

## ROADMAP

- Undergraduate and associate degree students with a minimum GPA of 2.20 and master's and doctoral students with a minimum GPA of 2.50 are eligible to apply for the foreign language exam.
- Students who do not take the Erasmus English exam can use a YDS-YÖKDİL exam score of at least 60, taken within the past year, in their E-Devlet application.
- Students must decide which type of mobility they wish to pursue (Study/Internship).
- Students must engage in a mobility program for at least one semester for studies and a minimum of 60 days for internships.
- Dual major students can only apply from one of their majors. Minor program students are not eligible for mobility.

### Student Mobility for Studies Pre-Departure Checklist

- ☐ The student reviews the list of partner universities available in their department on the Erasmus website. [Link to Partner Institutions](#) (Only partner institutions should be selected for study mobility).
- ☐ Students are allowed up to 3 preferences and may choose universities where they can match 30 ECTS credits worth of courses.
- ☐ The student evaluates the language of instruction, available courses, location, and dormitory facilities of these universities (if necessary, they can request support from the host institution). They should also research the visa requirements for the country where the university is located. Students who cannot match 30 ECTS credits cannot participate in the study mobility program.
- ☐ The student completes their Erasmus application on the E-Devlet portal ([Turna Portal](#)).
- ☐ Once accepted, the student is nominated to their preferred university.
- ☐ Students who receive an invitation letter or a positive response from the nominated university prepare a Learning Agreement and an Approval Document. [Useful Documents for Students](#).
- ☐ The student matches courses worth a total of 30 ECTS credits, ensuring that at least 60% of the content is similar, and gets these approved by the Erasmus Department Coordinator ([Erasmus Department Coordinators](#)) Course names do not need to match exactly; similar courses may be listed under different names.
- ☐ The student prepares the Online Learning Agreement (OLA) with the approved courses. [Online Learning Agreement Link](#).
- ☐ The student has the Approval Document signed by their Erasmus Department Coordinator and the Head of Department at Istanbul Arel University. After all signatures are completed, the student submits this document to the Erasmus Office for the final signature of the Erasmus Institutional Coordinator.
- ☐ Once the student receives the acceptance letter from the host university and has completed all required documents, they begin the visa process.
- ☐ The student schedules a visa appointment.

- At least 10 days before the visa appointment, the student informs the International Office about the appointment date to obtain a consulate letter. They collect this letter from the office once it is prepared.
- After obtaining travel health insurance, which must cover accident and liability, the student submits the consulate letter, acceptance letter, Learning Agreement, and other required documents during the visa application.
- The student informs the International Office once the visa is obtained. They visit the office with their passport, Euro bank account details, and insurance policy number.
- The grant agreement will be signed.
- 80% of the grant amount is transferred to the student within 30 business days.

### **Student Mobility for Studies During the Mobility**

- Upon arrival in the host country, the student visits the Erasmus Office of the host institution to gather necessary information and is subject to the attendance policy, course planning, and rules of the host country. The student must have the “Arrival” section of the Arrival & Departure document signed and then email it to our Erasmus Office as confirmation of arrival.
- If the student needs to make changes to the courses listed in the Learning Agreement within the first 5 weeks, they must first contact their Erasmus Department Coordinator to report the changes. They must fill out the “During the Mobility” (Changes) section of the Learning Agreement and submit it to the Erasmus Office. The Approval Document should be updated and re-signed.
- Students who begin their mobility in the fall semester and wish to extend it to the spring semester must apply to their department and Erasmus coordinator after matching 30 ECTS credits at the host institution. Before applying for an extension, the student must contact the Erasmus Office to confirm the status of their grant. Mobility can also be carried out without a grant.

### **Student Mobility for Studies Documents Required to Complete**

The student submits the following documents to the International Office:

- The signed “Departure” section of the Arrival-Departure document.
- The transcript obtained from the host university.
- The PDF of the Final Student Report (EU Survey) sent via the Beneficiary Module.
- A photocopy of the passport showing the visa entry-exit stamps.
- Once all documents are submitted, the return process is initiated.
- Students who do not fulfill their Erasmus study mobility obligations will not receive 20% of the total grant calculated for the mobility period. The institution has the right to decide whether to impose a deduction greater than 20%.

### **Student Mobility for Traineeship Pre-Departure Checklist**

- The student completes the Erasmus application on the E-Devlet portal (TurnaPortal).  
[TurnaPortal Link](#).

- ❑ To apply to universities or companies, the student prepares a Europass CV and Cover Letter. [Europass CV](#) and [Cover Letter Editor](#).
- ❑ The student looks for internship opportunities in universities, private/public institutions, or companies related to their professional field and contacts them (e.g., [Erasmus Intern Platform](#)).
- ❑ While inter-institutional agreements are not required for internships, students must perform internships related to their field of study (e.g., a psychology student cannot intern in graphic design). Non-graduating students can only intern during the summer.
- ❑ If students cannot secure an internship, they may seek advice from their department professors or the International Office.
- ❑ Students who receive an invitation letter from the host institution prepare a Traineeship Agreement ([Useful Documents for Students](#)). Students with mandatory internships must confirm with their department whether the Erasmus internship can count towards their mandatory internship requirement. ([Erasmus Department Coordinators](#)).
- ❑ The student first signs the Traineeship Agreement, then submits it to the International Office - Erasmus Office for the Erasmus Coordinator's signature. The signed document is then sent to the host institution for their signature. Once all signatures are completed, the document is submitted to the International Office.
- ❑ After receiving the acceptance letter from the host institution and completing all required documents, the student begins the visa process.
- ❑ The student schedules a visa appointment.
- ❑ At least 10 days before the visa appointment, the student informs the International Office about the appointment date to obtain a consulate letter and collects the letter from the office once it is ready.
- ❑ After purchasing travel health insurance, which must include accident and liability coverage, the student submits the consulate letter, acceptance letter, Traineeship Agreement, and other required documents during the visa application.
- ❑ The student informs the International Office once the visa is obtained. They visit the office with their passport, Euro bank account details, and insurance policy number.
- ❑ The grant agreement is signed.
- ❑ 80% of the grant amount is transferred to the student within 30 business days.

### **Student Mobility for Traineeship After the Mobility**

The student submits the following to the International Office:

- ❑ The "After the Mobility" document. (in Learning Agreement)
- ❑ A certificate showing the start and end dates of the internship.
- ❑ The PDF of the Final Student Report (EU Survey) sent via the Beneficiary Module.
- ❑ A photocopy of the passport showing the visa entry-exit stamps.
- Once all documents are submitted, the return process is initiated.
- Students who do not fulfill their Erasmus internship mobility obligations will not receive 20% of the total grant calculated for the mobility period. The institution has the right to decide whether to impose a deduction greater than 20%.