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Central Campus, C Block, 4th Floor

Erasmus Code: TR ISTANBU46



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Visit us at the Erasmus+ & Exchange Programs Office  
**Central Campus, C Block, 4th Floor Uskudar University.**

## Fact Sheet for Outgoing Staff

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### Before Mobility

#### 1. Yapı Kredi EURO Bank Account



#### 2. Health Insurance

- Mobility must cover one day before and one day after the start and end dates,
- Valid in Schengen countries,
- A minimum guarantee of 30,000.00 Euros for treatment expenses,
- If necessary, the funeral expenses must be covered.



300000

#### 3. Copy of Visa



4. **Passport ID Page** (should be already received while application process)

5. **Letter of Acceptance** (should be already received while application process)

6. **Mobility Agreement** (should be already received while application process)

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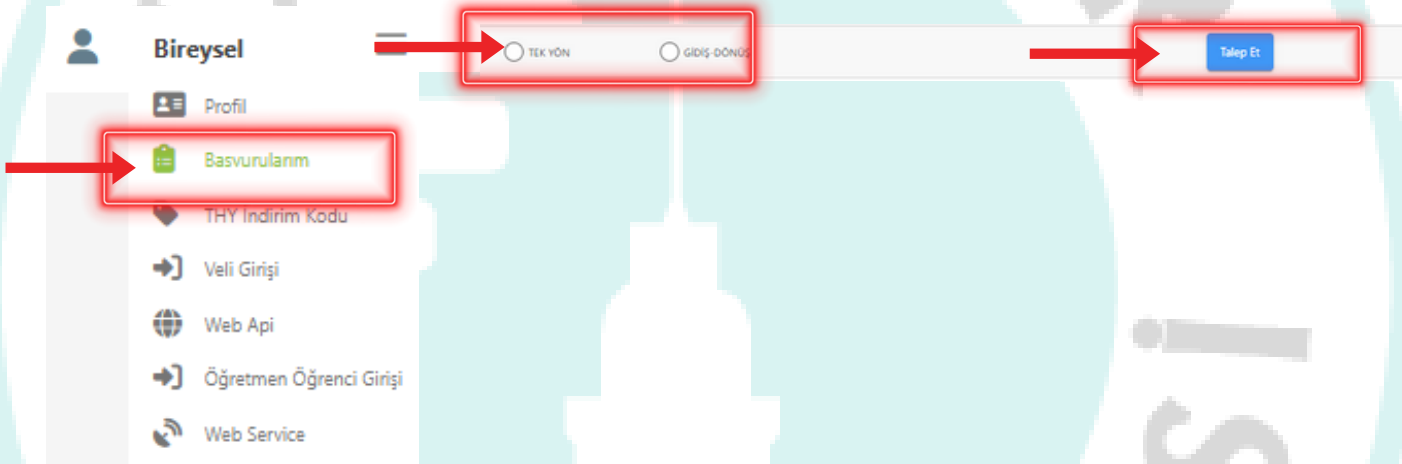
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## THY Promotion Code

Beneficiaries of Erasmus+ and European Solidarity Programs Fly with Turkish Airlines with a **15% Discount** and a **Total Baggage Allowance of 40kg!**

## How to get THY Promotion Code?

You can get THY Promotion Code from [TurnaPortal](#) (Application Portal).



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### Visa Process

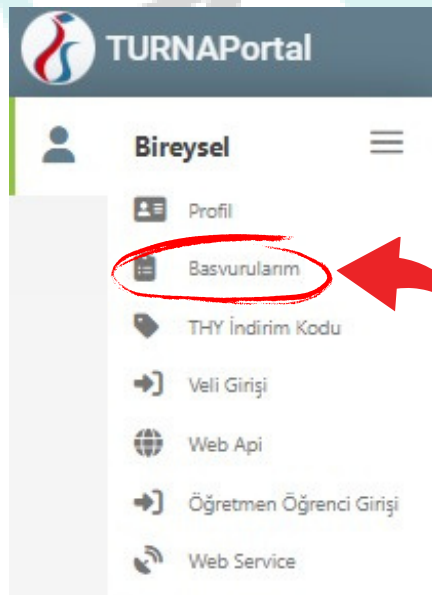
For university staff, the visa process can vary depending on the country where the university is located and the specific employment status of the staff member. Here's a general overview of the process:

