You can take notes here:

(Also, write your questions down so that you can visit us at the office and ask them personally)

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**Erasmus+ Study Program Booklet**

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 ***Changing lives, opening minds***

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**BAUEXCHANGE BAUExchange bau\_exchange bauexchange@int.bau.edu.tr**

**Erasmus+ Students Required Documents for Mobility (2019- 2020)**

All documents and information packs available at this link: <http://international.bahcesehir.edu.tr/exchange/ana-sayfa/erasmus/erasmus-3/>

***Before the Mobility / Değişime gitmeden önce***

1. 🞏 **Application at Partner University**

You will be nominated by BAU to host university. Later, the host university will inform you via email about what to do to submit your application. The application procedure is different at each partner university, so wait for them to inform you. Sometimes you submit your application online, sometimes you will have to send also hard copies. If mailing of hard copies is obligatory, collect all the documents and bring it to BAU EXCHANGE Office. We will send it via post. Be sure you have the right postal address and contact person!

**COMMON DOCUMENTS TO SUBMIT AT PARTNER UNIVERSITIES (can be less or can be more):**

 🞏 Passport copy (Identity card) (If you are a non-EU, you should submit your passport)

🞏 Official Up-to-date Transcript of Records / En güncel Resmi Not Çizelgesi

 Partner university will require you to send them an official Transcript of Records, for sure.

🞏 Certificate of Language Proficiency / Dil yeterlilik Belgesi

 You will get this from SAP system (online request and pick up from student affairs office)

🞏 Student Certificate / Öğrenci Belgesi (SAP system) (Not necessary in most of partner universities but better to have one among the documents required)

🞏 Learning Agreement and Recognition Form (RF is only for BAU) signed duly by you and by your faculty coordinator at BAU/ Öğrenim Anlaşması ve Tanınırlık Formu (University stamp is available at BAUEXHCANGE Office but you need to collect the signatures first). You will be given a deadline for submitting these documents to BAU EXCHANGE also. One copy is yours, one copy will be held by BAU EXCHANGE Office and the third copy will be sent to partner university If hard copy is required by them.

1. **REQUIREMENTS AT BAU:**

🞏 2x Learning Agreements and 2x Recognition Forms (signed by students and academic coordinators at BAU)

🞏 Letter of Acceptance (issued by partner university) / Kabul Mektubu PLEASE READ THE ‘Steps after recieving the letter of acceptance PDF) <http://international.bahcesehir.edu.tr/exchange/ana-sayfa/erasmus/erasmus-3/>

🞏 Consulate Letter for Visa Application/ Konsolosluk Yazısı

You cannot get a consulate letter/ grant letter before you collect the letter of acceptance. Consulate/Grant letter will be issued by BAU EXCHANGE Office. Send your letter of acceptance copy to Mr. Selim and ask for consulate letter for visa application.

🞏Health Insurance/ Öğrenci Seyahat Sigortası (It should cover the dates written on letter of acceptance at minimum, read the info about health insurance).

🞏 Mobility Agreement / Hibe Sözleşmesi- Öğrenim Hareketliliği Sözleşmesi.

* + Copy of Health insurance
	+ Denizbank -Euro Account IBAN NUMBER / Denizbank Bahçesehir Universitesi Şubesi Euro Hesabı Iban Numarası

🞏 Test of Online Languistic Support **(OLS)** Before Mobility **‘1st assesment’** / Online Dil Desteği Testi- Hareketlilik Öncesi (You will get an automatic email from OLS portal to register and take the assesment online prior to your departure). You will get this email after you sign the grant agreement.

1. ***During the Mobility / Değişim esnasında***

🞏 Arrival form / Varış formu (available at BAU EXCHANGE WEBSITE)

🞏 Learning Agreement (Changes) / Öğrenim Anlaşması (Değişiklikler) (Has to be sent to your faculty Erasmus Coordinator for the confirmation of changes, If any made on the planned course program.

