



ERASMUS OUTGOING STUDENT CHECKLIST

Before Departure

<input type="checkbox"/>	I obtained the “Harçsız Öğrenci Pasaportu Başvuru Formu” from the Student Services.
<input type="checkbox"/>	I have a passport in accordance with the visa regulations of my exchange destination. (At least 6 months validity)
<input type="checkbox"/>	I received a copy of my 1)ELE score paper and 2) OzU transcript from the International Office.
<input type="checkbox"/>	I found out about the application requirements of the host university.
<input type="checkbox"/>	I submitted my application to the host university.
<input type="checkbox"/>	I checked the Consulate’s official website to find out the documents and financial requirements for my visa application.
<input type="checkbox"/>	I received my official acceptance letter from the host university.
<input type="checkbox"/>	Upon receiving the acceptance letter, I booked my visa application appointment.
<input type="checkbox"/>	I requested and then received my visa support letter from the International Office.
<input type="checkbox"/>	I collected all the necessary documents applied for a student visa.
<input type="checkbox"/>	I got my students visa from the consulate and I checked to see that the dates on the visa are correct.
<input type="checkbox"/>	I read all the incoming exchange student info (welcome guide, etc.) sent to me by the host university.
<input type="checkbox"/>	I made housing arrangements following the suggestions of the host university.
<input type="checkbox"/>	Upon receiving my visa, I purchased my flight ticket in accordance with the dates on my acceptance letter and visa.
<input type="checkbox"/>	I uploaded all the required documents to the KION system (intexchange.edu.tr) including a EURO bank account.
<input type="checkbox"/>	I signed and delivered the Erasmus Grant/Mobility Agreement to the International Office.
<input type="checkbox"/>	Upon completing all the required documents, I received 80% of my Erasmus grant.
<input type="checkbox"/>	I read and understood the Erasmus Student Charter and completed the 1st OLS assessment.
<input type="checkbox"/>	I figured out how I am going to withdraw money at my exchange destination, if need be.
<input type="checkbox"/>	I paid for “yurtdışı çıkış harç pulu” (currently 50 TRY) before departure.
<input type="checkbox"/>	I planned on how I will get from the airport to the house I am staying at/to the host university.
<input type="checkbox"/>	I paid my tuition fee at Ozyegin University as usual.

Upon Arrival to Host Institution

<input type="checkbox"/>	I got my certificate of arrival signed by host university’s International Office.
<input type="checkbox"/>	I attended the orientation days organized by my host institution.
<input type="checkbox"/>	I got approval from my home and host institutions’ coordinators for the courses that need to be changed and filled it out & uploaded the LA during the mobility page to KION.
<input type="checkbox"/>	I followed the online language courses via OLS , if appointed.

Returning Back to Turkey

<input type="checkbox"/>	I got my certificate of attendance signed and stamped by the host institution before departure.
<input type="checkbox"/>	I completed the second OLS assessment and uploaded my passport entry-exit stamps copy to KION.
<input type="checkbox"/>	I filled out the ECAS – Participant’s Report sent by email.
<input type="checkbox"/>	Before departure , I gave permission to the host institution for my transcript to be sent to OzU