

**DOKUZ EYLUL UNIVERSITY –  
ERASMUS+ INCOMING STUDENT PROCESS**

A P P L I C A T I O N	FLOW CHART	DOCUMENTS & INFORMATION	WHOSE RESPONSIBILTY
	<ul style="list-style-type: none"> <li>- Incoming students are nominated by e-mail</li> </ul>	List of nominated students	Home University
A P P R O V A L O F A P P L I C A T I O N	<ul style="list-style-type: none"> <li>- Incoming students are informed about the application process, requested documents and Erasmus coordinators at DEU by e-mail</li> </ul>	What to do	Dokuz Eylul University Int. Office
	<ul style="list-style-type: none"> <li>- Personal data and application forms are completed</li> </ul>	Required documents	Incoming Student, Home University, DEU Erasmus Coordinator
	<ul style="list-style-type: none"> <li>- Requested documents are uploaded to the online application system</li> </ul>	Online Application Form Learning Agreement Transcript of Records Copy of Passport Language Certificate Photo	Incoming Student
	<ul style="list-style-type: none"> <li>- Formal check of online application</li> </ul>	Online Application	DEU Int. Office
	<ul style="list-style-type: none"> <li>- Requested documents are sent to the Erasmus coordinators of the relevant academic unit</li> </ul>	Learning Agreement Transcript of Records Language Certificate	DEU Int. Office
	<ul style="list-style-type: none"> <li>- If the documents are correct and complete, applications are accepted</li> </ul>		DEU University Erasmus Coordinators & DEU Int. Office
	<ul style="list-style-type: none"> <li>- Letter of Acceptance/Invitation letter is issued and send to the student via e-mail and post upon request</li> </ul>	Letter of Acceptance	DEU Int. Office
	<ul style="list-style-type: none"> <li>- Incoming students are informed</li> </ul>	Academic matters  Academic calendar Turkish Language Course, Visa, Residence Permit, Accommodation, Orientation Program, ESN Dokuz Eylul	DEU Erasmus Coordinator  DEU Int. Office

<b>U P O N  A R R I V A L</b>	<ul style="list-style-type: none"> <li>- Application for Residence Permit</li> <li>- Finalizing Learning Agreement</li> </ul>	Documents for Application	Incoming Student DEU Int. Office
<b>B E F O R E  D E P A R T U R E</b>	- Books and other documents checked out from the library are returned back		Incoming Student
	- A "receipt of discharge" is given to the Incoming Student	Receipt of Discharge	DEU Library
	- After making an appointment with the International Office, receipt of discharge from the library, final version of the learning agreement and student ID card is returned to DEU International Office	Receipt of Discharge Final LA Student ID Card	Incoming Student
	- "Confirmation of Stay" is given to the Incoming Student	Confirmation of Stay	DEU Int. Office
	- Approx. 4 weeks after the academic term ends "Transcript of Records" is sent via e-mail to the student and home coordinator, via regular post to the home university	Transcript of Records	DEU Int. Office