1. Identification of the country
2. Check country requirements
3. Check the process at the consulate/embassy or other competent authorities (VFS Global, BLS AS Visa etc. )
4. Make an appointment and bring all your documents with you
5. Obtain the visa and have a great trip!

It's essential for the university and the staff member to comply with all requirements and procedures established by the host country to avoid any delays or visa refusals. It's recommended to start the visa application process as soon as possible to account for any potential processing times.

### Visa Support Letter & How to Get a Visa Support Letter?

Staff members who are eligible to participate in the mobility can request a visa support letter from their TurnaPortal individual accounts to be used in the visa process. You can get Visa Support Letter from [TurnaPortal](#) (Application Portal).





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Başlık	Son Beyan Tarihi	Beyan Durum	Beyan Sonuç	İşlemler
Erasmus+ KA131 Staff Training Mobility Call for Application (2022-L)	06.04.2024 22:59	Tamamlanmış	Kabul Hibel / Macedonia - International University of Struga	

Vize Yazısı

+ Vize Yazısı Üret

Vize Yazısı

+ Vize Yazısı Üret

REPUBLIC OF TÜRKİYE  
USKUDAR UNIVERSITY

Subject : Erasmus+ Program Participants' Visa Application 25.04.2024

TO THE EMBASSY OF THE REPUBLIC OF NORTH MACEDONIA IN TÜRKİYE  
(VISA SECTION)

To Whom It May Concern,

This is to certify that, the participant whose personal and professional details are given below has been admitted as an Erasmus+ staff within the framework of Erasmus+ Programme, Key Action 1.

Name & Surname  
Date of Birth  
National Identity No  
Sending University & Department

Receiving University / Organisation : International University of Struga  
Receiving Country : THE REPUBLIC OF NORTH MACEDONIA

Type of Mobility : Staff mobility for training  
Planned Dates of Mobility : 03.06.2024 - 07.06.2024  
Approved Mobility Grant (Total) : 1157.00 Euros

During his stay, the participant will be supported by the Erasmus+ Programme grant for the above stated amount, as a contribution to his costs for travel and subsistence which will be legally stated and agreed on the grant agreement bilaterally signed between the participant and our University, prior to the mobility.

Therefore, your kind help and positive consideration will be much appreciated for facilitating the visa procedure for Mr [REDACTED]

Sincerely Yours,

## Green Travel

### A Grant for Sustainable Transportation ?

There is a grant to encourage green travel, rewarding travelers who choose environmentally friendly modes of transportation. Based on the distance traveled, this financial assistance aims to promote the use of low-impact transportation methods.

Travel distance must be calculated using the distance calculator provided by the European Commission; [Distance Calculator](#)

Distance	Standard Travel Grant Amount	Green Travel Grant Amount
For travel distances between 10 to 99 KM	23	
For travel distances between 100 to 499 KM	180	210
For travel distances between 500 to 1999 KM	275	320
For travel distances between 2000 to 2999 KM	360	410
For travel distances between 3000 to 3999 KM	530	610
For travel distance between 4000 to 7999 KM	820	
For travel distance between 8000 to more KM	1500	



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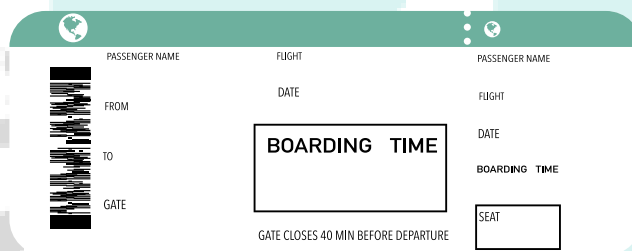
## During the Mobility

