

## ERASMUS OUTGOING STUDENT CHECKLIST

### Before Departure

- I received the Student Certificate from the Student Services for the “**Harçsız Öğrenci Pasaportu**”.
- I have a valid passport OR I renewed my passport **in accordance with the visa regulations** of my exchange destination. (At least 6 months validity)
- I received a copy of my **ELE score** and **official transcript** from the OzU International Exchange Programs Office (IEPO).
- I found out about the **application requirements of the host university**.
- I contacted my program coordinator about my course selection at the partner university.
- I submitted my **application to the host university**.
- I checked the **Consulate’s official website** to find out the documents and financial requirements for my visa application.
- I received my **official acceptance letter** from the host university.
- Upon receiving the acceptance letter, I booked **my visa application appointment** and requested visa support letter from IEPO.
- I read all the **incoming exchange student info (info sheet, welcome guide, etc.)** sent to me by the host university.
- I **checked the housing options** following the suggestions of the host university.
- I **booked my flight** in accordance with the dates mentioned on my acceptance letter.
- I received my **visa support letter** from the International Exchange Programs Office.
- I collected all the necessary documents and **applied for a student visa**.
- When I receive my visa, I **checked to see that the dates on the visa are correct** and purchased my **flight ticket**.
- I filled out and completed all approvals for the **Learning Agreement** and **Course Transfer and Adaptation Table**.
- Upon receiving my visa, I uploaded all the required documents to the **online application system (KION – intexchange.ozyegin.edu.tr)** including a EURO bank account information.
- I completed the first **OLS** assessment.
- I read and understood the [Erasmus Student Charter](#).
- I signed and delivered the **Erasmus Grant Agreement** to the International Exchange Programs Office.
- I figured out **how I am going to take money** at my exchange destination, if need be.
- I paid for “**yurt dışı çıkış harç pulu**” at the airport before departure.
- I planned on how I will get from the airport to the house I am staying at/to the host university.

### Upon Arrival to Host Institution

- I got my **Certificate of Arrival** signed by host university’s International Office and uploaded to the KION system.
- I attended the **orientation days** organized by my host institution.
- I got approval from my home and host institutions’ coordinators for the courses that need to be changed in the **Learning Agreement** and uploaded the second page of the LA to the KION.
- I followed the online language courses via **OLS**, if appointed.

### Returning Back to Turkey

- I got my **Certificate of Attendance** signed and stamped by host university’s International Office.
- I completed the second **OLS** assessment.
- I filled out the **ECAS – Participant’s Report** sent by email.
- I completed the **online feedback form**.
- Before returning back to Turkey, I gave permission to the host university for my **Transcript** to be sent my home university.