

No Copies/Prints Can Be Taken At Our Office.

2016 -2017 ERASMUS+ OUTGOING STUDENTS FOR TRAINEESHIP CHECKLIST

BEFORE MOBILITY – PROCEDURES CAN'T BE FULFILLED WITHOUT AN APPOINTMENT.

- ☐ I PREPARED DOCUMENTS FOR GRANT AGREEMENT WHICH SHOULD BE SUBMITTED TO INTERNATIONAL RELATIONS OFFICE.
- ☐ **YOU SHOULD HAVE A COPY OF ALL DOCUMENTS YOU SUBMIT TO OUR OFFICE.**
 - LETTER OF ACCEPTANCE / INVITATION
 - LEARNING AGREEMENT FOR TRAINEESHIPS
 - FACULTY BOARD'S DECISION
 - TRANSCRIPT IN ENGLISH
 - EURO CHECKING ACCOUNT (ORIGINAL AND COPY)
 - VISA (ORIGINAL AND COPY)
 - HEALTH AND TRAVEL INSURANCE (Minimum Coverage of EUR 30.000 and including outpatient treatment)
 - ACCIDENT INSURANCE
 - LIABILITY INSURANCE
- ☐ I GOT THE PIC NUMER OF RECEIVING ORGANISATION/ENTERPRISE.
- ☐ ONLINE LINGUISTIC SUPPORT (OLS) EXAM APPLICATION (The link required to take the exam, will be send via e-mail after the student delivered the above documents to our office.)
- ☐ I FILLED THE STUDENT INFORMATION FORM AT THE INTERNATIONAL RELATIONS OFFICE.
- ☐ I SIGNED THE GRANT AGGREMENT AT THE INTERNATIONAL RELATIONS OFFICE.
- ☐ I TOOK MY STUDENT CHARTER FROM THE INTERNATIONAL RELATIONS OFFICE.
- ☐ I SEND MY PREMOBILITY OLS EXAM RESULT TO THE INTERNATIONAL RELATIONS OFFICE VIA E-MAIL.
- ☐ NOW I AM ENTITLED TO 70% OF THE GRANT. (THE GRANTS ARE TRANSFERRED TO THE ACCOUNT OF THE STUDENTS, AFTER THE NATIONAL AGENCY TRANSFERS THEM TO THE UNIVERSITY ACCOUNT, WITHIN 30 DAYS.)
- ☐ I GOT INFORMATION FROM THE STUDENT AFFAIRS DEPT. OF MY ACADEMIC UNIT AT DEU ABOUT WHETHER I AM REQUIRED TO RE-REGISTER AT THE RE-REGISTRATION (KAYIT YENILEME) PERIOD.

AFTER MOBILITY - PROCEDURES CAN'T BE FULFILLED WITHOUT AN APPOINTMENT.

- COMPLETED LEARNING AGREEMENT (ORIGINAL) (WITH DURING – AFTER PERIODS SECTIONS)
- DOCUMENT RECEIVED FROM THE HOST INSTITUTION SHOWING TRAINEESHIP SUCCESS
- CONFIRMATION OF STAY INDICATING THE ERASMUS TRAINEESHIP MOBILITY PERIOD
- ORIGINAL PASSPORT AND THE COPY OF IN AND OUT DATES
- POST MOBILITY ONLINE LINGUISTIC SUPPORT (OLS) EXAM RESULT PRINTOUT
- ☐ AFTER SUBMITTING THE DOCUMENTS MENTIONED ABOVE, I FILLED THE ONLINE EU SURVEY WHICH I WAS SENT VIA E-MAIL.
- ☐ NOW I AM ENTITLED TO THE REMAINING 30% OF THE GRANT.

Signatures and seals of all your documents should be complete.

Procedures can't be fulfilled with incomplete documents.