

**ERASMUS+ OUTGOING STUDENT INTERNSHIP CHECKLIST**

**BEFORE DEPARTURE – NO PROCEDURE WILL BE DONE WITHOUT APPOINTMENT AND COMPLETE DOCUMENTS.**

* Make sure to send an email to **erasmus@deu.edu.tr** to request an appointment. (All students, whether with or without grant, must make an appointment and come to the Rectorate International Academic Relations Office to sign the Erasmus+ Internship Mobility Agreement.)
* Make sure to prepare the following documents to be submitted to the Rectorate International Academic Relations Office for the Erasmus+ Internship Mobility Agreement (You should keep a copy of all documents submitted to our Office):  
  A) Invitation Letter  
  B) Learning Agreement for Traineeships  
  C) Board of Directors’ Decision  
  D) Updated English Transcript  
  E) Euro Bank Account (Original and Copy)  
  F) Visa (Original and Copy)  
  G) Insurance Policy including all three insurances: Health and Travel Insurance (with a minimum coverage of 30,000 Euros and stating “Outpatient Treatment”) and Liability/Personal Responsibility Insurance  
  H) Online Linguistic Support (OLS) Departure Exam Result Printout (You can request the exam link from our office when you have completed all your documents and request an appointment by email)
* Make sure to have obtained the EOID (Erasmus Organization ID) number of the host institution.
* Make sure to have filled out the student information form at the International Academic Relations Office.
* Make sure to have signed the grant agreement at the International Academic Relations Office.
* Make sure to have obtained my Erasmus Student Declaration from the International Academic Relations Office.
* Make sure to have send an OLS exam result to the International Academic Relations Office by email (erasmus@deu.edu.tr).
* (For grant holders) (If grants from the National Agency have been transferred to the university account, the %70 of the grant will be transferred to the student’s account within 20 working days.)

**AFTER RETURNING – NO PROCEDURE WILL BE DONE WITHOUT AN APPOINTMENT AND COMPLETE DOCUMENTS.**  
*Procedures will not be carried out if the signatures and stamps on all documents are missing.*

* Make sure to have a completed Learning Agreement for Traineeships (original, including the “after the mobility” section).
* Make sure to have a document proving the success and period of the internship (on the official letterhead of the host institution, signed and stamped).
* Make sure to bring the original passport and photocopies of the pages showing entry and exit dates.
* Make sure that you have completed the online EU survey sent by email.
* (For grant holders) upon submitting the papers above the remaining 30% of grant will be transferred to student’s account within 20 working days.