

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



## Before Mobility

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- **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 (online)

**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 (online)
- Delivering the letter of Admission to Üsküdar University Erasmus Office
- Health Insurance Policy

**Note:** 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** (compulsory for grant and non-grant 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)
- All documents must be uploaded in pdf format.

## • 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 monthly. Therefore, 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

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- Arrival Form. Once you arrive at the partner institution, you must get it signed and send it to [erasmus@uskudar.edu.tr](mailto: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.
- All documents must be uploaded in pdf format.

## After the Mobility

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- Transcript of Records (showing the grades of your academic achievement at Partner University.)
- Original copy of the Certificate of Attendance (certificate of participation, original signed and stamped is mandatory, however e-mail version can be accepted if it is sent by authorized person at the host organization)
- Copy of Learning Agreement After Mobility part with changes (If a change occurred in the course plan) (signed by all parties)
- Submitting the EU Survey (The EU survey will be sent to the student's email address after the mobility is completed. Don't forget to check your spam and junk mail folder.)
- Copy of the pages of the passport entry-exit stamps, (If the entry-exit dates on the original Passport to be inspected by the Erasmus office staff are obscure and unclear, a border entry-exit document must be submitted from the e-devlet.)
- All documents must be uploaded in pdf format.

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

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- 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.
- 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.