



Erasmus+ ICM

Staff Mobility Procedures Teaching and Training Mobility



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Dear Participant,

It is a pleasure for us to be able to welcome you at YTU. We all hope that your Erasmus mobility at YTU will be a unique adventure in your life and it makes an outstanding contribution to your life in terms of both academic and social aspects.

In order to carry out your expected mobility smoothly, please go through this guide carefully.

*Please note that in order for your application to be processed, **you should be nominated by your home university before you complete your application.** Nomination e-mails should be sent to icm@yildiz.edu.tr.*

- get in touch with the responsible person at host university stated on the inter-institutional agreement in order to;

- discuss the teaching/training plan. (The program has to be prepared day by day.)
- ask for a Letter of Acceptance
- consult for visa, insurance, accomodation etc.
- [Click for the inter-institutional agreements](#)



- When you decide on the dates and the content of the programme,
 - Fill out the teaching/training mobility agreement electronically.
 - Have it signed&stamped by home and host university (e-mail attachments and scanned copies are acceptable)
 - [Click for the forms](#)

- When you have sent the below documents to Erasmus+ Program Unit;

Application Form (duly signed and stamped by the applicant and the home university, in pdf format, filled out by computer)

Teaching/Training Agreement (duly signed and stamped by the applicant and the home university, in pdf format, filled out by computer)

Photo (headshot in jpg format)

Copy of the passport

- You will be sent the below documents;

Mobility Agreement

Letter of Acceptance

Welcome Pack



- When you are to carry out the mobility for sure
 - Check the visa procedures with the related consulate in your country
 - Search for travel alternatives
 - Book accommodation
 - Buy a health insurance



It is the responsibility of the participant to do the above items and it depends on his/her time management.



You may need to follow some extra procedures at your home university to go abroad such as filling out permission forms and assignment letters. Thus, it is advised for you to consult the responsible department at your home university during the mobility preparation.



- You are ready to travel in order to carry out your mobility.

Have a safe and sound trip😊



- Keep your travel documents like tickets and boarding pass.
- Submit the below documents Erasmus+ Program Unit upon your arrival;
 - Travel tickets and boarding passes
 - The copy of the passport page that Turkish Polica stamped at the gate

Erasmus Grant

- Upon your arrival at YTU, on the first day of your visit, Erasmus+ Program Unit will accompany you to process the financial issues as explained below;

- going to the Tax Office to get a Tax number
- going to the T.C. Ziraat Bank to open a Euro bank account
- going back to the Office to sign the grant contract



- You will be transferred the individual support (daily 140€) and travel support which is calculated via [Distance Calculator](#) according to the distance between the city of “Home University” and the city of “Host University”.



- You can withdraw your grant directly from the Bank that you opened your account without any fee. Note that you should have your passport and bank book with you. If you want to use other branches of the bank, there might be some fee for the operational issues.



- Before you leave upon the completion of your mobility, you will be given a «Certificate of Attendance».
- As soon as you leave Turkey, send the below documents to Erasmus+ Program Unit by e-mail;
 - the copy of the travel documents for your return
 - The copy of the passport page that Turkish Police stamped at the gate
- Lastly, you will be sent an online survey by European Commission, which is mandatory for each participant to complete.





Contact

(Ms.) Armağan BAKILI AKKOÇ

Address: Yıldız Teknik Üniversitesi, Uluslararası İlişkiler Koordinatörlüğü
Erasmus+ Program Birimi, Davutpaşa Kampüsü, Taş Bina, A-1003, 34220
Esenler/İstanbul TURKEY

Phone: +90 212 383 5654

E-mail: icm@yildiz.edu.tr