

2021-2022 Academic Year Erasmus+ Placement Checklist

BEFORE MOBILITY

Get an **ACCEPTANCE LETTER** from a company and send the signed and stamped letter to Ms. Aysin Durgut until **17 May 2021**.

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 his/her. You should get an appointment during their office hours.
Electronic signature will also be accepted.

After you sign the documents, submit the document to the BAU Exchange Office via e-mail until **11 June 2021**.

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 Ms. DURGUT
**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 Nr.
 2. Copy of health insurance

OLS

- Complete the OLS test online in 15 days after signing the agreement and send the pdf result to Ms. DURGUT 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/)