE: After Eu Comission's announcement, you will be able to fill out learning agreements online from the Erasmus+ app and LoA app on your mobile (not announced yet). Orelse, we will follow the traditional way.

- Delivering the letter of Admission to Üsküdar University Erasmus Office
- Health Insurance Policy ([Click here for detailed information](#))

Some of EU member states signed an agreement with the Republic of Turkey. If you belong to SSI system (SGK) in Turkey, you can obtain a certificate showing that you are under SGK policy without any payment by contacting SSI. You can learn about the countries with SSI/SGK agreement and how to apply by contacting the SGK's foreign transactions unit. This is typically available only for Turkish citizens.

- Copy of EURO bank account's passbook opened in any branch of **Yapı ve Kredi Bank** (a must only for granted students)
- Signing the Grant Agreement (You are required to visit our office and sign the document with wet signature, providing a health insurance policy and Euro Bank Account IBAN number)
- OLS- Completing the 1st assesment at *Online Linguistic Support* Platform ([Detaylı bilgi için tıklayınız](#))

• Visa Application

After the letter of acceptance is sent by the partner University, the first step is to send this letter to **erasmus@uskudar.edu.tr** and request a "consulate letter" from us. It takes 1 week to prepare the document after your request is submitted. As a second step, you should call the relevant country's consulate in Turkey to get the visa appointment. Visa procedures and requirements of 32 different program countries vary and any procedure is subject to change on a monthly basis. Therefore, in order to get the most up-to-date information, you should call the consulate or visa application center officially assigned by the consulate and say that you are admitted as an Erasmus+ student at the relevant institution and that you want to set an appointment date for visa application. You can set the appointment date for a visa application at least 3 months before the program start date written in the acceptance letter (and not before).

In the visa application, documents such as the letter of acceptance (sent by the partner university), the "consulate letter" (issued by Üsküdar University), health insurance, proof of financial guarantee or petition, original and copy of passport, student certificate, birth certificate, criminal registry record can be requested by the consulate officials. Some of the consulates require notarized translations of these documents in their official languages.

During the Mobility

Arrival Form

Once you arrive at the partner institution, you must get it signed and send it to **erasmus@uskudar.edu.tr**. This is a document of proof that you safely arrived in the country of your erasmus program.

Learning Agreement for Studies- completing the 'during mobility' part

In case of any change in the course plan approved before, the 'During Mobility' part of the learning agreement must be filled and the signatures must be completed. As a result of the changes, the total ECTS load of the courses must still be 30 ECTS per one semester at TABLE A of the learning agreement.

After the Mobility

- Partner üniversitede alınan derslerin notlarını gösteren Transcript belgesi
- Original copy of the certificate of attendance (Partner üniversite Erasmus ofisi tarafından imzalanmalıdır)
- Copy of Learning agreement with changes (If a change occurred in the course plan) (signed by all parties)
- Submitting the EU Survey (Online)
- OLS- taking the 2nd assesment test (online) ([Click here for details](#))

Within 40 calendar days after above mentioned documents are submitted, your certificate of participation and passport entry-exit dates and other documents will be inspected. Your total entitled grant will be recalculated and your remaining grant payment will be forwarded to be processed by the Financial Affairs Directorate. If there is an excessive deduction in the calculated grant and your unpaid grant is not enough to cover this, we will inform you about the grant refund procedure via email.

⚠ Essential Notes

- The application process, visa application, accommodation, travel and other arrangements at the partner university are solely the responsibility of the student. Our university cannot be held responsible for processes other than fair evaluation of Erasmus+ applications and grant allocation to program winners.
- Nominations are completed by giving priority to students who will go in the fall semester. A separate orientation will be organized at the start of the academic year for students who are planning to go in the spring semester. The candidacy process will be held in the following September for Spring semester students- according to the partner university's regulations. Depending on the academic calendar differences in partner universities, confirmation of nominations may vary in timing.
- At all times, you are supposed to check your inbox and spam (secondary inbox) box in your student email address. You must pay full attention to notifications and emails sent by Üsküdar University's and partner university's Erasmus offices.
- You should introduce yourself in all your correspondence and requests and explain the specific program you are admitted to (academic year, term, study or internship program, etc.). So that we can find you in our records and check your situation then get back to you promptly.

📌 Other Info Packages Available at Our Website:

<https://erasmus.uskudar.edu.tr/en/documents>

- ⇒ [I received the Letter of Acceptance. What are next steps? \(Visa application and signing the grant agreement\)](#)
- ⇒ [Information about health insurance \(and SSI-SGK agreements\)](#)
- ⇒ [How to fill the Learning Agreement for Studies?](#)
- ⇒ [How to fill the Learning Agreement for Traineeship?](#)
- ⇒ [Information about OLS \(Online Linguistic Support\)](#)
- ⇒ [List of Academic Coordinators per Department](#)

