

## STUDENT MOBILITY FOR TRAINEESHIPS (OUTGOING)

### ➤ BEFORE MOBILITY

-**Acceptance Letter:** Acceptance letter (signed and stamped) will be sent to the student by the institution.

-**Learning Agreement-Before Mobility:** The document must be filled out, signed and submitted to Erasmus Office under the guidance of departmental coordinators.

- **Copy of ID and Visa Pages of Passport:** A copy of the passport ID and visa page is delivered to the Erasmus Office.

-**Required Documents for Visa:** The student prepares the required documents for visa application, which are listed on the official website of relevant embassy/consulate.

-**Visa Letter :** Erasmus Office writes an official letter regarding student's mobility and delivers it to the student.

#### -Insurance Requirements:

- **Travel Health Insurance**, which covers the basic medical expenses during your visit.
- **Liability Insurance**, which covers the damages or losses occurring on the properties of third persons as a result of any event that may be caused by the insured as per their job.
- **Accident Insurance**, which insures the insured against the results of any accidents that may occur in their workplace.

-**Accommodation Form:** The student contacts the host university to learn about accommodation options. He/she must receive confirmation after he/she makes a choice.

-**Opening a Euro Bank Account:** It is necessary to open a Euro bank account at Denizbank Topkapı Sanayi Branch or Fibabanka branches. The grant will be deposited into the student's bank account in Euros. Therefore, the student must submit the copy of his/her bank book to Erasmus Office.

-**OLS (Online Compulsory Linguistic Support):** It will be automatically sent to the applicant's e-mail address by European Council.

-**Traineeship Grant Agreement:** It is signed between the student and Erasmus Office.

\***Letter of Resignation:** It must be submitted to Erasmus Office by those who renounce their right of Traineeship Mobility.

\*\***Applicants are in charge of following their own visa application process.**

➤ **DURING MOBILITY**

**-Arrival Form:** The student gets the arrival form signed, which shows that he/she has started to work at relevant institution, and send it to Erasmus Office via e-mail.

**-Certificate of Attendance:** Signed and sealed document must be obtained from the host institution. It indicates the duration of mobility period.

**-Learning Agreement (During Mobility):** The student completes this form and submits the signed copy to Erasmus Office in two weeks.

➤ **AFTER MOBILITY**

**-Learning Agreement After Mobility:** It is completed by signing the relevant places after mobility.

**-OLS (Online Compulsory Linguistic Support):** It will be automatically sent second language test to the participant's e-mail address by European Council.

**-Copies of the ID page, entry/exit stamp pages and visa page of passport:** It must be submitted to the Erasmus office.

**-Final Form:** It will be automatically sent to the participant's e-mail address. It is an online form, it is submitted to the system by European Council.

**-Participant's Report:** You must write a one-page report regarding your experience abroad. You must also add a few photographs to strengthen your report.