 **OUTGOING STUDENT LEARNING CHECKLIST**

**BEFORE LEAVING – NO ACTION IS TAKEN WITHOUT AN APPOINTMENT AND MISSING DOCUMENT**

* I requested an appointment by sending an e-mail to erasmus@deu.edu.tr (**It is compulsory for all students with or without a grant** to come to the **Rectorate International Academic Relations Coordinator** to sign the **Erasmus+ learning mobility agreement** by making an appointment).
* I have prepared the following documents that must be submitted to the **Rectorate International Academic Relations Coordination Office** for the **Erasmus+ learning mobility contract** (You must have a copy of all documents you submitted to our Coordination Office):
	1. Invitation Letter
	2. Learning Agreement For Studies
	3. Decision of the Board of Directors
	4. Current English Transcript (Transcript of Records)
	5. Current Euro Account (Original and copy)
	6. Visa (Original and copy)
	7. Health and Travel Insurance (with a minimum coverage of 30.000 Euro and containing the statement "Outpatient Treatment")
	8. Copy of Online Language Support (OLS) Outgoing Exam Result
* I signed the Erasmus+ Learning Mobility Agreement at the Rectorate International Academic Relations Coordination Office.
* I received my Erasmus+ Student Declaration from the Rectorate International Academic Relations Coordination Office.
* I was entitled to **70% of the grant.** (If the grants from the National Agency are transferred to the University account, they are transferred to the student account within **20** working days.)

# DURING THE CHANGE

* **Within a month**
	1. I discussed the changes in my learning agreement with my coordinator.
	2. I have edited the **“During Mobility”** section of my learning agreement - I have completed the **coordinator signatures.**
	3. I have **taken the decision of the board of directors** regarding the changes in my learning agreement.
* **I sent the final version of my education agreement** to the Rectorate International Academic Relations Coordination Office by e-mail (erasmus@deu.edu.tr).

**UPON RETURN - NO ACTION IS TAKEN WITHOUT AN APPOINTMENT AND MISSING DOCUMENTS.**

* I requested an appointment by sending an e-mail to erasmus@deu.edu.tr.
* I have prepared the **following documents** required for the return procedures:
	1. **Confirmation of Stay** indicating Erasmus+ Learning mobility start and end dates
	2. Transcript of my achievements from the **other institution (or “After Mobility”)**
	3. If there is a course change, **the final version of the learning agreement**
	4. If there is a course change, **the decision of the board of directors**
	5. Original of the **passport** and copy of entry and exit dates
	6. I have completed the **online EU questionnaire** sent via email (will not be printed out)
* Since I was successful in **2/3 of the courses** I took abroad, I was entitled to **the remaining 30% of the grant.**