

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

### BEFORE MOBILITY

1 STEP	Check that a current IIA is available with your school	<ul style="list-style-type: none"> <li>“Inter-Institutional Learning Agreement” ( <i>IIA is the agreement that replaces the "old" Erasmus Bilateral Agreement under LLP/Erasmus</i>)</li> <li>IIA provides the foundation for mobility between institutions</li> <li>Both partner schools need to sign the IIA before MOBILITY can take place.</li> <li>Be sure that the agreement has been updated and is not expired.</li> <li>Download &gt; <b>ERASMUS + <a href="#">Inter - Institutional Agreement ( IIA )</a></b></li> </ul>
2 STEP	Home University nominates candidate students	<ul style="list-style-type: none"> <li>“Nomination Form” - visit webpage and download</li> <li>Complete the form (typewritten)</li> <li>Home school emails completed form to <a href="mailto:incoming@yeditepe.edu.tr">incoming@yeditepe.edu.tr</a></li> </ul>
3 STEP	Yeditepe emails reply to Home University partner with current details on Application procedures and confirms nominations	<ul style="list-style-type: none"> <li>“Incoming Erasmus/Exchange Student Application Form” - visit webpage and download</li> <li>Complete the form (typewritten only)</li> <li>Application may be scanned and emailed as attachment if possible</li> <li>Paper copy required for Yeditepe (send by postal and/or bring on your arrival if scanned in advance)</li> </ul>
4 STEP	Home University department coordinator signs and stamps “Learning Agreement” for each student	<ul style="list-style-type: none"> <li>Required documents for Application File:</li> </ul>
5 STEP	Student / Home U coordinator: completed application file is submitted	<ul style="list-style-type: none"> <li>Home school emails completed form to <a href="mailto:incoming@yeditepe.edu.tr">incoming@yeditepe.edu.tr</a></li> </ul>
6 STEP	Yeditepe emails “ACCEPTANCE LETTER” to student on receiving full application dossier	<ul style="list-style-type: none"> <li>Required documents needed before deadline for acceptance (emailed or postal delivery)</li> </ul>
7 STEP	Yeditepe emails detailed information to accepted students	<ul style="list-style-type: none"> <li>Bring all originals for registration when you arrive.</li> <li>Orientation date - semester dates - contact updates - housing info/fees emailed along with acceptance</li> </ul>