



Erasmus+ Handbook

for outgoing students

-STUDY MOBILITY-

contents

- **BEFORE MOBILITY PROCESS**
- **DURING MOBILITY PROCESS**
- **AFTER MOBILITY PROCESS**
- **CHECKLIST**



Before Mobility

Students who are on the list published on our website will be nominated as candidates to the partner university in which they are placed, based on the selections made on the TurnaPortal website.

Once the partner university approves the candidacy, the student will receive detailed information from them regarding the application process, required documents, and other tasks managed by the Erasmus office of the partner university. This information is typically provided within 2–3 weeks after nomination, though it may take longer depending on the response time of the partner university.

If no notification is received within one month of the nomination, you should contact the Erasmus office of the partner university via email to request information. Please note that the partner university may reject the application for any reason, and Haliç University cannot be held responsible for such decisions.

Most commonly requested documents during the application process by our partner universities include:

- Passport Copy
- Official (signed & sealed) Transcript of Records
- Language Certificate
- OLA (Online Learning Agreement)

Note: Additional documents may be requested depending on the procedures of the partner university. Please also note that the issue date of the submitted documents should not be older than one month. You should also check the partner university's website for the required documents.



After the application process at the partner university is completed, your application is generally concluded within 4–6 weeks and the "Acceptance Letter" or "Registration Letter" is sent to you.

Before Starting Mobility Requirements at Halic University:

While you are dealing with the processes in the partner university, you must also carry out the processes in your own university at the same time. These responsibilities are listed below, and additional documents may be requested depending on student profile and erasmus destination.

- OLA (Online Learning Agreement) or LA Before Mobility
- Letter of Acceptance
- Vakıfbank Euro Account IBAN under student's name
- Visa Photocopy
- Health Insurance (must be valid for all mobility dates)

Signing the Grant Agreement

You are required to visit our office to sign the document with a wet signature. Please bring your health insurance policy and your Euro bank account IBAN number. Please note that all outgoing students — with or without a grant — must come to our office and sign this document.

During Mobility

Required Documents

- Arrival Form (Once you arrive at the partner institution, you must get it signed and send it to erasmus@halic.edu.tr. This is a document of proof that you safely arrived in the country of your Erasmus program)
- Learning Agreement During Mobility



After Mobility

Required Documents

- Transcript of Records
- Original copy of the Certificate of Attendance (it should be signed and stamped)
- Learning Agreement After Mobility part with changes (If a change occurred in the course plan) (signed by all parties)
- Submitting the EU Survey (The EU survey will be sent to the student's email address after the mobility is completed. Don't forget to check your spam and junk mail folder.)
- Copy of the pages of the passport entry-exit stamps, (If the entry-exit dates on the original Passport to be inspected by the Erasmus office staff are obscure and unclear, a border entry-exit document must be submitted from the e-devlet.

! Important Note

All matters related to the application process, visa procedures, accommodation, travel arrangements, and any additional requirements at the partner university are the sole responsibility of the student.

For any inquiries, assistance, or supplementary information, please feel free to contact us through e-mail.

✉ erasmus@halic.edu.tr

🌐 www.exchange.halic.edu.tr





ERASMUS OUTGOING STUDENT CHECKLIST

Before Departure

- ☐ I obtained my passport.
- ☐ I have checked/received the application process of the host university submitted my **application to the host university.**
- ☐ I got in contact with my Erasmus Departmental Coordinator of Haliç University to discuss my course selections.
- ☐ I have completed Learning Agreement or Online Learning Agreement (OLA) with all signatures.
- ☐ I checked the **Consulate's official website** to find out the documents and financial requirements for my visa application.
- ☐ I received my **official acceptance letter** from the host university.
- ☐ Upon receiving the acceptance letter and completing learning agreement, I booked **my visa application appointment.**
- ☐ I requested and then received my **visa support letter** from the Erasmus Office
- ☐ I collected all the necessary documents **applied for a student visa.**
- ☐ I got my students visa from the consulate and I **checked to see that the dates on the visa are correct.**
- ☐ I read all the **incoming exchange student info (welcome guide, etc.)** sent to me by the host university.
- ☐ **I made housing arrangements** following the suggestions of the host university.
- ☐ Upon receiving my visa, I purchased my **flight ticket** in accordance with the dates on my acceptance letter and visa.
- ☐ I opened a Vakıfbank Euro Account under my name.
- ☐ I completed all the required documents for grant agreement and submit to Erasmus Office before my departure.
- ☐ I signed the hard copy of **Erasmus Grant Agreement** in Erasmus Office before my departure.
- ☐ Upon signing grant agreement, I received **80% of my Erasmus grant.**
- ☐ I read and understood the **Erasmus Student Charter.**
- ☐ I figured out **how I am going to withdraw money** at my exchange destination, if need be.
- ☐ I planned on how I will get from the airport to the house I am staying at/to the host university.
- ☐ I arrived to my host university.

Upon Arrival to Host Institution

- ☐ I got my **certificate of arrival** signed by host university's International Office/Erasmus Office.
- ☐ I attended the **orientation days** organized by my host institution.
- ☐ I got approval from my home and host institutions' coordinators for the courses that need to be changed and filled it out LA During Mobility.

Returning Back to Turkey

- ☐ I have check the after mobility documents list sended from Haliç University.
- ☐ I got my certificate of attendance signed and stamped by the host institution **before departure.**
- ☐ I filled out the EU – Participant's Report sent by email.
- ☐ I have submitted all after mobility documents to Haliç Erasmus Office and received my %20 grant.