1. ***After the Mobility (Check this before you return from Erasmus stay) / Değişimden sonra***

🞏 Transcript of Records of your Erasmus+ Studies / Y.dışındaki ünv.den alınacak not çizelgesi

🞏 Copy of Learning Agreement (during the mobility part) / Öğrenim Anlaşması (değişiklikler ile)

🞏 Original Certificate of Attendance signed by **host** university coordinator/ orijinal imzalı Katılım Sertifikası

🞏 Test of Online Languistic Support (OLS)  **2nd assesment-** Online Dil Desteği Testi- İkinci kısım

🞏 EU Survey- Mobility Tool / AB Anketi- A link for the EU SURVEY will be sent automatically to your email address.

🞏 Original passport (copies will be taken by BAU EXCHANGE) / Pasaport aslı

**FAQ:**

**I have not got any email from my host university, what actions should I take?**

You should, at first, check your spam and secondary email box before taking any action. If you think there is something wrong, go to **host university’s** Erasmus page, find ‘Incoming Coordinator’ contact and send an email regarding this. Emails are commonly generated as international.exchange@XUniversity.com, incoming@exchangeXuniversity.com etc. In your emails, always mention that you are an Erasmus student from Bahcesehir University. Partner universities reply emails from 3 working days to one week.

**How will I get information about visa?**

The information provided about visa at the partner university’s email might be a general information. You should go to the official consulate website of the country you will do your ERASMUS and search for application procedure for ERASMUS STUDY VISA/ STUDY VISA. Most of the visa applications are carried out with official administrative partners of country consulates, so you should get information from them. For example, German and United Kingdom visa applications are carried out by İdata Company. And most of other EU countries (Spain, Italy, Slovenia, Lithuania, France etc.) visa applications are carried out by VFSGLOBAL company. You have to submit your visa application to the relevant consulate at least 45 DAYS before your erasmus starts. **DO NOT FORGET!** Even If your documents are not ready, you should set an appointment date for the visa application at the relevant consulate and then complete the required documents until the appointment date.

YOU CAN APPLY TO VISA ONLY AFTER YOU GET THE ‘**LETTER OF ACCEPTANCE’** from your host university. The other important document is ‘**CONSULATE LETTER** (a.k.a Grant Letter or a.k.a Confirmation Letter)’. GRANT/MOBILITY AGREEMENT (CHECK number 9 on the list) is not CONSULATE LETTER. You can apply to VISA without grant agreement. You will need only LETTER OF ACCEPTANCE and CONSULATE LETTER. All other documents are your personel documents.

**Health Insurance?**

BAUEXCHANGE requires a student health insurance from you (for the details check the link about ‘documents and information packs’ (<http://international.bahcesehir.edu.tr/exchange/ana-sayfa/erasmus/erasmus-3/>). But the consulate and/or the host university may require additional health insurance policies such as ‘Life health insurance’.

-BAU EXCHANGE IS RESPONSIBLE OF A FAIR SELECTION AND PROVIDING THE ERASMUS GRANTS TO PROGRAM WINNERS.

-NEEDS SUCH AS VISA, ACCOMMODATION, PASSPORT APPLICATION ETC. ARE OF STUDENTS RESPONSIBILITIES COMPLETELY.

-PARTNER UNIVERSITIES CAN REJECT THE NOMINATIONS AND APPLICATIONS FOR ANY REASON.

**INFORMATION PACKAGES AVAILABLE AT OUR WEBSITE:**

1. WHAT IS ERASMUS and WORLD EXCHANGE?
2. STEPS AFTER LETTER OF ACCEPTANCE
3. WHAT IS OLS TEST?
4. HEALTH INSURANCE
5. SGK AGREEMENTS with European Countries (HEALTH INSURANCE FOR TURKISH STUDENTS)
6. CHARTER FOR ERASMUS STUDENTS
7. REQUIREMENTS AFTER THE ERASMUS
8. COURSE TRANSFERE/ RECOGNITION