

I am Entitled for the Erasmus + Internship Program.

What should I do now?



Before the Mobility

According to the results of the Erasmus+ Internship mobility application, if you are listed as 'confirmed students/ granted' published at [the web site](#), you must contact the host organization for signing the Learning Agreement document by them and make sure that the relevant parts of the Learning Agreement are filled in.

Students who will complete their compulsory internship should contact the Erasmus+ Unit and request additional documents for their academic enrollment process. These documents must be signed by authorized academic and administrative staff and submitted to the Erasmus+ Office representatives. In addition, students with a request for their Erasmus+ Internship to be recognized as compulsory training must deliver completed and signed forms listed below to Exchange Programs (Erasmus+) Office:

- Academic Approval Form for Internship (Before starting the mobility),
- Academic Recognition Form for Traineeship (After completing the mobility).

Grant Letter (or) Consular Letter

Two of the most important official documents required for visa application are the consular letter (issued by Uskudar University) and the letter of acceptance (issued by host company). The consulate letter is also specified as a grant/confirmation letter. The document requested by the consulate is not the grant contract, but the grant letter. The consulate letter is written based on the dates specified in the Acceptance Letter.

Students who need consulate letter must send an email to erasmus@uskudar.edu.tr and attach their letters of acceptance in the email and state that they need a consulate letter to be issued. The letter will be ready within 5 working days at earliest.

Signing the Grant Agreement

It is sufficient to submit **the consular letter** in your visa application, you do not need to bring the grant 'agreement' during the visa application. You are expected to come to our office in person by presenting the following documents for the grant agreement to be signed after you receive the learning agreement from the host institution.

- 1) Health Insurance Policy
- 2) A copy of the Euro Passbook opened at Yapı Kredi Bank

Essential Notes

*If the institution (or the consulate) where you will perform the internship mobility requests a health insurance policy that covers the coverage other than the health insurance coverage requested by Üsküdar University, you can use the requested policy as the health insurance policy required to sign the grant contract.

** Students who will benefit from internship mobility are recommended to submit the Learning Agreement for the approval of the staff in charge in the Erasmus+ Unit regarding technical details before sending it to the host organization.

***Grant agreements must be signed at least **one month before** your Erasmus program starts.

****Consulates generally do not accept documents with issuance date older than 1 month. Be careful not to submit documents that are too old, and ensure that they are up-to-date.

***** Visa application can be submitted 3 months before the start date of Erasmus program, not earlier (this applies to all European Country's visa regulations).

Other information packages available on our website

I am Entitled for the Erasmus+ Internship Program. What should I do now?

How do I fill in the Learning Agreement, Internship Academic Approval Form and Internship Academic Recognition Documents?

Information about OLS

Health Insurance (and SGK/Social Security System contracted countries)