

## FIRST STAGE: BEFORE APPLYING TO MOBILITY

1- The student finds an appropriate university from the list of partner universities in İstanbul Kent University Erasmus Webpage, to apply for Erasmus+ Mobility for Learning.

### 2- HOW DO I APPLY?

1. Students log in with their e-mail address with the domain of kent.edu.tr by clicking <https://app.erasmus.kent.edu.tr/>.

2. Students apply to the active announcement. To apply, students must perform the actions in the system step by step. You need to upload the following documents to the system.

- Your current transcript of records (for first grade students, high school diploma GPA OUT OF 4.00),

- LPDD forms which can be accessed in the following link

<https://www.kent.edu.tr/outgoing-students-101484>,

- If a student has a disability, the official medical document indicating the type and scale of disability.

- If any, an official document from the Ministry of Family and Social Policies stating that there is a decree on protection, care or housing regarding the student in accordance with Law No. 2828.

- If any, a photocopy of the martyr's or veteran's relative card.

- Applications that do not contain the necessary documents are not evaluated. If a student does not declare his/her disability, being a relative of martyr and/or veterans and/or the fact that he/she has a decree to protect and housing in accordance with the law No. 2828 with official documents during the application, his/her situation cannot be evaluated for the application of plus points in the selections, and the applicant cannot request plus points at this stage, his/her objection to the application of plus points to the selection decisions is not evaluated.

3. An "Application Code Number" randomly assigned by our Office will be sent to the email addresses used by students applying during the application, and the results of the selection will not be announced with name/surname/student number, but with application code numbers on 01.03.2021 on the "Announcements" link of our Erasmus+ tab and it will be e-mailed to students' e-mail addresses with the domain of kent.edu.tr. Students who apply will be able to see the results in the system.

4- The student takes the English Examination.

\*50% of students' GPA score and 50% of English exam results are taken into account to calculate the final results, then according to the final results, a list is created from the highest score to the lowest score, the students who are selected as "principal candidates" within the total quota of departments, are eligible to participate in the mobility for training for the relevant announcement period. If students wish, they may waive their right to participate in the specified waiver dates. In that case, a reselection is carried out from the list of "alternate candidate" students, taking into account the highest score ranking within the total quota for the relevant department, and the selected students are eligible to go. While the ranking of points is established, several situations determined by the Turkey's National Agency are considered as plus and minus points; these situations are as follows:

- During the evaluation process, the children of martyrs and veterans are awarded +15 points.
- During the evaluation process, students with disabilities are awarded +10 points, provided that the disability is documented.
- In the evaluation process, +10 points are awarded to students who have a court rule of protection, care or shelter pursuant to Social Services Law No. 2828.
- In the evaluation process, while calculating the total sum of the scores of the academic achievement and foreign language test results of students who previously benefited from Lifelong Learning Program or higher education mobility for learning or training in the framework of Erasmus+; for each activity previously benefitted from (without distinguishing as learning or training), a reduction of 10 points is applied.
- During the evaluation process, if a student participates in mobility in his/ her country of nationality, a reduction of 10 points is applied.
- During the evaluation process, if a student who is selected for mobility does not participate in mobility without giving notice of waiver during the waiver period, a reduction of 10 points is applied on his / her next application.

- During the evaluation process, when a student applies to both types of mobility at the same time, a reduction of 10 points is applied according to his/ her preference in terms of type of mobility.

- During the evaluation process, if students who are selected for mobility do not attend the meetings/trainings about mobility organized by the higher education institution, without an excuse, when those students reapply to Erasmus, a reduction of 5 points is applied.

- In the evaluation process, when students who apply but do not take the English language exam without an excuse, reapply to Erasmus, a reduction of 5 points is applied.

- In case of previous participation in the mobility, 10-point reduction is not applied for activities performed at the previous cycle of study or activities apart from learning/ training mobility activities in higher education. 10-point reduction is applied when a student who has participated in the mobility reapplies in the same cycle of education.

\*All students who have won the in-house selections and have gained the right to participate in the activity are "Candidate" students until the grant for the relevant announcement period is deposited by the Turkey's National Agency into the corporate EURO account of Istanbul Kent University; it is only when the Turkey's National Agency deposits the grant for the relevant period in the corporate EURO account of Istanbul Kent University, and there is enough grant, then it becomes definite that the "Candidate" students can participate in the mobility.

\*If the grant is not deposited in Istanbul Kent University Corporate EURO account during the relevant project period; or if there is not sufficient grant, the student who accepts and chooses to participate in the learning activities without a grant may participate in the activity without a grant.

\*There are procedures to be carried out by students after the Erasmus+ and International Programs Office nominates the principal candidates to the receiving institutions and gets the confirmation.

## **SECOND STAGE: PROCEDURES FOR SELECTED STUDENTS**

**1-** Selected candidate students must learn the application terms, process and documents of the receiving institutions that they were placed in, by searching the schools' websites. Students should apply to the institutions that they were placed in, by paying attention to the deadlines of the institutions. Some schools may require an on-line application. During the application phase, the documents requested by the receiving institution and the requirements of the on-line application should be taken into consideration.

