|  |
| --- |
|   **ÜSKÜDAR UNIVERSITY** **ERASMUS+ STAFF EXCAHNGE APPLICATION FORM** |
|  Type of Employee |  □ Academic Staff □ Administrative Staff  |
|  Name, Surname |  |
|  National ID Number/Foreign ID Number |  |
|  Bölüm/Birim |  |
|  Date of Birth DD/MM/YYYY) |  |
|  Gender |  □ Male □ Female |
|  Planned Commence Date of Mobility (GG/AA/YYYY) **(En erken 23.08.2021)** |  \_\_\_\_\_/\_\_\_\_\_/202…… |
|  Planned end date of Mobility (GG/AA/YYYY) **(En geç 31.05.2022)** |  \_\_\_\_\_/\_\_\_\_\_/202…... |
|  Applicant’s employment experience (total years completed as a worker of Üsküdar University) |  |
|  Type of Activity to be carried out | □ Training □ Job Shadowing □ Teaching □ Workshop |
|  Type of Mobility  | □ Training Mobility □ Teaching Mobility |
|  Have you participated to staff exchange program before at Üsküdar University |  □ Yes □ No \*If yes, dates of mobility:  |
|  Host Institution’s Official Name |  |
|  If it is a HEI, Erasmus Code of Receiving Institution |  |
|  Country of the Host Institution |  |

Please send this form to erasmus@uskudar.edu.tr along with other documents required for application.

Documents required:

1. Letter of Acceptance/Letter of Invitation
2. [Mobility Agreement for Teaching](https://erasmus.uskudar.edu.tr/en/Documents%20%26%20Forms) **veya** [Mobility Agreement for Training](https://erasmus.uskudar.edu.tr/en/Documents%20%26%20Forms)
3. EBYS annual leave form (after approval) (choose annual leave request form type: ‘Eğitim’)
4. For Academic Staff: FTS information (provided on a A4 sheet) <https://fts.uskudar.edu.tr/login>

Interviews with partner institutions or other organizations are the responsibility of the applicant. Alternatively, you can reach the 'Staff Week' programs organized throughout Europe at http://staffmobility.eu/staff-week-search and apply.

\*There is no requirement for an agreement between our University and the institution to be visited for the **TRAINING Mobility.**

\*Those who will participate in the **TEACHING mobility** should make sure that there is a bilateral agreement between the institution to be visited and our University. If there is no bilateral agreement but you have been accepted, notify the receiving institution in your correspondence. If you receive a positive response about signing an agreement between two institutions, please forward the correspondence and the e-mail address of the authorized person to erasmus@uskudar.edu.tr. We will contact them with an agreement proposal.

Date

Name, Surname & Signature of the applicant: