

**INTERNATIONAL LECTURER / RESEARCHER  
ACCEPTANCE PROCESS**

	<b>WORK FLOW</b>	<b>DOCUMENTS</b>	<b>RESPONSIBLES</b>
<b>TO DO'S BEFORE VISIT</b>	In order to visit, the application form needs to be filled and sent to <a href="mailto:international@deu.edu.tr">international@deu.edu.tr</a>	- Application Form - Travel-health insurance - Passport	International Visiting Researchers/Academics
	Submit the application forms to the related Institute/Faculty	- Application Form	DEU International Relations Office
	After evaluation, the acceptance letter needs to be sent to DEU International Relations Office & DEU Personnel Department	- Letter of Acceptance	Related Institute/Faculty
	The applicants will be notified about their acceptance via <a href="mailto:international@deu.edu.tr">international@deu.edu.tr</a>	- Letter of Acceptance	DEU International Relations Office
	Writing the assignment letter to the sending institution	- Assignment Letter	DEU Personnel Department
	Receiving institution will provide guidance and coordination regarding accommodation and transportation of the accepted researcher/visitor	- Flight information - Certificate of Accommodation	Related Institute/Faculty
	<b>TO DO'S DURING THE VISIT</b>	Work Permit Procedures (when necessary)	- Documents requested/will be requested by the Provincial Migration Administration-YÖK
Providing DEU Temporary Identity Card for access to DEU facilities (check with the Related Institute/Faculty which will provide when possible)		- Application Form - Official correspondence with units	Related Institute/Faculty

<b>TO DO'S AFTER THE VISIT</b>	Issue of Certificate / Document	- Certificate	Related Institute/Faculty
	Requesting a report containing research /publication / course outputs	- Activity Report	Related Institute/Faculty
	Submission of the report to the Data Management Office and DEU International Relations Office	- Activity Report	Related Institute/Faculty
	Maintaining communication with the researcher/visitor	- Evaluation Survey	DEU International Relations Office