**2-** When applying to receiving institutions, schools request a "Learning Agreement" (LA) document. If the receiving institution already has an LA form, it should be prepared by filling in the form. If there is not, Istanbul Kent University LA form should be prepared. The student who receives the letter of acceptance from the receiving institution must prepare Istanbul Kent University LA form and the Course Transfer Table form.

**3-** The candidate student who successfully applies to the receiving institution, receives the “letter of acceptance”, usually by e-mail and rarely by mail. It is the obligation of the student to follow up to receive the Letter of Acceptance. Istanbul Kent University Erasmus + and International Programs Office does not take any action to have acceptance letters sent to students. The original letter of acceptance must be submitted to the institution to which the visa application will be made (consulate or intermediary company), and the copy must be submitted to Istanbul Kent University Erasmus+ and International Programs Office.

**4-** The student who submits the copy of the letter of acceptance to Istanbul Kent University Erasmus+ and International Programs Office, is given the official letter of assistance for obtaining a visa in English. The original document should only be submitted to the Consulate.

**5-** In order to obtain the necessary documents for student passport application, Student Affairs Directorate must be consulted.

**6-** Since the passport issuing process will take time, it is recommended to apply for a passport as soon as the student receives his / her letter of acceptance.

**7-** The student, who completes the above-mentioned processes and prepares the documents, must apply for a visa according to the desired date of arrival in the country of destination, taking into account the academic calendar of the receiving institution, the processes such as travel, finding accommodation and settling in. Students can obtain detailed information about visa by applying to the consulates of the relevant countries.

**8-** The student who will participate in the mobility must also have a health insurance in accordance with the requirements of visa application and admission, which is valid in the country of his / her destination and covers the full duration of his / her mobility.

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### **Necessary Documents to be Submitted to Istanbul Kent University Erasmus+ and International Programs Office Before the Mobility**

Students who complete the procedures properly, must prepare the documents listed below carefully without any errors and submit them to Istanbul Kent University Erasmus+ and International Programs Office before going to the receiving institution. The student must hand in the documents personally.

**1- Copy of Letter of Acceptance:** It is an official letter sent to you by mail or e-mail from the receiving institution, declaring that you are an Erasmus+ exchange student at the receiving institution.

**2- Copy of Istanbul Kent University LA:** A copy of the LA document with the logo of Istanbul Kent University, which shows the courses you will take in the receiving institution and the equivalence of these courses at Istanbul Kent University. You should prepare this document with your Erasmus Departmental Coordinator. This document must be signed by the Erasmus+ Institution Coordinator of Istanbul Kent University.

**3- Copy of Istanbul Kent University Course Transfer Table Form:** A copy of the properly filled in document. This document will only be issued for Istanbul Kent University. Therefore, it will not be signed by the receiving institution. The courses to be taken by the student at the receiving institution and the equivalency of those courses at Istanbul Kent University must be indicated correctly. In addition, the courses in the LA document and the courses in this document should not be different.

**4- Grant Agreement:** After all necessary documents are submitted to Erasmus+ and International Programs Office, Grant Agreement is filled by the office staff and signed by the student.

**5- Copy of Passbook:** Student opens a EURO account in his / her name for the deposit of the Erasmus+ activity grant he / she will participate, in the bank branch of Istanbul Kent University corporate EURO account. The grant will be deposited into this account. A copy of the page containing the student's ID and IBAN number in this passbook, must be submitted.

**6- Account Declaration Document:** It is the document in which the student officially declares the Euro account that he / she wants his / her grant to be deposited. The student should complete the dates of the mobility, his / her own information, print it out and sign it. It must be submitted with the copy of the passbook.

**7- Copy of Health Insurance Policy:** It is the Health Insurance that covers the expenses of health institutions that may arise from any health problems student may face in the period of staying abroad in Erasmus+ mobility for learning, with coverage of at least 30.000,00 Euros. It is advised to cover both outpatient and inpatient services. The student can take out the said insurance policy from a valid insurance company in his/ her country of destination by going to the insurance agency or do it online. Said insurance policy will probably be among the list of documents required for a visa, when the student applies to the Consulate. Insurance companies can issue these documents both in Turkish and English. The receiving institution can also claim an insurance policy. Therefore, even if the consulate accepts insurance policy in Turkish, student should get a version in English as well. As it can be among the documents required for the visa, valid insurance companies can vary according to the country. Therefore, Istanbul Kent University Erasmus+ and International Programs Office recommends that students learn these companies from the Consulate of the country for the most accurate information. Students' insurance in Turkey may also be valid abroad, if the country of destination is among the countries that have a joint agreement with Turkey through the Republic of Turkey Social Security Institution (SGK). For any question you might have on this issue,

you can reach the most accurate information from the website or telephone line of SGK (See:[http://www.sgk.gov.tr/wps/wcm/connect/SGK+Internet/emeklilik/yurtdisi\\_islemler/yurtdisi\\_saglik\\_islemleri/](http://www.sgk.gov.tr/wps/wcm/connect/SGK+Internet/emeklilik/yurtdisi_islemler/yurtdisi_saglik_islemleri/)). If the student's health insurance in Turkey is not valid abroad, and therefore it is necessary to obtain a new health insurance upon arrival in the country where the receiving institution is located, or if the receiving institution/country is to obtain a health insurance for the student, the student must send the document of this health insurance to Istanbul Kent University Erasmus+ and International Programs Office via e-mail.

