

# METU OUTGOING ERASMUS STEP-BY-STEP GUIDE

## 1 APPLICATION AND SELECTION AT METU (MARCH/SEPTEMBER)

Submit the Erasmus Application. After the selection, the International Coordination Office sends you the offered placement.

## 3 START LOOKING FOR ACCOMMODATION (AFTER BEING ACCEPTED BY THE HOST, JUNE/NOVEMBER)

Ask the host regarding their offers such as dormitory placements.

## 5 SUBMIT THE CREDIT MONITORING REQUEST

Submit it on Neptun before your mobility. By this you get the matching courses approved and they will be recognised at the end of the semester based on this.

For questions related to this follow the guides of SIC or contact them

## 7 ONLINE LANGUAGE SUPPORT TEST (OLS)

Complete OLS Test in the language of instruction of the Host Institution. *You should take the test EVEN if you already have a different language exam!*

## 9 SIGN THE GRANT AGREEMENT

The contract about your scholarship must be signed min. 2 weeks prior to the mobility. What you will need:

- Learning Agreement
- OLS language test result
- Academic Calendar of the host
- Certificate of Bank Account
- Valid Health Insurance
- Residence permit (foreign students)

## 11 IF THE PLANNED COURSES CHANGE

1. Hand in a credit monitoring request again (follow the guides of SIC or consult with them).
2. Fill the 'During mobility' part (changes) in the Learning Agreement with its results

## 2 NOMINATION AND APPLICATION AT THE HOST UNI (APRIL/OCTOBER)

1. METU Erasmus Coordinator sends your details to the host institution.

2. Host Institution contacts you directly about their application procedure.

PS: The host institution has the right to accept or reject your application



## 4 MATCH THE HOST COURSES WITH THE METU COURSES

Contact the Head of Institute (BCT) or Program (ART) to help you to find the matching courses from your curriculum

## 6 FILL THE ONLINE LEARNING AGREEMENT - BEFORE THE MOBILITY

The document contains the host courses and their METU equivalents. Fill it with the result of the credit monitoring request, or if you don't have it yet, indicate 'Erasmus course recognition' in table B.

## 8 APPLY FOR EXTRA FINANCIAL SUPPORT

Check here and here if you are eligible

## 10 UPON ARRIVAL

1. Maintain your Active status at METU by enrolling on at least 1 class. You will have individual study schedule here.
2. Contact the professors of the METU courses that you are on Erasmus.
3. Email your Certificate of Arrival to the International Coordination office.

## 12 AFTER MOBILITY

1. Send the specified closing documents within 30 days of your arrival for the International Coordination Office.
2. Get your passed courses recognised through Neptun as CREDIT TRANSFER REQUEST. Regarding this, follow the guides of SIC or consult with them.

