

# *2022-2023 Erasmus+ Students' Checklist*

## BEFORE MOBILITY

Get an **ACCEPTANCE LETTER** from a company and send the signed and stamped letter to [outgoing@int.bau.edu.tr](mailto:outgoing@int.bau.edu.tr) until **29 April 2022**.

Find the templates on our website

(<https://international.bahcesehir.edu.tr/exchange/erasmus-placement-traineeship-documents/>)

Start preparing **Learning Agreement** /only Before the Mobility part.

Consult to your Academic Coordinator while you are preparing the documents and get a signature from him/her. You should get an appointment during their office hours.  
*Electronic signature will also be accepted.*

**Academic Coordinators:**

<https://international.bahcesehir.edu.tr/exchange/erasmus/outgoing-students/faculty-coordinators/>

## BEFORE MOBILITY

### Visa Application

- Call the Consulate and get all the information for the application,
- Request a **Consulate Letter** from BAU Exchange Office.  
*\*If you are going to Germany, also ask for SGK letter (insurance letter)*
- Prepare the other documents on your own!

### Grant Agreement

- After you collect the documents below, visit BauExchange Office;
  1. Deniz Bank (Bahcesehir University branch) **Euro** account IBAN
  2. Copy of health insurance

### OLS

- Complete the OLS test online in 15 days after signing the agreement and send the pdf result to [outgoing@int.bau.edu.tr](mailto:outgoing@int.bau.edu.tr) via e-mail



## DURING MOBILITY

- Arrival and meeting your colleagues at the host company.
- Get a signature for **ARRIVAL FORM** and send it to BauExchange,  
*\*ONLY SCANNED VERSION IS ACCEPTED!*
- During Mobility Form should be completed only if there is a change of your supervisor, or a change of your position or a change of your mobility dates etc.
- Send some nice pictures to BauExchange! :)

## AFTER MOBILITY

- Submit the documents below to BauExchange in 3 days after your return;
  - After Mobility form (signed and stamped)
  - Certificate of Attendance ( BAU TEMPLATE HAS TO BE SIGNED, available at our website),
  - Passport or E-Devlet Yurda Giriş-Çıkış Belgesi
  - OLS (2nd assesment),
  - EU Survey (online survey)

**AFTER YOU COMPLETE ALL THE STEPS, YOU WILL BECOME A SUCCESSFUL ERASMUS EXPERT AND YOU WILL BE ALREADY FAMOUS ONE IN THE UNİ!**  
**!!! YOU HAVE TO PAY ATTENTION TO ALL THE STEPS GIVEN ABOVE. IF YOU MISS EVEN ONE OF THEM, THIS IS A DOMİNO AFFECT, IT WILL MAKE THIS LONG PROCESS MORE DIFFICULT AND TİRESOME.**

**PLEASE VISIT OUR WEBSITE FOR FURTHER INFORMATION:**  
**[HTTP://INTERNATIONAL.BAHCESEHIR.EDU.TR/EXCHANGE/ANA-SAYFA/ERASMUS/ERASMUS-3/](http://international.bahcesehir.edu.tr/exchange/ana-sayfa/erasmus/erasmus-3/)**