**8- OLS (Online Language Support) Exam Result:** Online test conducted by the European Union to measure students' foreign language levels and their progress before and after they arrive at the receiving institution. On-line language course is also provided for students who wish to further their foreign language level. OLS exam invitation is sent to student's e-mail address with @kent.edu.tr extension via e-mail, before he/ she leaves Turkey. After completing the exam, the student must print out the result certificate generated by the system and submit it with the other documents.

**9-** After obtaining a visa, **a copy of the page with the visa stamp** of the passport must be handed in to the office. (It is required in the event of a force majeure situation or when there is a notice regarding participation in mobility, otherwise it is not necessary.)

Important: If the National Agency sends OLS licenses to our office late, OLS exam invitation may be sent after the students have gone abroad.

### **THIRD STAGE GOING TO THE RECEIVING INSTITUTION**

**1-** After the student arrives at the receiving institution, he / she must firstly go to the Erasmus Office and have the **top part of the Confirmation of Stay form** signed by the Erasmus Office personnel immediately and after scanning the document, he/ she should send it to the e-mail address of Istanbul Kent University Erasmus+ and International Programs Office **erasmus@kent.edu.tr**. Since the departure section of the same document will be re-signed by the receiving institution at the end of the mobility, the student is liable to keep the original document for the duration of the mobility.

**2-** Secondly, the student must have **the original document of Istanbul Kent University LA signed**. The student must send the document to the e-mail address **erasmus@kent.edu.tr** of after completing the signatures of the Receiving Institution section of the LA document, and scanning it. The student must certainly keep the original LA document and submit it to Istanbul Kent University Erasmus+ and International Programs Office upon return.

**3-** If the student wishes to change the courses, he/she wants to take during the Add / Drop period (if he / she wishes to drop or add courses), **the LA form should be reprepared**. The course names and codes in the LA document must match the course names in the transcript that student will receive from the institution. The student follows the academic calendar of the institution for the change of LA and receives the approval of the Departmental Coordinator within the first 1 month from the beginning

of the term, and informs Erasmus+ and International Programs Office (by emailing the address of [erasmus@kent.edu.tr](mailto:erasmus@kent.edu.tr)). If there are problems during the Add/Drop period, Erasmus+ Academic Advisor and relevant Departmental Coordinator must be consulted.

**4- If the receiving institution demands other procedures from the student** (applying to the foreigners' office for a residence permit, issuing a temporary identity document, etc.), the student must carry out the required procedures, after learning the necessary information from the Erasmus Office in the receiving institution.

**5-** The student must have **the bottom section of the** Confirmation of Stay document signed by the Erasmus Office before leaving the receiving institution. As this document proves that the student continued his/ her education at the receiving institution during the mobility period, it is necessary for the student to receive the remaining grant.

#### **FOURTH STAGE RETURN**

At the end of Erasmus+ exchange mobility term and upon arrival in Turkey, students must complete the following documents and deliver them to Istanbul Kent University Erasmus+ and International Programs Office in a sheet protector, properly without any errors:

**1- Original document and a Copy of Confirmation of Stay**

**2- Transcript of Records:** The official document showing the courses taken, **original document and a copy.** (Due to their own regulations, some institutions cannot prepare the transcript before the student leaves the receiving institution. If such a thing occurs, the student must get a guarantee that the transcript will be sent to his/ her address in Turkey or to the address of Istanbul Kent University Erasmus+ and International Programs Office.)

**3- Copy of the page in the passport that has the stamps of entry to-exit from the country where the host institution is located.** The student **must also have** his/ her passport with him/ her for control. (It is required in the event of a force majeure situation or when there is a notice regarding participation in mobility, otherwise it is not necessary.)

**4- Original İstanbul Kent University LA Document.**

**5- İstanbul Kent University LA Change (if course change is made) original document.**

**6- İstanbul Kent University Course Transfer Table original document.**

**7- Online Linguistic Support (OLS) Exam Result:** An invitation for the OLS exam is sent to the student's e-mail address with @kent.edu.tr extension via e-mail, after the student returns from the receiving institution. The student who completes his / her

examination must submit the result certificate generated by the system among the required documents.

**8- EU Survey:** When the student submits all his / her documents, it will be sent to the student via e-mail by the Office. The student completes the survey via the system. The student's remaining grant (if there is) is deposited into the student's account after the end of the survey.

**9-** For course equivalency and transfer procedures, students must submit the following documents to the Student Affairs Directorate after submitting after the mobility documents to the Erasmus+ and International Programs Office:

**\* İstanbul Kent University LA Document with all signatures completed**

**\* Copy of İstanbul Kent University Course Transfer Table**

**\* If there is, İstanbul Kent University LA Document with all signatures completed**

**\* Original document of Transcript of Records**

**NOTE:** Students are advised to save documents as digital files in pdf format and to prepare them as output in at least 3 copies in case of losing important documents.