

## **ERASMUS+ INTERNSHIP MOBILITY CHECK LIST**

**(Documents marked \* must be uploaded to TURNA PORTAL.)**

### **Before Departure:** \*Documents will be uploaded **to TURNA PORTAL**

1. Letter of Acceptance (Internship mobility date ranges must be specified in the Letter of Acceptance. )\*
2. Learning Agreement for Traineeship Before the Mobility (It must be filled in on the computer and signed by all parties by the delivery date.) \*
3. Yapı Kredi Bank Euro Account \*
4. Photocopy of Liability, Accident and Health Insurance Policy \*
5. Passport document A photocopy of the page proving that you have a visa \*

**Grant Agreement Step:** After completing the above documents, the Grant Agreement will be signed in the office. Grant payments can only be made after the grant agreement is signed. An appointment link will be sent to you for the preparation of Grant Agreements before the mobility of our students who are entitled to benefit from the Erasmus Education Mobility program (with or without a grant).

**Note: Students in the " NO GRANT"** status can participate in the activity without a grant, but students without a grant participating in the activity are subject to all processes related to Erasmus. A zero grant **contract will be signed**.

### **to Complete During the Mobility Process :** Documents **To TURNA PORTAL** will be uploaded

1. Learning Agreement for Traineeship During the Mobility: It must be filled in if there has been a change in Erasmus mobility dates or your program. - (signatures must be completed by all parties.) \*

### **Things to Complete After the Mobility:** Documents **To TURNA PORTAL** will be uploaded.

1. Certificate of Participation (Letter of Confirmation/Participation, a sample is on the Website) \*
2. Learning Agreement for Traineeship After the Mobility (signatures must be completed by all parties. It is available on the Website) \*
3. EU Participation Report (It will be sent to your e-mail address. It will be filled out online, there is no need to print it and submit it.)

For your questions: [outgoing@yeditepe.edu.tr](mailto:outgoing@yeditepe.edu.tr)