

## **ERASMUS+ TRAINEESHIP MOBILITY CHECKLIST**

(\* Documents marked with an asterisk must be uploaded to the TURNA PORTAL.)

### **Before the Mobility:**

- Letter of Acceptance (Must be prepared in accordance with the criteria stated in the call for applications) \*
- Learning Agreement for Traineeship - Before the Mobility (Must be completed digitally and signed by all parties by the submission deadline) \*
- Euro Account at Yapı Kredi Bank \*
- Copy of Liability, Accident, and Health Insurance Policy \*
- Visa Page in Passport \*
- Flight Ticket \*

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### ***Grant Agreement Step:***

Once all the documents above are completed, a Grant Agreement will be signed in the office. Grant payments can only be made after the Grant Agreement is signed. A meeting link will be sent to you for scheduling the Grant Agreement process for students who are eligible for Erasmus Traineeship Mobility (both with or without a grant).

**Note:** Students participating in the program without a grant ("zero grant") are still subject to all Erasmus procedures. A zero grant agreement will be signed with all students participating without a grant.

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### **Documents to Be Completed During the Mobility:**

1. Learning Agreement for Traineeship - During the Mobility: Must be completed if there is any change in your Erasmus mobility dates or training program. (Must be signed by all parties) \*

### **Documents to Be Completed After the Mobility:**

- Certificate of Attendance (Letter of Confirmation/Participation – available on the website) \*
- Learning Agreement for Traineeship - After the Mobility (Must be signed by all parties – available on the website) \*
- EU Participant Report (Will be sent via email. To be completed online; no need to print or submit a hard copy)
- Entry-Exit Record from e-Devlet (Turkish Government Portal) \*

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