- [Certificate of Attendance](#) is received from the institution attended. (Confirmation of Teaching/Training Activities)
- Photos 😊



## After the Mobility

- [Certificate of Attendance](#)
- Boarding Passes
- Entry-exit stamps of the passport.
- EU Survey (*It is worth noting that this document is frequently filtered as spam, therefore it is advisable to carefully check your spam folder to ensure proper reception.*)



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## How to Avoid Culture Shock

Culture shock occurs when familiar cultural cues are absent, challenging your ability to navigate daily activities in a new environment. Whether it's interpreting social cues or understanding unwritten rules, adapting to a different culture requires observation, recognition, and a mature response.

This adjustment is particularly challenging when differences are subtle. Cultural experts identify three stages;

the **Honeymoon Stage**, characterized by excitement;

the **Uncomfortable Stage (Culture Shock)**, marked by frustration and homesickness; and

the **Adjustment Stage**, where understanding and acceptance of the new culture develop.

Coping strategies include learning about the host country, seeking logical reasons for cultural differences, discussing experiences with a mentor, and maintaining faith in your ability to adapt positively to the new cultural context.

### To enhance your adjustment process:

#### 1. Socialize and Explore:

Avoid isolating yourself; instead, go out with friends to explore the city, shop, and experience the local culture together.

#### 2. Join Campus Activities:

Engage in nationality clubs and other campus organizations to foster connections and broaden your cultural experiences.

#### 3. Explore the World:

Take advantage of opportunities to travel around the world, discovering new places and immersing yourself in the diverse landscapes and traditions.

#### 4. Embrace Learning:

Don't fear making mistakes; view them as part of the learning process. Be unafraid to try new words and practice your different language, as it contributes to your cultural understanding and language proficiency.

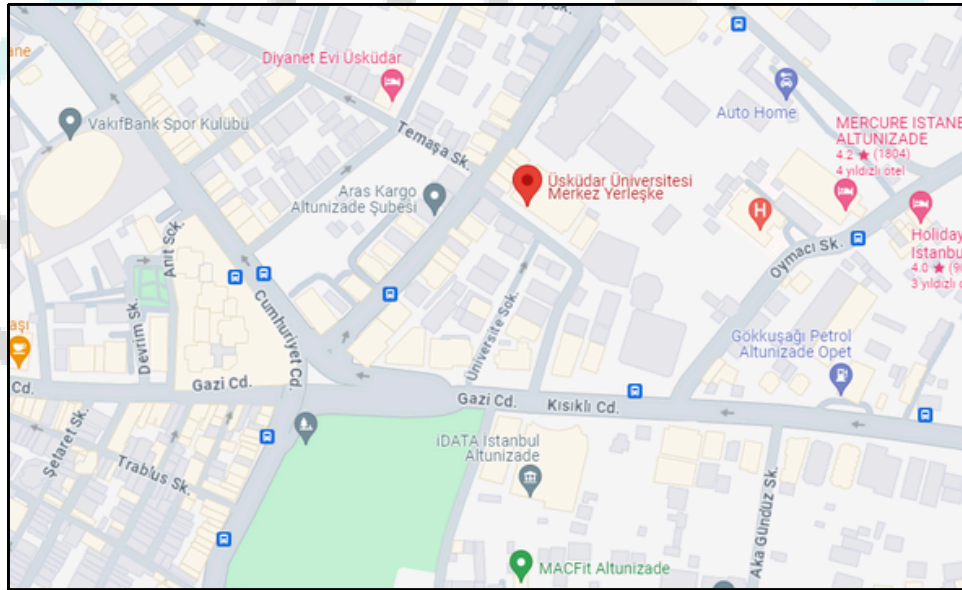


Üsküdar University

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## Location



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## Contact Us



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