

# STEPS AFTER RECEIVING LETTER OF ACCEPTANCE

**CHECK** the information given in the letter and make sure your name-surname and other info are written correctly. If not, send an e-mail to your Incoming Coordinator at the host university immediately and request a new one.

You should also check with the consulate responsible person. If they require the hard copy of the letter during your visa appointment, you need send an email to the host university and request the hard copy to be posted to our address (Postal address is: Ms. Özge GÜNER

*Bahcesehir University, Erasmus and World Exchange Programs Unit, Ciragan Caddesi no:4, 34353, Besiktas, Istanbul/ Turkey). Some of the consulates require only an email version/pdf version printed out.*

**VISA APPOINTMENT:** Call the consulate or search online to learn about visa application. You are the only person who is dealing with the process.

BAU Exchange only prepares you a Consulate Letter.

**CONSULATE LETTER:** Please get in contact with Ms. Ozge Guner for the letter which is required for visa application.

*\*If you are going to Germany, also ask for SGK letter (insurance letter)*

# GRANT AGREEMENT

*\*This is a separate document than the consulate letter.  
You can apply to visa without this agreement.*

**All students – with or without grant – must sign the Grant Agreement. It is required for BAU, not necessary for your visa application. THIS IS THE LAST STEP BEFORE YOUR MOBILITY.**

After you collect the documents below, visit BauExchange Office;



## **1. Deniz Bank (Bahcesehir University branch) Euro account Iban Nr.**

The Euro bank account has to be associated with the Bahçeşehir University branch of Deniz Bank. Let them know that you are an Erasmus+ student, and they will assist you.

GRANT AGREEMENTS have to be signed by you and by Erasmus+ Institutional Coordinator Selim Övünç Altinkök, not later than one month before the start date of your Erasmus+ study mentioned on the letter of acceptance.

## **2. Copy of health insurance**

*If you are planning to travel to your host country before the start date on your Acceptance Letter, make sure that your Student Travel Insurance covers your complete travel dates.*

The insurance policy needs to cover a minimum of 30.000 EUROS premium, guarantee funeral transfer procedures and be valid in the Schengen area. Only policies that include these will be accepted.

If you are enjoying the insurance of your family members and traveling to Germany, you may acquire an insurance for free (AT11 document provided by SGK). Call SGK for more information.

*GRANT AGREEMENT does not only include the legal confirmation that the student will complete his/her requirements for a successful mobility, but also it covers the rights of both parties to the Agreement (student and Turkish National Agency). In such cases where the Grant Agreement is not signed, the mobility will not be recognized and all obtained certificates will be void.*

**ACADEMIC AFFAIRS AND INTERNATIONAL PROGRAMS DIRECTORATE**  
**ERASMUS+ AND WORLD EXCHANGE PROGRAMS**  
**E: [BAUEXCHANGE@INT.BAU.EDU.TR](mailto:BAUEXCHANGE@INT.BAU.EDU.TR)**