



Confirmation of Arrival

YTU **does not provide** a Confirmation of Arrival form. If your university has such a form, please bring it to us for signature.

Student ID Card

Student ID Cards will be handed out by Erasmus Office after the beginning of the semester. You will be informed by an e-mail when to pick it up.

Student Transportation Card

In order to issue your Student Transportation Card, İstanbul Public Transportation Institution (İETT) will ask you about your YOKSIS Number (*A kind of ID number given to the students studying in a higher education institution in Turkey*) along with the following documents:

- Student Certificate (to be handed out during the orientation programme)
- Passport
- Card Fee: 10 TL
- Photo (headshot)

Please go to an application center with your ESN buddy to submit your application. Please see the application centers at <http://istanbulkart.iETT.istanbul/en/istanbulkart/pages/application-centers/443>

Wi-Fi

Set up your device according to the guidelines below (you may need some help, since the document is in Turkish) :

<http://kalite.yildiz.edu.tr/login/sys/admin/subPages/img/KL-046-YT%C3%9C%20Kablosuz%20A%C4%9Fa%20Ba%C4%9Flant%C4%B1%20K%C4%B1lavuzu-T%C3%BCm%20Cihazlar.docx>

Your username and password will be given by Erasmus Office when received from IT department.

Departmental Coordinators

For academic issues (courses, study programmes, Learning Agreement & Changes, transcript of records, etc.) please contact your departmental coordinator.

- The list of Departmental Erasmus Coordinators is attached to the e-mail and can be found at <http://www.eu.yildiz.edu.tr/images/files/B%C3%B6l%C3%BCm%20Koordinat%C3%B6rleri%20Listesi-31-01-2017.xlsx>



Turkish Language Course

If there is sufficient number of students willing to take, Turkish Language Courses will be organized for the incoming Erasmus students;

- for free
- in exchange of 6 ECTS (may be added to the Learning Agreement - course code ERA0001)
- at different levels: Beginner, Pre-Intermediate, Advanced

The detailed programme about Turkish Language Course will be announced upon the start of the semester.

How to Change the Subjects in the Learning Agreement

- Erasmus+ Learning Agreement is available to download at:
<http://www.kalite.yildiz.edu.tr/login/sys/admin/subPages/img/FR-0725-Erasmus+%20Learning%20Agreement%20For%20Studies.doc>
- Section to be completed **DURING THE MOBILITY** should include the changes that you have made on the previously-listed subjects.
 1. Fill out the document and sign it.
 2. Send to your home university by e-mail and have it signed and stamped.
 3. After you receive the signed document from your home university, print it and have it signed by the Departmental Erasmus Coordinator at YTU.
 4. Following the signature of your departmental coordinator, submit it to Erasmus Office.
(Deadline : **20th March 2017, Monday**)
 5. Following the signature of the Erasmus Office, you can pick up your paper.

Departure Documents

- **Certificate of Attendance** (to be issued by EU Office)
- **Transcript of Records** (to be issued by your Departmental Coordinator. If you have taken a course from other department, please inform the lecturer of that course that you are an Erasmus student and your transcript of records is prepared by your departmental coordinator. Please request the lecturer to send your grade to your departmental coordinator by e-mail so that your transcript of records could be prepared in time.)
- **Confirmation of Departure*** (YTU does not provide a Confirmation of Departure form. If your university has such a form, please bring it to the Erasmus Office as close as possible to your departure date.

If you need a "Confirmation of Departure Form" to be signed and stamped by YTU EU Office, you should bring it personally to EU Office. Please do not ask that document to be signed send sent by e-mail or with the help of a friend.



ESN YTU (Erasmus Student Network)

It is the official student club of the university which is authorized to help out the incoming Erasmus students in terms of accommodation, transportation, social facilities and the life in Istanbul/Turkey. Each incoming Erasmus student will have a buddy who will be appointed by ESN YTU. You'll receive / may have received the contact information of your buddy. For further information, please contact ESN YTU:

Web : <http://esnytu.org/>

E-mail : esnytu@esnturkiye.org

Facebook: <https://www.facebook.com/esnytupage>

Twitter : <https://twitter.com/esnytu>

EU Office Hours

Monday	Tuesday	Wednesday	Thursday	Friday
10:00	14:00	10:00	14:00	10:00
12:00	16:00	12:00	16:00	12:00

If you want to meet with an office representative outside of office hours, please ask for an appointment through e-mail.

If you need any further information and assistance, please contact with Erasmus Office.

Yıldız Technical University Erasmus Office

E-mail : incoming@yildiz.edu.tr

Phone : +90 212 383 5655

Address : Yıldız Teknik Üniversitesi, Avrupa Birliği Ofisi
Davutpaşa Kampüsü, Taşkışla Binası A-1003
34220 Esenler, İstanbul



BEFORE YOUR ARRIVAL		
What	Explanation	✓
Learning Agreement	Section to be completed before the mobility	
Letter of Acceptance	Duly signed and stamped, sent by YTU	
Visa	Please contact the consulate about the requirements	
Passport	Make sure that you have a passport valid for 60 days longer than your Erasmus stay	
Health Insurance	Make sure that you have an adequate health insurance for your Erasmus stay before your arrival in Turkey	
Photos	A few passport-size photographs	
Erasmus Student Network	ESN YTU. For sociocultural issues contact : esnytu@esnturkiye.org	
UPON YOUR ARRIVAL		
Orientation	In the first week of the semester	
Confirmation of Arrival Form	<u>Not</u> provided by YTU. If your university has such a form, please bring it to the Erasmus Office for signature in the first week.	
Student Certificate	Provided by YTU	
Student ID Card	Provided by YTU	



Turkish Language	Detailed info to be given on the orientation day	
Transportation Card	Make your application to any IETT Application center along with the required documents	
Office Hours	Mon, Wed, Fri : 10:00 – 12:00 Tue, Thu : 14:00 – 16:00	
DURING YOUR STAY		
Learning Agreement Changes	Section to be completed during the mobility	
Tax Number	Get a tax number for residence permit application	
Residence Permit	See the document for residence permit application	
Extension Form for Erasmus & Extension Application for Residence	If you would like to extend your Erasmus stay for one more semester: have the extension form signed by all parties and make the online extension application for residence permit.	
BEFORE YOUR DEPARTURE		
Transcript of Records	To be issued by your departmental coordinator. Please inform the lecturers to send your notes to your departmental coordinator.	
Certificate of Attendance	To be issued by EU Office	
Confirmation of Departure	<u>Not</u> provided by YTU. If your university has such a form, please bring it to the Erasmus Office for signature in your last week at YTU.	