

# STEPS for Erasmus INCOMING Erasmus+ - Exchange Students at Yeditepe University

## DURING MOBILITY

1 STEP	Have you Requested / Paid for On Campus Housing?	<ul style="list-style-type: none"> <li>• Check into your room 1-3 days (maximum) before Registration Week</li> <li>• Visit the INCOMING office - give your documents for the office file, bring <i>original signed "Learning Agreement"</i> if not posted earlier</li> <li>• Register at the Student Affairs Office - your name will be on their list</li> </ul>
2 STEP	Orientation Meeting Day	<ul style="list-style-type: none"> <li>• Attend meeting, enjoy a "wake-up" coffee/tea while getting to know other new students</li> <li>• Fill-Out the "Certificate of Attendance" - these will be collected for signature and stamp</li> <li>• Tour campus with YISS-ESN club "Buddy"</li> <li>• Find your department and coordinator</li> </ul>
3 STEP	Registration Week	<ul style="list-style-type: none"> <li>• Meet with department coordinator:               <ul style="list-style-type: none"> <li>➤ Confirm and <b>enter into system OBS</b> course selection</li> <li>➤ Receive classroom time schedule and locations</li> <li>➤ Dept. coordinator signs Learning Agreement</li> </ul> </li> </ul>
4 STEP	Settle Housing arrangements	
5 STEP	Insurance Issue	<ul style="list-style-type: none"> <li>• <b>Bring signed Learning Agreement</b> to Incoming Office</li> </ul>
6 STEP	Resident Permit Issue	<ul style="list-style-type: none"> <li>✓ Copy stays on file, student keeps original for taking back to Home school</li> </ul>
7 STEP	Attend classes!	<ul style="list-style-type: none"> <li>• Meet with Depart. coordinator and notify Home School of "changes"               <ul style="list-style-type: none"> <li>➤ Complete <i>Change Form</i> of Learning Agreement <b>before Add/Drop deadline</b></li> </ul> </li> </ul>
8 STEP	Add / Drop Deadline	<ul style="list-style-type: none"> <li>• <b>Bring signed "change form" Learning Agreement</b> to Incoming Office</li> <li>✓ Copy stays on file, student keeps original for taking back to Home school</li> </ul>
9 STEP	<b>Before</b> Departure	<ul style="list-style-type: none"> <li>• Complete <b>Departure Form with signature/stamps</b> (download on webpage)</li> <li>✓ Bring to Incoming Office for last signature</li> </ul>
10 STEP	Safe travels - hope to see you again soon !	<ul style="list-style-type: none"> <li>• Complete "Certificate of Attendance" Side B -</li> <li>✓ Bring to Incoming Office for signature/stamp</li> <li>✓ Take the original for Home School- we keep copy in office</li> </ul>